

# Burstow Parish Council

## Application Form - Private and Confidential

Please complete ALL sections in **black** ink. If you need any help with completing the form please contact the Clerk to the Council.

| Job Details                                                                                                                                                                                                                                                                                                                                                                                     |                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Post applied for:                                                                                                                                                                                                                                                                                                                                                                               |                           |
| Personal Details                                                                                                                                                                                                                                                                                                                                                                                |                           |
| Last name:                                                                                                                                                                                                                                                                                                                                                                                      | Forename(s):              |
| Address:                                                                                                                                                                                                                                                                                                                                                                                        |                           |
| Post Code:                                                                                                                                                                                                                                                                                                                                                                                      |                           |
| Preferred telephone number(s) where we can contact you.                                                                                                                                                                                                                                                                                                                                         | Mobile:<br>Home:<br>Work: |
| Personal e-mail:                                                                                                                                                                                                                                                                                                                                                                                |                           |
| <b>Asylum and Immigration Act 1996.</b><br><b>It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy Burstow Parish Council that the Asylum and Immigration Act 1996 is being complied with.</b> |                           |
| Do you require a work permit to work in the UK?                                                                                                                                                                                                                                                                                                                                                 | Yes/No                    |
| Are you related to any employee or Member of Burstow Parish Council? If so, please give details.                                                                                                                                                                                                                                                                                                | Yes/No                    |
| References                                                                                                                                                                                                                                                                                                                                                                                      |                           |
| Most recent employer:                                                                                                                                                                                                                                                                                                                                                                           | Second referee:           |
| Name:                                                                                                                                                                                                                                                                                                                                                                                           | Name:                     |
| Job Title:                                                                                                                                                                                                                                                                                                                                                                                      | Job Title:                |
| Name of Organisation:                                                                                                                                                                                                                                                                                                                                                                           | Name of Organisation:     |
| Address:                                                                                                                                                                                                                                                                                                                                                                                        | Address:                  |
| Post Code:                                                                                                                                                                                                                                                                                                                                                                                      | Post Code:                |
| Tel No:                                                                                                                                                                                                                                                                                                                                                                                         | Tel No:                   |

|                                                                                           |                                                                   |
|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| How do you know this person and for how long have you known them? (eg manager / 6 months) | How do you know this person and for how long have you known them? |
|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------|

| <b>Present or Most Recent Employment</b>                                    |                           |
|-----------------------------------------------------------------------------|---------------------------|
| Name & Address of Employer                                                  |                           |
| Post Code:                                                                  |                           |
| Job Title:                                                                  | Dates Employed            |
| Current or final salary                                                     | Period of notice required |
| Why are you thinking of leaving/why did you leave?                          |                           |
| Please give a brief outline of your main responsibilities and achievements: |                           |

| <b>Previous Employment</b>                                                            |                               |                                     |                    |
|---------------------------------------------------------------------------------------|-------------------------------|-------------------------------------|--------------------|
| <i>Please list all previous employment in chronological order (most recent first)</i> |                               |                                     |                    |
| Dates<br>From to                                                                      | Name & Address of<br>Employer | Job Title and main responsibilities | Reason for leaving |
|                                                                                       |                               |                                     |                    |

| <b>Education &amp; Qualifications</b><br><i>Please give details of all educational qualifications</i> |               |                                         |                          |
|-------------------------------------------------------------------------------------------------------|---------------|-----------------------------------------|--------------------------|
| Name of School, College, University etc                                                               | Dates From/to | Subject studied/<br>Examinations passed | Grades and year obtained |
|                                                                                                       |               |                                         |                          |

| <b>Training</b><br><i>This includes trade/professional training, government training schemes, apprenticeships and short courses</i> |              |       |
|-------------------------------------------------------------------------------------------------------------------------------------|--------------|-------|
| Course Title                                                                                                                        | Organisation | Dates |
|                                                                                                                                     |              |       |

| <b>Other Relevant Work Experience</b><br><i>Please give details of any unpaid, casual or voluntary work relevant to the job or any other information you think we should know in support of your application. If you need more room, write on the back of this sheet.</i> |               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Experience                                                                                                                                                                                                                                                                | Dates From/To |
|                                                                                                                                                                                                                                                                           |               |

## **Information in support of your Application**

(Please refer to the Guidance Notes for Job Applicants)

If further space is needed, please continue on a separate sheet

## The Working Time Regulations 1998

(Please refer to the Guidance Notes for Job Applicants)

### Employment which you intend to continue if successful appointed to the post applied for:

Please complete and sign either Part 1 or Part 2. Please declare any other job whether it is with local authorities, public bodies or with private companies

#### Part 1 – No other Employment

I confirm that I do not have any other employment

Signature:

Print Name:

Date:

#### Part 2 – Other Employment (including any freelance or self-employed work)

All other employment that I have is detailed below:

| Job Title & Organisation | No of hours per week, including overtime | Start Time | End time |
|--------------------------|------------------------------------------|------------|----------|
|                          |                                          |            |          |

#### Rehabilitation of Offenders Act 1974

**Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. A criminal record will not necessarily be a bar to obtaining a position at Burstow Parish Council.**

| Additional Information                             |        |                                                     |        |
|----------------------------------------------------|--------|-----------------------------------------------------|--------|
| <b>Driving Licence:</b>                            |        |                                                     |        |
| Do you hold a current driving licence?             | Yes/No | Are you a car owner or do you have access to a car? | Yes/No |
| If YES, please state the type of licence you hold: |        |                                                     |        |
| Do you have any current endorsements?              |        |                                                     | Yes/No |
| If YES, please specify:                            |        |                                                     |        |

## Declaration

I declare that the information contained in this application form is true and correct and that I am physically fit and capable of undertaking the duties of the post as described in the advertisement.

I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment invalid and, if I am appointed, liable to dismissal without notice.

### Data Protection:

**Please note that all recruitment documents, including application forms, for unsuccessful applicants will be kept in secure conditions for a period of 12 months, after which they will be destroyed.**

If I accept employment with Burstow Parish Council, I consent to my personal information being held by the organisation for the administration of my Contract of Employment.

Signed:

Date:

Name (in block capitals):

(If this form has been completed electronically, please tick this box to indicate your consent and, if you are invited for interview, please bring a signed copy of this form with you: ☐

Please return your completed form to: Jeannie Ryan,  
[clerk@burstowparishcouncil.gov.uk](mailto:clerk@burstowparishcouncil.gov.uk) or to Burstow Parish Council, Centenary Hall,  
Wheelers Lane, Smallfield, Surrey, RH6 9PT

#### Data Protection Statement

The personal information provided in the grant application and feedback form will be used by Burstow Parish Council solely for the purposes of assessing and administering your grant request. Your data will be processed in accordance with UK General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018. It may be shared with Council employees and members involved in the decision-making process but will not be disclosed to third parties unless required by law. Your information will be retained only for as long as necessary in line with the Council's Retention Policy. For more information about how we handle personal data and your rights, please see our Privacy Notice at [www.burstowparishcouncil.gov.uk](http://www.burstowparishcouncil.gov.uk)

## **Brief Guidance Notes for Job Applicants**

Please complete the different sections of the application form to the best of your ability and only attach additional sheets when you have run out of space

### **Equality of Opportunity**

The use of our own Application Form rather than individual CVs helps to ensure equality of opportunity during the selection process. Please note therefore that CVs will be disregarded.

### **Information in Support of your Application**

This is your opportunity to tell us why we should offer you the position.

Please give your reasons for applying for this post and explain how you meet the person specification, in particular the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is needed, please continue on a separate A4 sheet.

When posts require regular travel throughout Sussex, if you do not have a driving licence or access to private means of transport, you will need to demonstrate how you will meet these criteria

### **Working Time Regulations 1998**

The Working Time Regulations were introduced in 1998 as a health and safety measure. Average weekly working hours are limited to 48 hours (normally calculated over a 17 week period)

Employers are required to take all reasonable steps to ensure that limits to working times are not exceeded. This includes inquiring whether a person is working elsewhere. All applicants are therefore asked to declare all other employment

Please note that if you do have other jobs, your application will still be assessed on your suitability to do the job you are applying for. At this stage, any other jobs you declare will be ignored. If you are selected for interview, the implications will be carefully discussed with you. Burstow Parish Council may consider it necessary to discuss the situation with your other employer(s) but only with your permission.

Depending on the overall situation and the outcome of discussions with you, Burstow Parish Council will have the following options:

- Not to offer you the appointment
- Offer the appointment on reduced hours
- Offer the appointment providing other work is relinquished (or the hours reduced)
- Offer the appointment and enter into an agreement with you to opt out of the weekly working limit

### **References**

A minimum of two references are required and we would prefer them to be your two most recent employers including your current employer, if you are in employment. If you have only just finished your education and have little or no work experience, please provide a referee from your school, college or university as well as a personal referee. References will not be taken up without your prior agreement.