

MEMBERSHIP OF PROFESSIONAL BODIES

Please list below any Institution or Society of which you are a member, the class of membership and the date obtained.

EXAMPLE

PRESENT EMPLOYMENT

(Do not complete this section if you are not currently employed)

Name of Employer:	
Address of Employer:	Post Code:
Employer's Tel No:	Post Held:
Salary/Grade:	Date of Appointment:
Notice Required:	

PREVIOUS EMPLOYMENT (MOST RECENT FIRST)

(Please give your complete employment history and continue on a separate sheet if necessary)

Dates To/From:	Post Held and Grade Name:
Address of Previous Employers:	
Reason for leaving	

VOLUNTARY/UNPAID ACTIVITIES

Time Input, Position Held, Organisation and brief details of duties.

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RELEVANT EXPERIENCE

Please read the job description carefully, then explain how your knowledge, skills and experience relate to this post. These may have been gained through paid employment, domestic responsibilities, voluntary/community work, spare time activities and training.

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REFERENCES

Please give the names and addresses of two referees (not relatives), one of whom could be your present employer (or last employer if not currently employed).

Name:	Name:
Address:	Address:
Position Held:	Position Held:
Telephone:	Telephone:

May your referees be approached prior to interview? YES/NO

DECLARATIONS

Have you been convicted of a criminal offence? YES/NO

Please give brief details of any absences of three days or more, which you have had in the last five years due to sickness.

Are there any dates when you would not be available for interview, eg. holidays?

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I declare that all information given in support of my application is, to the best of my knowledge, correct. I also understand that to knowingly give false information or failing to disclose convictions, cautions or matters pending may, in the event of employment, result in dismissal or disciplinary action

Signed:.....

Dated:.....

Please return the completed form in an envelope marked "Confidential" to Parish Council Address

Closing date for applications:

EXAMPLE