

GUIDANCE NOTES WHEN FILLING OUT YOUR FORM

Personal details

This section must be completed, and contact details provided.

Information to support your application

Please include as much relevant information as possible on the application form. If little or no information is provided on the application form, it will be impossible to assess your suitability and therefore progression to the short-list for interview will be unlikely.

If you do not have enough space on the form at any point you may continue on a separate sheet of paper.

References

Please give details of two referees with which the information given on your application form can be confirmed. One of the references must be your present or most recent employer and, if you are a recent school leaver, one should be from your head teacher at your last school. Appointment will be subject to satisfactory references.

If you have a disability

If you have a disability which prevents you from meeting any of the criteria, tell us about this in your application. Please tell us what we could do to help you meet the criteria.

If you need help in completing the application form or need information in a different format (larger print), please let us know. If you have a disability, we will offer you an interview if you meet the essential requirements of the job.

Data Protection

The information on this form may be entered onto a computer and used for statistical, administrative and payroll purposes. Under the terms and conditions of the Data Protection Act 1998 and General Date Protection Regulation 2018 the data will be treated in a secure and confidential manner and not kept any longer than necessary.

Please note that only candidates shortlisted for interview will be contacted. If you do not hear from us by 20 May 2022, you have not been successful.

Thank you for your interest in working for the Parish Council.