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| **APPLICATION FORM** |

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| **Lubbesthorpe Parish Council** | **Administration Assistant** |

Lubbesthorpe Parish Council is an equal opportunities employer and your application will be judged solely on merit. Please answer all the questions in this form honestly and truthfully and read and sign the declaration and consent under the Data Protection Act at the end of the form to provide the best chance of obtaining an interview. If you require any assistance, please contact Lisa Sly 07593 873062**.** **Please complete the form in full in black ink or type and use only A4 size paper for any continuation sheets.**

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| **PERSONAL DETAILS** |

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| First Name: Last Name:Preferred Title: Address: Post Code: Mobile No: Email Address:  |

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| **REHABILITATION OF OFFENDERS ACT 1974** |

Please give details of any “unspent” convictions as defined by the Rehabilitation of Offenders Act 1974. Unless the nature of the position allows the Council to ask questions about your entire criminal record we will only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining employment with the Council.

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| **PREVENTION OF ILLEGAL WORKING** |

Do you require permission or a work permit to take up employment in the UK?

Yes No

The Council has legal obligations to ensure that you can work legally in the UK. Prior to taking up any employment you will be required to provide evidence of a passport and/or other relevant documents on the approved list to satisfy the Council that you comply with this requirement.

Are there any restrictions on your residing in the UK? Yes No

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| **DRIVING LICENCE** |

Do you hold a current driving licence? Yes No

If “yes” please state type of licence you hold:

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Are you a car owner or do you have access to a car? Yes No

Do you have any current endorsements? Yes No

If “Yes”, please specify:

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| **REFERENCES** |

Please give details of two persons who we could contact and would be willing to supply a reference for you. We would prefer your referees to be your most recent employers including your current employer, if applicable.

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| Name: Position: Address: Post Code: E-mail address: Tel. No.: | Name: Position: Address:Post Code: E-mail address: Tel. No.: |

Have you any objection to the references being obtained prior to interview.

Yes No

References will be obtained and their authenticity checked if you are to be offered the appointment.

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| **RELATIONSHIPS** |

Are you, to your knowledge, related to or have any relationship with an Elected or Co-opted Member or employee of the Council? Yes No

If “yes”, please give details.

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| **DECLARATION AND DATA PROTECTION ACT CONSENT** |

I declare that all the foregoing details given in this application are true to the best of my knowledge and understand that verification checks may be made. I also understand that if the information I have given is found to be untrue or misleading this will be sufficient grounds for disqualification from appointment or dismissal from any employment gained.

I understand that the information given in this form will be processed only by the Council for the purpose of considering my application for employment and if I am successful in my application this form and the information in it will be retained in my personnel file for such time as I am an employee and for up to six years after the end of my employment. Otherwise, this form will only be retained by the Council for so long as it is required in connection with the application.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **NOTIFICATION OF VACANCY** |

How did you find out about this vacancy? Advertisement Word of mouth Other

If ‘advertisement’ in which publication or if ‘other’ please explain.

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| **ACKNOWLEDGEMENT AND RETURN OF COMPLETED FORM** |

When completed, please return this application form along with your CV to:

Lisa Sly

Clerk

The Hub, The Square

Tay Road

Lubbesthorpe

LE19 4BF

Or by e-mail to clerk@lubbesthorpeparishcouncil.gov.uk

to be received by 5pm 26th April 2024