



Assistant Clerk Application Form

Personal Details

First Names

Surname

Date of Birth

National Insurance Number

Address

Postcode

Phone Number

E-mail Address

Current or most recent employment

Position

Dates Employed (From and To, Month and Year)

Name and Address of Employer

Main Responsibilities

Relevant Experience

Details of any experience, qualifications or training relevant to this job.

Dates

Details

Getting Around

(delete as appropriate)

Do you have transport of your own?

Scooter / Push Bike / Car

Do you have a full driving licence?

Yes / No

Availability

Monday	<input type="checkbox"/> Early	<input type="checkbox"/> Mornings	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Evenings
Tuesday	<input type="checkbox"/> Early	<input type="checkbox"/> Mornings	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Evenings
Wednesday	<input type="checkbox"/> Early	<input type="checkbox"/> Mornings	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Evenings
Thursday	<input type="checkbox"/> Early	<input type="checkbox"/> Mornings	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Evenings
Friday	<input type="checkbox"/> Early	<input type="checkbox"/> Mornings	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Evenings

Can you work at weekends?

Saturday	<input type="checkbox"/> Always	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never
Sunday	<input type="checkbox"/> Always	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never

References

Please supply the name, address and telephone number of two referees.

(one must be your present – or most recent – employer and the other should be, where possible, a previous employer)

Name

Job Title

Address

Telephone

E-mail

Name

Job Title

Address

Telephone

E-mail

Please note by entering their details you consent to your referees being approached after the interview.

Declaration

I declare that the information given on this form is, to the best of my knowledge, true and complete.

I understand that false statement may be sufficient for my rejection or, if employed, dismissal.

Signature

Date

Please return this form, with your CV and Covering Letter, to the Clerk to the Parish Council, Applications should be marked confidential and for the attention of the Parish Clerk.

Goring-on-Thames Parish Council, Old Jubilee Fire Station, Red Cross Road, Goring, Reading, RG8 9HG

Clerk@GoringParishCouncil.gov.uk