

# MOUNTSORREL PARISH COUNCIL

## Employment Application Form

Please complete in black ink and print where possible

|                              |  |
|------------------------------|--|
| <i>Position applied for:</i> | <i>Closing date and source of application:</i> |
| <i>Surname:</i>              | <i>First names and title:</i>                  |
| <i>Address:</i>              | <i>Telephone:</i><br><br><i>Email:</i>         |

|   |  |
|---|--|
| <i>Personal Details:</i>                                      |  |
| Do you require a work permit to take up employment in the UK? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Do you hold a current clean driving licence?                  | Yes <input type="checkbox"/> No <input type="checkbox"/> |

***Employment Record - Please list all employment in reverse chronological order, starting with your present or last position. Please continue on a separate sheet if you need to.***

| <i>Date From/To</i> | <i>Position Held/ Duties</i> | <i>Name and address of Employer</i> | <i>Reason For Leaving</i> |
|---------------------|------------------------------|-------------------------------------|---------------------------|
|                     |                              |                                     |                           |
|                     |                              |                                     |                           |



*Please give your reasons for applying for this position, say what experience you feel you have which would enable you to do it well. Please use a separate sheet if necessary.*

A large, empty rectangular box with a thin black border, intended for the applicant to write their reasons for applying and relevant experience.

*Please give details of any outside interests or other information which you feel will support your application. Include here memberships of professional bodies and service on voluntary organisations etc.*

|  |  |
|--|--|
|  |  |
|--|--|

*References. Please give the names and addresses of two referees. One should be your present or last employer if possible.*

| <b><i>Referee 1</i></b>   | <b><i>Referee 2</i></b>   |
|---|---|
| <i>Name</i>   | <i>Name</i>   |
| <i>Address</i>  | <i>Address</i>  |
| <i>May we approach them now?</i><br><input type="checkbox"/> <i>Yes</i><br><br><input type="checkbox"/> <i>No</i> | <i>May we approach them now?</i><br><input type="checkbox"/> <i>Yes</i><br><br><input type="checkbox"/> <i>No</i> |

|  |             |
|--|-------------|
| <b><i>I apply for the above position and confirm that this is a true and complete record</i></b> |             |
| <i>Signature</i>   | <i>Date</i> |

Please return your completed application together with any other documentation requested to the Clerk, Mountsorrel Parish Council 2a Little Lane Mountsorrel Leicestershire. LE12 7BH  
 Preferably by email: [clerk@mountsorrelparishcouncil.co.uk](mailto:clerk@mountsorrelparishcouncil.co.uk)