**Madeley Parish Council**

Application for the Post of: Swing Security Officer. (Self Employed)

Please continue on a separate sheet if you are completing this form by hand and need extra space.

**1. Personal Information**

Title: … Last Name: …………… First Name[s]: …………………………………..

Home Address: ……………………………………………………………………….

………………………………………………………………Post Code…………….

Email Address: ……………………. Home Telephone Number: ……………

Mobile Number: ……………………

2**. Present [or most recent] Employment (if applicable)**

Name and address of employer……………………………………………………

…………………………………………………Telephone Number………………

Title of Post ……………………………………………….Date started…………..

Please provide a brief description of the post………………………………………

………………………………………………………………………………………

Date and reason for leaving [if applicable]……………………………………………

**3. Employment Record:** Please provide information regarding employment your over the last 10 years

**4. Personal Attributes:** Please use this section to add any further information which related directly to your suitability for this position. Refer to the person specification.

**5. References**. Two references are required, one should relate to you current or most recent job if applicable.

First referee: Name, address and telephone number………………………………….

………………………………………………………………………………………...

Second Referee: Name, address and telephone number………………………………

………………………………………………………………………………………..

Are you happy for these referees to be contacted at this stage? Yes/No

Please note that references will be taken up before you are formally confirmed in post.

**6. Asylum and Immigration Act 1996**

The successful applicant will be required to provide original evidence of a valid National Insurance Number before commencement of employment.

**7. Rehabilitation of Offenders Act 1974 [Exceptions] Order 1975 [as amended**].

All criminal convictions, cautions and bind-overs must be declared regardless of when they occurred. This is completely confidential.

8. Do you consider yourself to have a disability, if so, are there any arrangements we can make for you if you are called to interview?

**Please note-this post *may* be subject to a Disclosure and Barring Service Check.**

**9. Declarations**

The information given in this form will form part of the Contract of Employment for the successful candidate. Under the terms of the Data Protection Act 1998 the information you give will be kept confidential and will only be used for purposes of personnel management. We will contact other relevant organisations to check factual information you have given details of in this form. The information will be stored manually and disposed of after 12 months [maximum] if your application is unsuccessful.

I declare that all the information I have provided is true. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

Signed ………………………………………………….Date……………………..

Please e-mail your completed application forms to parish.clerk@madeley.staffslc.gov.uk

If you are unable to e-mail the form please return to the address below:

Madeley Parish Council,

Parish Clerk,

10, Freebridge Close,

Longton,

Stoke-on-Trent.

ST3 5XQ

**CLOSING DATE FOR APPLICATIONS IS 5:00pm, FRIDAY 8TH MAY 2015**