

Capel Parish Council Application Form

Position: Responsible Financial Officer to Capel Parish Council

Closing Date for Applications 21st October 2016

Please complete this form in your own handwriting and attach a covering letter and CV in support of your application.

Title: Miss / Mrs/ Ms / Mr / Other	First Name:	Last Name:
Address:		
Post Code:	Daytime Telephone:	

Present/Previous Employment:

Present Employer Name and Address	Dates From - To	Job Title	Reason for leaving
Previous Employer Name and Address	Dates From - To	Job Title	Reason for leaving
Previous Employer Name and Address	Dates From - To	Job Title	Reason for leaving

Educational & Professional Qualifications:

Subject	Qualification (GCSE/ A Level etc)	Grade	Date

Please provide details of any relevant experience for the position of Responsible Financial Officer

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References: Two references will be required, one of which should be from a previous employer.

1. Name, Address and Telephone	2. Name, Address and Telephone

****References will not be taken up without prior permission***

Please provide any other information which you may consider relevant to this application.

Other Matters

Are you related to any member or employee of the Parish Council?	Yes/No
Have you ever been convicted of any offence that might be material to employment by Capel Parish Council?	Yes/No
Do you have a current driving licence?	Yes/No
Do you have your own transport?	Yes/No

Please remember that this is an important document. Consequently if any of the particulars which you have given are found to be false or if you have wilfully omitted or suppressed any material fact, particularly with regard to eligibility for employment, you could be dismissed.

In view of this you are asked to certify that to the best of your ability you have completed this form correctly and that all the questions have been answered accurately and fully.

Signature _____

Date

Please return to:
 Clerk to Capel Parish Council
 Capel Village Hall
 Falmouth Place
 Five Oak Green
 Tonbridge
 Kent TN12 6RD