

Angmering Parish Council

Application Form - Private and Confidential

Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets as required.

Job Details	
Post applied for:	
Personal Details	
Family Name:	Forename(s):
Preferred title (eg Mr/Mrs/Miss/Ms/Dr/Other):	
Address:	
Post Code:	
Telephone numbers	Mobile:
Home:	Work:
Personal email:	
Right to Work in the UK	
In line with current Home Office Right to Work guidance (updated July 2025), all employers must complete right-to-work checks to verify that applicants are legally permitted to work in the UK. You will be required to present acceptable documents or a share code prior to any offer of employment being confirmed.	
Do you require immigration permission to work in the UK?	Yes/No
References <i>(please refer to the Guidance Notes for Job Applicants)</i>	
Name:	Name:
Job Title:	Job Title:
Name of Organisation:	Name of Organisation:
Address:	Address:
Post Code:	Post Code:
Tel No:	Tel No:
How long have you know this person and in what capacity?	How long have you know this person and in what capacity?
Are you happy for us to contact this referee prior to interview? Yes/No (please indicate)	Are you happy for us to contact this referee prior to interview? Yes/No (please indicate)

Present or Most Recent Employment

Name & Address of employer:	
Post Code:	
Job Title:	Dates employed:
Current or final salary:	Period of notice required:
Please give a brief outline of your main responsibilities:	

Previous Employment

Please list all previous employment in chronological order (most recent first)

Dates From to	Name & Address of Employer	Job Title and outline of main responsibilities	Reason for leaving

Education & Qualifications

Please give details of all educational qualifications obtained and those currently being pursued

Name of School, College, University, etc	Dates attended From/to	Subjects studied / Qualifications worked towards	Grades and year obtained

TRAINING

This includes trade/professional training, government training schemes, apprenticeships, short courses and secondments

Course Title	Organisation	Dates

Membership of Professional Institutes

Institute	Level of Membership	Year of Award

Other Experience

Details should be given for any period not accounted for by full-time employment, education and training, eg unemployment or voluntary work.

Experience	From/To

Information in Support of Your Application

(please refer to the Guidance Notes for Job Applicants)

If further space is needed, please continue on a separate A4 sheet.

Medical History / Sickness Absence

Health and Disability (Equality Act 2010)

In compliance with Section 60 of the Equality Act 2010, we do not request health or disability information at this stage of the recruitment process.
If you are shortlisted, we will ask whether you require any reasonable adjustments for interview.

Rehabilitation of Offenders Act 1974 (as amended)

Please provide details of any unspent convictions only, in accordance with the Rehabilitation of Offenders Act 1974 (as amended).
Do not disclose spent convictions unless the role is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order.

Additional Information

Driving Licence (only if required for the role)

If this role requires driving as an intrinsic part of the job, please complete the following:

Do you hold a current driving licence?	Yes/No	Are you a car owner or do you have access to a car?	Yes/No
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If YES, please state the type of licence you hold:

Do you have any current endorsements?	Yes/No
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If YES, please specify:

Declaration

I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.

Data Protection:

If I accept employment with Angmering Parish Council, I consent to my personal information being held by the organisation for the administration of my Contract of Employment.

Signed:

Date:

Name:

If this form has been completed electronically, please indicate your consent Yes / No and, if you are invited for interview, please remember to bring a signed copy of this form with you.

Data Protection Statement (GDPR Compliance)

In accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, Angmering Parish Council is committed to protecting the privacy and security of your personal information.

By submitting this application, you consent to the Council processing your personal data for the purposes of recruitment, selection, and, if successful, employment. This includes information provided in your application form, references, and any other documentation or communication related to your application.

Your data will be:

- Used only for legitimate employment-related purposes
- Stored securely and accessed only by authorised personnel
- Retained for no longer than necessary in accordance with our data retention policy
- Not shared with third parties unless required by law or with your explicit consent

You have the right to:

- Access your personal data
- Request correction or deletion of inaccurate or unnecessary data
- Withdraw your consent at any time (where applicable)
- Lodge a complaint with the Information Commissioner's Office (ICO)

For more information about how we handle your data, please refer to our Privacy Notice available on the Council's website or contact the Parish Clerk.

Brief Guidance Notes for Job Applicants

Please complete the different sections of the application form to the best of your ability and only append additional sheets when you have run out of space.

Information in Support of your Application

This is your opportunity to tell us why we should offer you the position.

Please give your reasons for applying for this post and explain how you meet the person specification, in particular the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is need, please continue on a separate A4 sheet.

References

A minimum of two references is required, and we would prefer them to be your two most recent employers including your current employer, if you are in employment. References will not be taken up without your prior agreement.