

JOB APPLICATION

Position: Clerk to the Parish Council &
Responsible Financial Officer

Please submit this application form to:
Clerk to the Linkinhorne Parish Council,
Darley Ford Quarry, Upton Cross, Liskeard, Cornwall, PL14 5AS.
Fax: 01579 363050, Email: clerk@linkinhorneparish.co.uk

To arrive by 12:00 on Friday 1st August 2008 at the latest.

PLEASE COMPLETE THIS FORM IN YOUR OWN HANDWRITING

Name

Address

.....

..... Post Code

Telephone No Mobile No Fax

E-mail address

Nationality National Insurance Number

Do you hold current driving licence Yes/No

Do you have access to a car when needed? Yes/No

Do you have any of the following that you would be prepared to use in the service of the Council? (None of these is essential but if available a payment can be made)

Computer	Yes/No	Land telephone line	Yes/No
Broadband Internet connection	Yes/No	Answering machine	Yes/No
Printer	Yes/No	Fax	Yes/No
Scanner	Yes/No	Other Items	
Photocopier	Yes/No		

Do you consider you have a disability under the Disability Discrimination Act 1995? Yes/No

Have you been convicted of any Criminal Offence (as defined in the Rehabilitation of Offenders Act 1974) within the last 5 years?

EDUCATION

Please enter details of your leaving qualifications

Date Achieved	Awarding Body	Certification/Qualification	Level

QUALIFICATIONS

Details of any training courses or certification achieved that may be relevant to this post. i.e. secretarial training, accountancy, local government qualifications.

Date Achieved	Awarding Body	Certification/Qualification	Level

COMPUTER SKILLS

Please Ü if you are familiar with the following:

- Microsoft Word or other Word processing programme
- Microsoft Excel or other Spreadsheet programme
- Microsoft Publisher or other Desktop publishing programme
- Microsoft Frontpage or other Web design programme
- Use of the Internet and E-mail

PREVIOUS EMPLOYMENT

Please enter details of your last two/or existing employments

Name & Location of Employer	
Job Description	
Starting date	
Leaving date	
Reason for leaving	
Salary per hour or per annum	

Name & Location of Employer	
Job Description	
Starting date	
Leaving date	
Reason for leaving	
Salary per hour or per annum	

Please mention any other employment that you feel may be relevant to this position

REFERENCES

Please provide the names and contact details of two persons who may be applied to for a reference; these should be previous employers. References will only be taken up following interview. The Council is obliged to take up references regarding your honesty & reliability with the handling of financial procedures.

1.

Name

Address

.....

Telephone No.

2.

Name

Address

.....

Telephone No.

Declaration

The details on this application form are, to the best of my knowledge, correct. I recognise that the deliberate withholding or falsification of information could lead to disqualification of my application, or dismissal if appointed. I understand that any canvassing of members of the Council will disqualify my application.

Signature of applicant Date