

## Application Form for Employment

<b>Job Applied for:</b>	Part Time Deputy Clerk
<b>Date You Can Commence Employment:</b>	/ /
<b>Surname:</b>	
<b>First Name(s):</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Telephone Numbers:</b>	<b>Home:</b>
	<b>Mobile:</b>
<b>E-mail Address:</b>	
<b>Nationality:</b>	
<b>National Insurance Number:</b>	
<b>Do you Hold a Full Current UK Driving Licence?</b> (please circle)	Yes  No
<b>Class of Driving Licence Held:</b>	
<b>Do you have any Current or Endorsements?</b> (please circle)	Yes (If Yes, give brief details) Date: Reason:  No
<b>Driving Licence Number:</b>	
<b>Driving Licence Expiry date:</b>	

**Employment** (Explain any gaps in your job history. Please use a separate page, if necessary. Please give details of all employment).

**Name of Current / Last Employer:**

**Address of Current / Last Employer:**

**Job Title / Position:**

**Period of Employment:**

**From:**

**To:**

**Salary:**

**Reason For Leaving:**

**Main Duties & Responsibilities:**

**Name of Employer:**

**Address of Employer:**

**Job Title / Position:**

**Period of Employment:**

**From:**

**To:**

**Salary:**

**Reason For Leaving:**

**Main Duties & Responsibilities:**

<b>Educational Qualifications:</b> (List G.C.S.E's, A-Levels, Degrees, Masters etc)	
<b>Other Qualifications/Training Courses</b> (please give expiry dates if relevant)	
<b>Membership of Professional Organisations &amp; Institutions:</b> (please give expiry dates if relevant)	
<b>Other Skills &amp; Interests – including Languages (spoken/written), computers, etc</b>	
<b>Hobbies/Pastimes:</b>	

<b>References</b>	References: No approach will be made before an offer of employment is made to you.
<b>Name of Reference 1:</b>	
<b>Job Title / Relationship:</b>	
<b>Name of Company (if applicable):</b> <b>Full Address:</b>	
<b>Post Code:</b>	
<b>Telephone Number:</b>	
<b>E-mail Address:</b>	
<b>Job Title / Relationship:</b>	

<b>Name of Reference 2:</b>	
<b>Name of Company (if applicable):</b> <b>Full Address:</b>  <b>Post Code:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	

I understand that any employment, if offered, will be subject to the information on this form being correct and certified. I can confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.

**Print Name:** .....

**Signed:** ..... **Date:** .....