



# KINGS LANGLEY PARISH COUNCIL

## APPLICATION FORM Private & Confidential

APPLICATION FORM

Post Applied For:

**Clerk to the Council**

How / where did you hear about this job:

**Please complete the boxes and return to:**

Parish Councillor  
Debbi James-Saunders  
Kings Langley Parish Council

Applications by email with covering letter to:  
debbi.james-saunders@kingslangley-pc.gov.uk

### Contact Details

**Name:**

**Address:**

**Email Address:**

**Telephone Numbers - Work:**

**Home:**

### References

**Business - Last Employer  
(1) Name & Address:**

**Position:**

**Telephone Number:**

**Email Address:**

**Can we ask for it now? YES / NO**

**Personal  
(2) Name & Address:**

**Position:**

**Telephone Number:**

**Email Address:**

**Can we ask for it now? YES / NO**

## Qualifications

Dates	Qualification	Where Gained e.g. Secondary/College/University	Grade	F/T or P/T

## Other Training & Development Details (including Level, How & Where Gained) (e.g. Membership of Professional Bodies, Training Courses etc)

Dates	Details

## Details of Employment - Current or Most Recent Employer

Name & Address:

Current Post Title:

Current Salary:

Start Date in Current Post:

Notice Required or Date Left:

Date Joined Employer:

Reason for Leaving:

Brief Outline of Duties & Responsibilities:

## Previous Employers - Most Recent First

From	To	Name of Organisation	Post Held	Why Left?

## Personal Details

Do you consider yourself to have a disability? YES / NO

If selected for interview, please indicate any arrangements which would assist you during the selection process or in the role itself:

Are you related to any councillor or employee of this council? YES / NO

If yes, please give details:

How many days sickness absence have you had in the last two years?

How many occasions?

For sickness absences lasting more than five days, what were the causes?

## About Yourself - Use Additional Sheets if Necessary

Please explain why you are interested in this role:

Please read the Job Description and describe how you match the criteria:

Please review the Person Specification and provide any further information to support how you fulfil the essential criteria:

## Criminal Convictions

Do you have any unspent convictions? YES / NO

Please give details of any unspent conviction(s):

## Data Protection Statement

This application will be processed within the terms specified by the Data Protection Act 1998 and General Data Protection Regulations since. In submitting this application form, you are explicitly consenting to the Council collecting, holding and otherwise processing personal data (including 'sensitive' personal data) relating to you for the purposes of our recruitment & selection process.

## Declaration

I declare that the information on this form is true to the best of my knowledge. I understand that if I have provided false information or canvassed a Councillor or employee of the Council in support of my application, any job offer may be withdrawn or the continuation of employment put at risk.

I understand that if I am successful in my application, any job offer will be conditional on the information supplied on this form being verified, on the provision of proof of identity and eligibility to work in the UK, on a pre-employment health assessment, and on two satisfactory references.

Signed:

Dated: