

ROWLANDS CASTLE PARISH COUNCIL

APPLICATION FORM – ADMINISTRATION 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 Dominic Harland-Jones as detailed in the application pack

Important dates and times

Closing date for applications is on 8th May 2026

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 <i>(please type and this box will expand. If completing by hand, please use additional sheets as necessary)</i>			

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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
<i>(please type and this box will expand. If completing by hand, please use additional sheets as necessary)</i>
Referring to the personal attributes in the person specification please provide examples of how you demonstrate the essential and desirable elements
<i>(please type and this box will expand. If completing by hand, please use additional sheets as necessary)</i>

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	
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 <i>(Please type and this box will expand. If completing by hand, please use additional sheets as necessary)</i>	

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.
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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

<p>I confirm that:</p> <ul style="list-style-type: none"> • 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:
 clerk@rowlandscastleparishcouncil.gov.uk

or if completed as hard copies marked Private and Confidential and posted to:
 Dominic Harland-Jones
 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>