**MORETONHAMPSTEAD PARISH COUNCIL**

**Application for the Post of Parish Clerk and RFO**

Please return this application form in a sealed envelope marked Private and Confidential to Cllr Vivienne Hodges, Chairman, Moretonhampstead Parish Council Office, Green Hill, Fore Street, Moretonhampstead, TQ13 8LL, or by email to [moretonhampsteadpc@tiscali.co.uk](mailto:moretonhampsteadpc@tiscali.co.uk), by Thursday 5th September 2019 at 12 noon.

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| Full Name:  Address and post code:  E-mail :  Phone number: Mobile:  Preferred method of contact: |

Education Secondary School/College/University

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| --- | --- | --- |
| Dates | Name of institution | Qualifications and grades |
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Other relevant training or work related skills. eg short courses, computer skills, first aid etc.)

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| --- | --- | --- |
| Dates | Name of Awarding Body | Course Title |
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Employment History (starting with the most recent)

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| --- | --- | --- |
| Dates | Job title | Employer’s name and address |
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Please give details of any gaps in your employment history

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Supporting Statement - please use this to explain what attracts you to the job and why the Council should consider your application. Please refer to the job description and person specification as appropriate. Please use additional sheets if required

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References: Please supply two references one of which should be your present or most recent employer

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| --- | --- |
| Name:  Address:  Email:  Relationship:  How long have they known you?  May we contact this person before interview? YES / NO | Name:  Address:  Email:  Relationship:  How long have they known you?  May we contact this person before interview? YES / NO |

I believe that the information contained on this form is accurate and correct.

Signature Date