



# CHORLEYWOOD PARISH COUNCIL

## Job Application Form

If you have any queries or require any assistance completing this form, please email [info@chorleywood-pc.gov.uk](mailto:info@chorleywood-pc.gov.uk) or call 01923 285594

**PRIVATE AND CONFIDENTIAL**

Return this form to: Yvonne Merritt.

### PERSONAL DETAILS (Block capitals please)

Surname		Forename(s)		Title			
Address:			Email				
Postcode:			Telephone Number:				
Do you hold a FULL Current driving licence Yes/No		Details of endorsements					
Are there any restrictions on you taking up employment in the UK If yes, please provide details				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

### EDUCATION HISTORY (from secondary school)

Schools/colleges/university	Subjects/Courses followed	Results

**PROFESSIONAL QUALIFICATIONS**

Title of body and level of membership	Please state how membership was obtained (eg by election, examination, experience etc)

**VOCATIONAL TRAINING**

Title of course	Name of College	Length of Course

**EMPLOYMENT HISTORY** (Please complete in full and use a separate sheet if necessary)

NAME AND ADDRESS OF PRESENT/LAST EMPLOYER	JOB TITLE	DUTIES	RATES OF PAY & OTHER BENEFITS	REASONS FOR LEAVING
<b>Notice required for current Post:</b>				

**PREVIOUS EMPLOYMENT** (including unpaid and voluntary work)

Please account for any intervals between jobs

NAME AND ADDRESS OF EMPLOYER	JOB TITLE	DUTIES	RATES OF PAY & OTHER BENEFITS	REASONS FOR LEAVING

**PREVIOUS EMPLOYMENT** (including unpaid and voluntary work)

Please account for any intervals between jobs

NAME AND ADDRESS OF EMPLOYER	JOB TITLE	DUTIES	RATES OF PAY & OTHER BENEFITS	REASONS FOR LEAVING

### EXPERIENCE

Please give details of any relevant experience gained which you feel would be helpful in the position for which you are applying.

**Please note that CVs will not be acceptable**

### REFERENCES

Please note here the names and addresses of two persons from whom we may obtain both character and work experience references.

1.	2.
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### HEALTH DETAILS

This Council is committed to improving opportunities for people with disabilities. The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment, which has a substantial and long term effect and has an adverse effect on the persons ability to carry out normal day to day activities.

Do you consider yourself to have a disability according to the terms given in The Equality Act 2010

Yes  No

Please specify any special arrangements for work associated with any impairment.

Please specify any special arrangements you need to attend an interview

**DECLARATION (Please read this carefully before signing this application)**

- 1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.**
- 2. I agree that the Parish Council reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.**
- 3. I agree that should I be successful in the application; my previous employers may be approached for references. I will, if required, apply to the Criminal Records Bureau for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the Parish Council any offer of employment may be withdrawn or my employment terminated.**
- 4. I understand that if I have knowingly provided false information or canvassed a Councillor or Officer of the Council in support of my application I may be disqualified or dismissed after the appointment.**

**Signed..... Date.....**

Once completed please email to [Info@chorleywood-pc.gov.uk](mailto:Info@chorleywood-pc.gov.uk)  
Or post to Chorleywood Parish Council, South Lodge, Rickmansworth Road,  
Chorleywood, Herts WD3 5SL

**Closing date is 10<sup>th</sup> January 2021**