

# PLEASE COMPLETE IN FULL, WITH BLACK INK AND PRINT WHERE POSSIBLE.

# PLEASE DELETE AS APPROPRIATE\*

Post Applied For					
ASSISTANT TO THE CLERK/ADMINISTRATOR					
Personal Information					
Title and First Name(s):					
Surname:					
Surname.					
Address:					
Postcode:					
rostcode.					
Contact Numbers:					
Email Address:					
	1				
Eligibility to work in the United					
We are legally obliged to ask yo		•	_	-	
successful, we will ask you to p certificate to confirm this. (Furt					
Do you have a legal right to live			*YES		
Current Employment		THO IN THE CITY	1.25	,	
Please provide details of your o	urre	nt employment:			
Name and Address of Employe	r	Position held and Brief		Present Salary, Scale/Grade and	
		Outline of Duties		Reasons for Leaving	
Notice Period:					



Employment History				
Most recent first, show any gaps in		ime education and indicate what		
you were doing in that time including	ng voluntary work:			
Name and Address of Employer	Position Held and Brief	Salary, Scale/Grade and Reasons		
	Outline of Duties	for Leaving		
Education History				
Please provide details of your educa	ation:			
Name and Address of School,	Qualifications and Grades	Date(s)		
College and/or University		(-)		



Qualification History				
Subject	Result and Qualification Achieved	Date of Completion		
Mancharchin of Dalayant Duafaccia	nal Dadia			
Membership of Relevant Professio Please provide details of any memb		unication which may be relevant to		
the job you are applying for:	erships you have with any orga	anisation which may be relevant to		
Association	Membership Type and	Expiry Date		
, too chatter	Registration Number	Expiry Date		
	Ü			
Training				
	nt training, learning and develo	opment starting with your current or		
most recent experience:		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
Course Title	Awarding Body and Result	Completion Date		



Supporting Information (Skills and Experience)		
Tell us why you consider yourself a suitable candidate for this appointment. Ensure your comments		
clearly cross reference the Job Description and Person Specification supplied for this role:		



References	
Two references are required both of whom should	be able to comment on your work/career
background. Please include your most recent emp	loyer
First Referee	Second Referee
Name:	Name:
Address:	Address:
Address.	Addiess.
T. I. N.	- L L N
Telephone No:	Telephone No:
Email:	Email:
How long have they known you?	How long have they known you?
In what capacity?	In what capacity?
Can the person be contacted prior to interview?	Can the person be contacted prior to interview?
*YES / NO	*YES / NO
Relationship to Parish Council Employees or Cou	ncil Member
Are you related to any employee or council memb	
organisation you are applying to? Canvassing or fa	·
proper disclosure may disqualify you for the appo	
appointed, shall render you liable for dismissal with	
If YES, please provide details:	
ii 123, piedse provide details.	



### **Declaration**

Self-declaration of suitability to work in posts requiring a Disclosure and Barring Service Check

This post involves working with children, other vulnerable groups, or in a position of trust. It is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Stirchley and Brookside Parish Council will request a Disclosure and Barring Service (DBS) certificate revealing criminal convictions.

Where this post meets the definition of Regulated Activity (as defined in the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) the relevant barred list(s) for children and adults will also be checked. You must disclose details of all unfiltered reprimands, formal warnings, cautions and convictions as these will be disclosed by the DBS.

Details of positions requiring a DBS certificate can be found here:

https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance. For information regarding filtering of convictions please see: www.gov.uk/government/publications/filteringrules-forcriminal-record-check-certificates.

Any information given will be treated as confidential. You should note that disclosing a conviction does not necessarily bar you from appointment. Failure to disclose may result in withdrawal from any job offer in relation to this form.

If you have ever been convicted of a criminal offence you must declare your unspent convictions, but you do not need to declare ones that are spent. A conviction becomes spent after a certain period of time has passed depending on the sentence. A sentence of more than 30 months in prison for a single offence can never become spent. Do you have any unspent criminal convictions? (Required)

\* YES / NO

If YES, please provide details:

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Any information give will be treated as confidential and will be considered only in relation to posts to which the order applies.

### **Disclosure and Barring Check (DBS check)**

In the event of a successful application an offer of employment will be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks (DBS checks) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

0 1 7	
I give consent to a DBS check being made:	* YES / NO



## **Data Privacy Statement**

Privacy Notice under the Data Protection Act (General Data Protection Regulations from 26th May 2018) Stirchley and Brookside Parish Council is collecting Personal Identifiable Information to enable it to process your job application and to monitor against statutory requirements e.g., Equality Act 2010. This information is being processed under DPA – Schedule 2 (2a) (GDPR 2018 - Article 6 (1)b) and DPA – Schedule 2 (2a) (GDPR 2018 – Article 9 (2)b).

If you are successful and subsequently appointed this information will be use for the purpose of: contractual obligations as an employer to keep you informed on matters relating to your employment detection and prevention of fraud and over payments from the public purse completion of statutory returns improving the management of its workforce data across the sector enabling development of a comprehensive picture of the workforce and how it is deployed informing the development of recruitment and retention policies allowing better financial modelling and planning enabling monitoring of protected characteristics to support compliance with the Equality Act 2010.

This information will be treated as confidential and will not be used when short-listing or deciding on whether an applicant is successful or unsuccessful in obtaining employment. If you are successful in obtaining employment with the Council, the Council will retain this information for the period of your employment and following 6 years following the termination of your employment.

Your personal data will be retained for 6 months from when you are appointed and once it reaches its retention end date your information will be deleted. If you are unsuccessful in obtaining employment your data will be retained for 6 months from the time you are made unsuccessful. Once it reaches this retention end date it will be deleted/destroyed along with any other information gathered throughout the recruitment process.

Stirchley and Brookside Parish Council does not share any Personal Identifiable Information collected with external organisations unless required to do so by law. For further details on the council's privacy arrangements please view the privacy page on the council's website.

#### **Candidate Declaration**

I hereby consent to the recruiting organisation processing and retaining my personal data contained within this application form for recruitment, selection and employment related purposes in relation to this application only.

I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information.

I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed.

Signed:	Date:	



**PLEASE NOTE:** Do not include a CV as this will not be considered part of your application. If any box is insufficient to cover your response, please attach separate sheet(s) headed with section referred to.

Applications to be returned by email or post to:

Email: <a href="mailto:chris.maclean@sbpc.org.uk">chris.maclean@sbpc.org.uk</a>

Post: Chris Maclean

Locum Clerk/RFO to the Council

Stirchley and Brookside Parish Council

The Sambrook Centre

Grange Avenue

Stirchley Telford

TF3 1FL