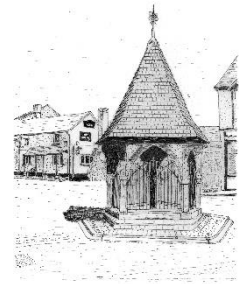


Bovingdon Parish Council

Memorial Hall
High Street
Bovingdon
Herts HP3 0HJ

Tel: 01442 833036
Email: parishclerk@bovingdonparishcouncil.gov.uk
www: <https://www.bovingdonparishcouncil.gov.uk>



APPLICATION FORM

Please answer all questions as fully as possible. If additional space is needed, please complete your answer on a blank A4 sheet, including your name.

Personal Information

Post applied for:	
Full Name:	
Postal Address:	
Home Telephone No:	
Mobile Telephone No:	
Email Address:	

Employment History

Your present or most recent employment: (please indicate whether you are still employed)		
Name and address of employer	Position held (include start and end dates)	Duties and Achievements (include reason for leaving)

Your Previous Employments

(Please give your most recent employment first and explain any periods not accounted for. Please also explain the reason for moving to the next post).		
Name and address of employer	Positions held (include start and end dates)	Duties and Achievements (include reason for leaving)

Details of Education

School/College/University/Other (exclude primary schools)	Subjects Studied (include start and end dates)	Results/Grades etc.

Other Professional Qualifications or Training relevant to this post.

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Personal Statement

Please use the space below to explain why you are applying for this post and to give any additional information you feel may be relevant to your application. Please include any voluntary/social/ sports activities where skills and experience have been gained that may assist you in your application.

Please write your statement here

References

Please give the name, address and telephone numbers of two referees. At least one should be a present or most recent employer. Please indicate in what capacity you know the referees.	
Name:	Name:
Position:	Position:
Address:	Address:
Post Code:	Post Code:
Telephone Number:	Telephone Number:
Capacity:	Capacity:

May references be taken up prior to interview (please indicate)?	YES / NO
When would you be available to take up appointment?	

Additional information (Please indicate your answers with a tick in the **Yes** or **No** column)

	Yes	No	Further Information
Are you entitled to work in the United Kingdom?			A right to work check will be made prior to your employment.
Are you related to or closely connected with any Councillor or employee of the Council?			If Yes, give details.
Do you holder a current full UK driving licence?			
Do you have transport of your own?			
Have you been convicted of a criminal offence> Convictions which are 'spent' under the Rehabilitation of Offenders Act 1974 need not be disclosed. If you have unspent convictions give details of the offence, court, date of conviction and sentence imposed.			Details on a separate, labelled sheet.
Are you insolvent or an undischarged bankrupt? If Yes, give details of the date of the proceedings and the place at which they were held.			Details on a separate, labelled sheet.

Please check that all sections of this application form have been completed.

Declaration

I hereby declare that, to the best of my knowledge, the information given on this form is correct and complete. I give my consent for the Council to process my personal data in connection with this application and the data can be used as part of any subsequent Contract of Employment. I understand that if any statement is false or misleading, or if I have withheld relevant information, my application may be disqualified or, if I have already been appointed, disciplinary action may be taken which may result in dismissal. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.	
Signed:	Date:

Please return completed form to:	
By Post to:	Bovingdon Parish Council, Memorial Hall, High Street, Bovingdon HP3 0HJ
By Email to:	parishclerk@bovingdonparishcouncil.gov.uk