**Application Form**

*Please complete this application in black ink or print where possible*

**Privacy statement**

I understand that my personal details contained in this application will only be used by Tilehurst Parish Council for the purposes of considering the position applied for. Your data will not be shared with any other parties and will not be used for marketing purposes. Please tick this box to confirm that you understand how your data will be used ❑

**Personal Details**

|  |  |
| --- | --- |
| Position applied for: |  |
| Your surname: |  |
| Your first name and title: |  |
| Your address: |  |
|  |  |
|  |  |
| Your telephone number: |  |
| Your e-mail address: |  |

|  |  |
| --- | --- |
| Do you require a work permit to take up employment in the United Kingdom? | Yes ❑ No ❑ |
| If you answered yes to the question above, please provide an explanation here: |
| Do you hold a current, full clean driving licence?  | Yes ❑ No ❑ |
| Are you an elected councillor on any local authority? | Yes ❑ No ❑ |

**Employment Record**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Date From / To | Position held and brief summary of duties | Name and address of employer | Reason for leaving |
|  |  |  |  |
|  |   |  |  |
|  |  |  |  |
|  |  |  |  |

**Education**

|  |  |  |
| --- | --- | --- |
| Date From / To | Name of educational establishment | Qualifications gained |
|  |  |  |
|  |  |  |
|  |  |  |

Are there any other relevant qualifications or training that you have undertaken

|  |
| --- |
|   |

Please let us know of any memberships of professional bodies and service to voluntary organisations that you are involved with

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|  |

**Personal Statement**

*Please give your reasons for applying for this position and your experience as related to the job specification. Please let us know any other information that may assist us in considering your application. Please continue onto a separate sheet if necessary*

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|  |

**Referees**

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

|  |  |
| --- | --- |
| Referee 1 | Referee 2 |
| Name | Name |
| Address | Address |
| May we approach them now?Yes ❑ No ❑ | May we approach them now?Yes ❑ No ❑ |

|  |
| --- |
| I apply for the above position and confirm that this application is a true and complete record |
| *Signature* | *Date* |

Please return your completed application together with any other documentation requested by the closing date to:

The Clerk, Tilehurst Parish Council, Parish Office, High View, Calcot RG31 4XD

or via e-mail to clerk@tilehurstpc.co.uk