

**CODSALL PARISH COUNCIL  
APPLICATION FOR POST OF ASSISTANT CLERK**

Last Name:
First Names:
Address:
Email Address:
Daytime Telephone Number:
Evening Telephone Number:

Do you hold a current driving licence? (please delete) yes/no
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Are you related to any Council Member or Employee? (if so give details) (NB. Failure to disclose such relationship and / or canvassing will disqualify)
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Interests Outside of Work:
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**EDUCATION AN TRAINING**

Please give details of qualifications achieved and including relevant experience training, most recent first.

Qualification	Name of School / College / University	Grade / Level attained

**Please continue on separate sheet if necessary**

**EMPLOYMENT HISTORY**

<b>From / to</b>	<b>Name and Address of Employer</b>	<b>Position held and brief outline of duties / responsibilities</b>	<b>Present Salary and reasons for Leaving</b>

Please continue on separate sheet if necessary

**REHABILITATION OF OFFENDERS**

Have you ever been convicted of; or are you currently charged with any criminal offence other than a conviction spent under the provisions of the Rehabilitation of Offenders Act 1974) (please delete) **YES/NO**

If yes please give details below

<b>Date of conviction</b>	<b>Offence</b>	<b>Sentence</b>

**What attracts you to apply for this job?**

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**REFEREES – Two references are required including one from your most recent employer.**

<b>First Reference</b>	<b>Second Reference</b>
Name:	Name:
Address:	Address:
Tel No	Tel 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?

Notice to be given to terminate present employment?
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**I CAN CONFIRM THAT THE INFORMATION PROVIDED IS CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT FALSE, MISLEADING OR UNDISCLOSED INFORMATION IN THIS APPLICATION COULD LEAD TO MY EMPLOYMENT BEING TERMINATED**

**Signature .....** **Date**

Applications to be returned to: Codsall Parish Council, for the attention of Maxine Baker, Clerk to the Council, Parish Council Offices, Station Road, Codsall, WV8 1BY