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AI-generated content may be incorrect.**

**APPLICATION FORM - PARISH CLERK (AND RESPONSIBLE FINANCE OFFICER)**

Please return this form to the email or hard copy addresses given at the end of the form. If you have any queries please contact Stephanie Bennett as detailed in the application pack

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| --- |
| **Important dates and times**  **Closing date for applications is noon on 7th March 2025**  Please note that if you are offered an interview there will be a pre-interview opportunity to meet councillors and the interview panel. This will be held on the 20th March 2025 at 1800 in the Meeting Place, annexed to Church on The Green (CoTG); you are encouraged to attend.  **All interviews will be held on 21st March 2025** |

**Personal Details**

|  |  |
| --- | --- |
| Family name / Surname |  |
| Forename(s) |  |
| Preferred title if any |  |
| Current address and postcode |  |
| Preferred contact telephone number |  |
| Email address |  |

**Present (or most recent) Employer**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer |  | | |
| Job title |  | | |
| Start date |  | Notice required or date left |  |
| Salary (£) pa |  | Hours per week |  |
| Please give details of your main tasks and responsibilities  *(please type and this box will expand. If completing by hand, please use additional sheets as necessary)* | | | |
| Please explain why you are applying for this role.  *(please type and this box will expand. If completing by hand, please use additional sheets as necessary)* | | | |

**Employment history**

|  |  |  |  |
| --- | --- | --- | --- |
| Please give as much relevant information as possible. Please include any time spent as a volunteer and we welcome explanations for any gaps in employment history.  *(please type and the boxes will expand and add more lines as required. If completing by hand, please use additional sheets as necessary)* | | | |
| Name and address of employer | Dates from/to (MM/YY) | Job role | Final salary and reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Academic, Professional and Vocational Qualifications**

|  |  |  |
| --- | --- | --- |
| Exams passed and level  Qualifications and memberships | Grade and date achieved | Name of educational establishment and/or professional or awarding body |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*(please type and the boxes will expand and add more lines as required. If completing by hand, please use additional sheets as necessary)*

**Training and Continuing Professional Development**

|  |  |  |
| --- | --- | --- |
| Please give details of relevant training/development activities | | |
| Training course and organiser or development activity | Time spent | Grade achieved/outcome |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*(please type and the boxes will expand, and add more lines as required. If completing by hand, please use additional sheets as necessary)*

**Personal Statement**

|  |
| --- |
| Referring to the person specification please provide examples of how you demonstrate the experience and knowledge and skills as listed for this role. You may use experience gained from within and/or outside the workplace to provide these examples |
| *(please type and this box will expand. If completing by hand, please use additional sheets as necessary)* |
| Referring to the personal attributes in the person specification please provide examples of how you demonstrate the essential and desirable elements |
| *(please type and this box will expand. If completing by hand, please use additional sheets as necessary)* |

**Supplementary Information**

|  |  |
| --- | --- |
| Are you willing and able to meet the travel requirements of the post within the parish boundary? |  |
| Please provide details of any difficulties that you might encounter in travelling around the parish. |  |
| We welcome applications from people with disabilities however it must be noted that the parish council office is accessed via a flight of stairs that has a stairlift fitted. We will make reasonable adjustments, where possible, to enable a person with a disability to access the application and appointment process fairly, and to work for the parish council | |
| If you consider yourself to have a disability, please tell us about this |  |
| If you are offered an interview, would you welcome a pre-interview discussion to identify any needs that you have? |  |
| Disclosure of criminal offences: The rehabilitation of Offenders act 1974 gives individuals the right not to disclose details of old offences which are spent | |
| Please provide details, including dates and places, of pending prosecutions and any unspent convictions, cautions and bind-overs  *(Please type and this box will expand. If completing by hand, please use additional sheets as necessary)* | |

**References**

|  |
| --- |
| Please provide the names and contact details for two professional referees. The first must be a current manager and references will not be accepted from friends. All references will be sought only after a provisional employment offer has been made. |

|  |  |
| --- | --- |
| Name of referee 1 |  |
| Job title of referee 1 |  |
| Name of organisation |  |
| Address of organisation |  |
| Email address of referee |  |
| Phone number of referee |  |
| Relationship to you |  |
| Dates known to you |  |

|  |  |
| --- | --- |
| Name of referee 2 |  |
| Job title of referee 2 |  |
| Name of organisation |  |
| Address of organisation |  |
| Email address of referee |  |
| Phone number of referee |  |
| Relationship to you |  |
| Dates known to you |  |

**Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| I confirm that:   * I am eligible and entitled to live and work in the United Kingdom * I am willing for the data given in this form to be held and processed by Rowlands Castle and, if necessary, for it to be verified with relevant third parties * The information on this form is accurate and I understand that providing false information might lead to my application being disallowed or, should I be appointed, to my dismissal. If appropriate the matter may be referred to the police. | | | |
| Signed |  | Date | 2025 |

Completed application forms must be emailed to: [steph@albatrosshorizon.co.uk](mailto:steph@albatrosshorizon.co.uk)

*or* if completed as hard copies marked Private and Confidential and posted to:

Stephanie Bennett

LCC Consultancy

c/o Rowlands Castle Parish Council

11 The Green,

Rowlands Castle,

Hampshire

PO9 6BW

For the Council’s privacy policy please refer to:

<http://www.rowlandscastlepc.org.uk/wp-content/uploads/2018/07/RCPC-Privacy-Notice-for-General-Public-incl-Residents-adopted-11-June-2018-following-NALC-2018-Model.pdf>