

# BITTON PARISH COUNCIL

## APPLICATION FORM FOR THE POST OF CLERKS ASSISTANT

*(Please Complete in Black)*

1. PERSONAL DETAILS

Name: .....  
*(Forenames)* ..... *(Surname)*

Address:  
.....  
.....  
..... Post Code .....

Mr/Mrs/Miss/Ms/Other ..... Date of Birth: .....

Telephone: *(Home)* ..... Telephone: *(Mobile)* .....

Email address : .....

2. EDUCATION & QUALIFICATIONS

School/College/University	Dates	Results (with grades)

2.

3. TRAINING

Details of any relevant training undertaken & courses attended	Dates	Results

4. EMPLOYMENT

Current position held: .....

Employers' name and address: .....

.....

Type of business: .....

Date commenced duties: ..... Salary: .....

Notice required: .....

Brief description of current duties:- .....

.....

.....

PREVIOUS APPOINTMENTS

*(most recent first, and if dates are not consecutive, please state reason). If insufficient space, please attach separate sheet.*

Post Title including name & address of employer	Service		Salary
	From	To	

5. REFEREES

Please give the names and addresses of persons who would be willing to supply references, one of which must be your current or most recent employer.

Name: .....	Name: .....
Address: .....	Address: .....
.....	.....
Telephone No: .....	Telephone No: .....
Email: .....	Email: .....
Relationship: .....	Relationship: .....

Please indicate if you wish to be consulted before a referee is contacted      Yes/No

6. FURTHER INFORMATION

Membership of professional associations with dates:

.....

.....

Health: .....

.....

Number of days sickness/incapacity during the last 12 months? .....

Reason: .....

.....

Please give details of any convictions. Please note that the provisions of the Rehabilitation of Offenders Act 1974 in respect of spent convictions do not apply for this post. Failure to disclose any conviction could result in dismissal. Any information given will be treated in the strictest confidence.

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Are you to your knowledge related to or know any member or officer of Bitton Parish Council? If so, please give details:

.....  
**PLEASE NOTE THAT CANVASSING OF MEMBERS OR OFFICERS WILL DISQUALIFY APPLICANTS FROM FURTHER CONSIDERATION.**

4.

7. FURTHER INFORMATION:

Please provide the following (no limit on words):

WHY ARE YOU APPLYING FOR THIS POST?

WHAT ATTRIBUTES AND EXPERIENCE DO YOU FEEL YOU CAN OFFER?

IS THERE ANY OTHER INFORMATION THAT YOU WISH THE COUNCIL TO TAKE INTO ACCOUNT WHEN CONSIDERING YOUR SUITABILITY FOR THE POST ADVERTISED?

N.B. Please do not attach a Curriculum Vitae, as it will not be considered.

8. ADVERTISEMENT

Please state where you saw this post advertised: .....

9. STATEMENT BY APPLICANT

I certify that the answers given on this application form are true.

Signature: .....

Date: .....

Please return your completed application form to: The Clerk to Bitton Parish Council, 48 Willis Road, Kingswood, Bristol, BS15 4SS email: [clerk@bittonparishcouncil.gov.uk](mailto:clerk@bittonparishcouncil.gov.uk) by **Monday 5 December 2022** at the latest.

Candidates will be advised of the outcome of their application.