



Chairman: Cllr Jenny Clark
Tel 01395 274292

LYMPSTONE PARISH COUNCIL
Clerk to the Council: A J Le Riche, DMS,
8 Drakes Gardens, Drakes Avenue,
Exmouth, EX8 4AD
Tel 01395 279665/ 07866 535580
Email: lympstonepc@gmail.com
www.lympstone.org

APPLICATION FOR POST OF CLERK TO THE COUNCIL

Please refer to the job description and personal specification when completing this application. The closing date for applications is 16TH March 2018

Please return your completed application form to: Lymestone Parish Council, 8 Drakes Gardens, Drakes Avenue, Exmouth, EX8 4AD or email to lympstonepc@gmail.com

Name:	
Address:	
E-mail:	
Phone (Home):	
Phone (Mobile):	

If you have a disability please tell us about any adjustments we may need to make to assist you with the selection process.

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Please give details of any relationships that you may have with councillors

(Please note: Failure to disclose such a relationship and/or canvassing may disqualify your application)

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Other Information

Are you legally entitled to work in the UK? <i>Please note we will require evidence of this prior to commencing employment.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you hold a current driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details of any endorsements or driving convictions.		
Do you have access to a vehicle to enable you to undertake travel in relation to this post?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Rehabilitation of offenders

Have you ever been convicted or are you currently charged with any criminal offence? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details including the offence, date of conviction and sentence

Education

Qualification (Subject & Type)	Name of school, college, university, etc	Grade/Level awarded	Date Attained

Training

Please give details of any training you have undertaken that may be relevant to the post.

Course	Provider	Dates

Professional Bodies

Please provide details of your membership to any professional bodies, relevant to this post.

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Employment History

Please provide details of your employment history, starting with the most recent. *Please include details of any gaps in your employment and indicate what you were doing at that time.*

Start & end date:	Name & address of employer:	Job title & brief outline of duties:	Salary & reason for leaving:

References *Two references are required including one from your current or most recent employer.*

First Referee	Second Referee
Name:	Name:
Address:	Address:
Telephone Number:	Telephone Number:
E-mail Address:	E-mail Address:
How long have they known you and in what capacity?	How long have they known you and in what capacity?
Can they be contacted prior to interview? Yes / No	Can they be contacted prior to interview? Yes / No

Please tell us why you consider yourself a suitable candidate for this post by referring to the Person Specification and including any other skills and experience that you think are relevant. Continue on a separate sheet if necessary

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Confirmation

I confirm that the information provided in this application form is correct to the best of my knowledge. I accept that providing deliberately false information could result in my application being rejected or me being dismissed.

Signed:

Date:
