

# 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>  <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, addressing the requirements of the Person Specification and say what experience you feel you have which would enable you to do it well. Please use separate sheets if necessary.*

A large, empty rectangular box with a thin black border, intended for the applicant to provide 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> Z Yes	<i>May we approach them now?</i> Z Yes
Z No	Z No

<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 Mountsorrel Parish Council, 2a Little Lane, Mountsorrel LE12 7BH  
email: [clerk@mountsorrelparishcouncil.co.uk](mailto:clerk@mountsorrelparishcouncil.co.uk)