

## APPLICATION FOR POSITION OF COMMUNITY ENGAGEMENT AND COMMUNICATIONS OFFICER

### PERSONAL DETAILS

Name	
Home address	
Post code	
Telephone – day	
Telephone – evening	
Email address	
National Insurance Number	
Do you hold a full current driving license?	
Do you have a car available for work?	

### IMPORTANT INFORMATION

The Council will decide on which candidates are selected for interview based on the information given by you on this application form and CV should you also wish to also submit one.

By signing and returning this form, you are giving your permission for the Council to process and electronically hold the information you have supplied or referred to, including any data that you consider to be sensitive or personal.

Data will be held in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation GDPR.

If you are successful in gaining employment with the Council, this form and the information it contains will form part of your personnel record. If you are unsuccessful, the information will be destroyed after a period not exceeding four months from the appointment date. In all cases the information will be held securely in accordance with Data Protection Guidance.

**CURRENT EMPLOYMENT (If you are currently unemployed, please leave blank)**

Job title	
Basic pay/grade	
Employers name	
Address	
Post code	
Date employment started	
Period of notice required	

Outline your present duties and responsibilities (please continue on a separate sheet if necessary, placing your name in the top right corner and numbering the additional sheets)

## PREVIOUS EMPLOYMENT

Please list all your previous employment in date order, beginning with the most recent

Job title	
Date started/left	
Employers name	
Address	
Post code	

Brief Outline of Duties:

Reason for Leaving:

Job title	
Date started/left	
Employers name	
Address	
Post code	

Brief Outline of Duties:

Reason for Leaving:



**TRAINING AND PERSONAL DEVELOPMENT**

Please list any relevant job-related training that you have undertaken, and any professional qualifications achieved, beginning with the most recent

Date	Course title	Organiser	Qualification

**EDUCATIONAL QUALIFICATIONS**

Please give details of secondary, further and higher educational qualifications achieved, beginning with the most recent

Date	Name of secondary school, college or university	Grade

**PROFESSIONAL QUALIFICATIONS/MEMBERSHIP OF PROFESSIONAL BODIES**

Please state whether by election, exemption or examination

Date	Professional Body/Association	Membership No.	Grade/Level

## **FURTHER DETAILS**

In the space below please provide any further information to support your application.

This might include previous experience that will help you to carry out the role of the position you are applying for, and can be either work related or voluntary, including pertinent abilities and any specialist knowledge. Please refer to the Job Description and Person Specification supplied with the Application Pack.

If necessary, please continue on a separate sheet, and include your name and sheet number on additional pages.

## REHABILITATION OF OFFENDERS ACT 1974

Have you ever received a caution or been convicted by a court of any offence?

YES/NO

If YES, please give full details including the date and nature of the offence. You should NOT include convictions which are considered to be spent.

## RELATIONSHIP TO COUNCIL MEMBERS OF EMPLOYEES

Please give the name of any Councillor or member of staff to whom you are related. Canvassing of Councillors will disqualify your application

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## REFERENCES

Please give details of two referees whom we may ask about your suitability for the job. One of these must be your current or most recent employer. You should not name a relative as a referee. References will only be requested if you are selected for interview.

REFEREE	REFEREE 1	REFEREE 2
Name		
Address		
Post code		
Telephone number		
Email		
May we contact this referee without asking you?		

We will not confirm an offer of appointment until we have received a satisfactory reference from your present or most recent employer or school/university if you have not previously been employed

## INTERVIEW ARRANGEMENTS AND AVAILABILITY

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you with your application or with our recruitment process

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Please advise of any dates when you will not be available for interview

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## DECLARATION AND CONSENT

I certify that to the best of my knowledge the details provided on this form and all other supporting papers are true and correct. Furthermore, I understand that if I have provided false or misleading information, any contract of employment entered into will be withdrawn, or the withdrawal of any offer of employment.

I understand that the information provided in this application will be processed only by Lawley & Overdale Parish Council for the purpose of considering my application for employment, and I hereby give my consent to the processing of the data contained herewith, in accordance with the Data Protection Act 1998 and any subsequent legislation.

**Signature of applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Please return this form to:**

Miss Jill Holland - Clerk to the Council  
Lawley & Overdale Parish Council  
Leonard Smith House  
Unit 2, West Centre Way  
Lawley  
Telford  
TF3 5HT

Or via email on [clerk@lawleyoverdale.org.uk](mailto:clerk@lawleyoverdale.org.uk)