



# BROUGHTON ASTLEY PARISH COUNCIL

STATION ROAD, BROUGHTON ASTLEY LEICESTER

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## APPLICATION FORM

Broughton Astley Parish Council is committed to equal opportunities in employment and we positively welcome all applications.

**Please complete all sections on the form.**

POST TITLE:	
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First name(s):		Last name:		Title: Mr, Mrs, Ms, Other (please delete)
Date of Birth:				
Address:				
Daytime tel no:		Mobile tel no:		
Email:				
National Insurance Number, if you have one				
Do you have the Right to Work in the UK? Yes No				
Please note original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment the copy of your identification documents will be retained on file under the regulations governed by the Immigration, Asylum and Nationality Act.				
Current driving licence:			Yes No	
If YES, type of licence				

**Education/Qualifications** (including overseas) Please start with secondary education.

From		To		Secondary School/ College/University etc	Examinations taken or to be taken	Results & grades	Date gained
Mth.	Yr.	Mth.	Yr.				

**Training** Please list any course(s) which you have undertaken which are relevant to the job and/or specified on the person specification.

Year	Organising body	Course title	Length

**Membership** Please indicate membership of any organisation(s) relevant to this job.

Name of organisation	Type of membership	Date of membership

**Past Employment & Experience** Include voluntary, part-time, holiday jobs or other relevant experience, lasting more than six weeks.

From		To		Employer	Job Title	Reason for change
Mth.	yr.	Mth.	yr.			

**Present or Most Recent Employment**

Job title: \_\_\_\_\_ Employer: \_\_\_\_\_

Salary: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date left (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Reason(s) for leaving (if applicable): \_\_\_\_\_

When would you be available to take up employment? \_\_\_\_\_



Please outline your reasons for applying for this post. It would be helpful to have your views on your relevant experience and what you would bring to the job, considering the job description and specification provided. (Please use additional paper if required)

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**Data Protection Act 1998 - Consent and Certification of Details**

The information detailed in this application form may be used by Broughton Astley Parish Council in the monitoring and progression of its employment policies and practices. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details contained in the application form may be used in the prevention and detection of fraud. Where this occurs, you will be identifiable. The information may be disclosed to the following third parties:

- Local Government Authorities
- Central Government Authorities
- Organisations that handle or investigate the proper use of public funds
- Law Enforcement Authorities

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job. Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointed to the job.

**I, (print name):**

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Consent to Broughton Astley Parish Council recording and processing the information detailed in this application form. I understand that this information may be used by the Parish Council in pursuance of its business purposes and my consent is conditional upon the Parish Council complying with their obligations under the General Data Protection Regulation (GDPR) 2018.

**I confirm that the information given on this form is true and correct and can be treated as part of my subsequent contract of employment.**

I understand that an appointment to this post will be subject to a DBS criminal records check.

**Signature:**

**Date:**

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