

WALTHAM PARISH COUNCIL

APPLICATION FORM

Private and Confidential

Please complete all sections in full, in **black** ink or typescript

Personal information

Post applied for:	Cemetery Clerk	
Post reference:	BBC/DPC01	
Full Name:		
Address:		
Telephone Number (home or mobile):		
Telephone Number (work):		Can you be contacted at work? YES/NO
E-mail address (optional)		

Employment

Present/most recent employment: (please indicate whether or not you are still in employment)		
Name and address of employer	Position held	Summary of duties

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Previous employment (please give your latest employment first and explain any periods not accounted for). Continue on a separate sheet of paper if needed.

Name and address of employer	Position(s) held	Summary of duties

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Education

School/college/university/further education	Subjects studied	Results/grades

Professional qualifications:

Other qualifications and training relevant to this post:

General

Are you entitled to work in the United Kingdom?

Have you any criminal convictions you should disclose? If so, please give details (other than for spent convictions under the Rehabilitation of Offenders Act 1994, see explanatory notes)

Please use this space 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 or statutory activity where skills and experience have been gained that may assist you in your application. You may continue on a separate sheet of paper if necessary. **You are advised to use the Job Description and Person Specification as an indicator of the skills, experience and attributes that are required.**

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?

Declaration:

I hereby declare that, to the best of my knowledge, the information given on this form is correct and complete and can be treated 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 this form:

By email: walthampc@btconnect.com

Or by post: The Parish Clerk, Waltham Parish Council, Kirkgate Car Park, Kirkgate, Waltham, Grimsby, North East Lincolnshire, DN37 0LS

FOR OFFICE USE ONLY:

Received

Interview

Decision

Decision