



Parish Clerk & Responsible Financial Officer Application Form

Please complete in MS Word and return by email if possible.

Surname:	First names and title:
Address:	Telephone: Mobile: Email: National Insurance Number:

Do you require a work permit to take up employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you legally eligible for employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you hold a current clean driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please give details of any unspent criminal convictions that you may have (in accordance with the Rehabilitation of Offenders Act 1974).
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Please give details of any disabilities we should be aware of so we can make reasonable adjustments:
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Employment History

Please list all employment in reverse chronological order, starting with your present or last position. Please continue on a separate sheet if you need to.

Name & Address of Employer:

Date joined:

Date Left:

Job Title:

Describe your duties and responsibilities:

Reason for Leaving:

Name & Address of Employer:

Date joined:

Date Left:

Job Title:

Describe your duties and responsibilities:

Reason for Leaving:

Name & Address of Employer:

Date joined:

Date Left:

Job Title:

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Date Left:

Job Title:

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Reason for Leaving:

Name & Address of Employer:

Date joined:

Date Left:

Job Title:

Describe your duties and responsibilities:

Reason for Leaving:

Education and Qualifications (including membership of professional bodies)

Date From/To	Name of School, College or University	Qualifications Gained

Training

Please list relevant training courses attended below:

References:

Please give the names and addresses of two referees. One should be your present or last employer if possible.

Referee 1

Referee 2

<i>Name</i>	<i>Name</i>
<i>Address</i>	<i>Address</i>
May we approach them now? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we approach them now? Yes <input type="checkbox"/> No <input type="checkbox"/>

Are you related to any employee or elected member of this council? Yes No

If yes please give full details:

Please state your reasons for applying for this job and what you feel you can bring to the role. Please include relevant skills and experience.

Please give details of any outside interests or other information you feel will support your application:

IMPORTANT NOTICE

Failure to answer all the questions on this application or failure to reveal information which might influence a decision on whether or not to employ you will automatically invalidate the application and the offer of employment, and where employment has commenced, to dismissal.

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications, for recruitment purposes only. The council will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis required under current employment legislation to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

DECLARATION

I, the undersigned, declare that the information given by me on this application and any other form (including at interview) to the best of my knowledge is correct, and that I have not knowingly withheld any fact or circumstance which, if disclosed, would influence a decision to employ or not employ me.

Signature

Date

Please return the completed form to be received no later than Sunday, 26/04/2026:

By email (preferred) to: clerk@harbury-pc.gov.uk

Or by post to:

**Alison Biddle, Parish Clerk
Harbury Parish Council
2 Bull Ring Business Centre
Church Terrace
Harbury
Leamington Spa
CV33 9HL**