BISHOPS ITCHINGTON
PARISH COUNCIL

APPLICATION FOR EMPLOYMENT

6 Bridge End, Southam, Warwickshire, CV47 1PD
Tel: 01926 811394 Email: alisonbiddle@btinternet.com www.bishopsitchington-pc.gov.uk

PLEASE COMPLETE ALL QUESTIONS IN BLACK INK OR TYPE. DO NOT INCLUDE A C.V.

POST APPLIED FOR: PROJECT OFFICER

PERSONAL DETAILS

SURNAME: FIRST NAMES: TITLE: (Ms/Miss/Mrs/Mr/Dr)

HOME ADDRESS:

POSTCODE:

HOME TELEPHONE NUMBER: WORK TELEPHONE NUMBER:

MOBILE NUMBER: EMAIL ADDRESS:

DO YOU HOLD A CLEAN DRIVING LICENCE? YES/NO
DO YOU HAVE ANY CURRENT ENDORSEMENTS YES/NO
If yes, please give details of endorsements:

DO YOU HAVE YOUR OWN TRANSPORT YES/NO
If YES would you be prepared to use it on Council business? YES/NO

ARE YOU DISABLED? YES/NO
If YES have you applied under the Job Interview Guarantee Scheme YES/NO

IF YOU ARE NOT A UK NATIONAL YOU MAY NOT BE ABLE TO WORK IN THE UK WITHOUT A WORK PERMIT OR RIGHT TO WORK VISA.
DO YOU REQUIRE A WORK PERMIT? YES/NO
DO YOU REQUIRE A RIGHT TO WORK VISA? YES/NO

PRESENT & PREVIOUS EMPLOYMENT (most recent first)

DATE	EMPLOYER	JOB TITLE & MAIN DUTIES	REASON FOR LEAVING

EDUCATION & TRAINING (most recent first)

DATE	ESTABLISHMENT	QUALIFICATIONS OBTAINED/TRAINING COMPLETED

MEMBERSHIP OF PROFESSIONAL BODIES/ VOLUNTARY ORGANISATIONS

ORGANISATION	GRADE OF MEMBERSHIP	DATE JOINED

RELEVANT SKILLS, KNOWLEDGE & EXPERIENCE

Please state why you consider yourself suitable for this post, making particular reference to your skills, knowledge and experience. Please refer to the Job Description and Person Specification before completing this section.

MOTIVATION

Please describe why you are applying for this post.

REFERENCES

Please give the names and contact details of two referees. The first should be your present or most recent employer.

1. Name:

Position:

Address:

Telephone:

Email:

2. Name:

Position:

Address:

Telephone:

Email:

MAY WE CONTACT YOUR REFEREES PRIOR TO INTERVIEW?

1. YES/NO

2. YES/NO

DECLARATION

I DECLARE THAT THE INFORMATION I HAVE GIVEN IS, TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT:

SIGNED:

DATE:

RETURN THIS COMPLETED FORM TO:
Alison Biddle, Clerk to Bishop's Itchington Parish Council, 6 Bridge End, Southam, Warwickshire, CV47 1PD. Closing date for receipt of applications is 5pm on Thursday, 18 June 2009.
PLEASE ENCLOSE THE COMPLETED EQUAL OPPORTUNITY MONITORING FORM, AND ALSO AN SAE IF YOU WOULD LIKE AN ACKNOWLEDGEMENT OF RECEIPT OF YOUR APPLICATION.