

**WESTHAMPNETT PARISH COUNCIL**

**APPLICATION FORM**

Please complete all sections in full, in typescript

**Personal information**

Post applied for:	<b>Assistant Parish Clerk</b>
Full Name:	
Address:	
Contact Number:	
E-mail address:	

**Additional information**

<i>Please indicate your answers with a cross 'X'</i>	<b>Yes</b>	<b>No</b>	<b>Further information</b>
Are you entitled to work in the United Kingdom? (We will undertake a Right to Work Check prior to employment)			
Do you hold a current full UK driving licence?			
Do you have transport of your own?			
Are you related to, or are a friend of, a member of Westhampnett Parish Council?			
Have you been convicted of a criminal offence? Convictions which are 'spent' under the Rehabilitation of Offenders Act 1974 need not be disclosed. If you have unspent convictions give details of the offence, court, date of conviction and sentence imposed.			
Are you insolvent or an undischarged bankrupt? If yes, give details of the date of the proceedings and the place at which they were held.			

**Private and Confidential**

Please use the space below to explain why you are applying for this post and to give any additional information you feel may be relevant to your application. Please include any voluntary/social/sports or statutory activity where skills and experience have been gained that may assist you in your application.

**You are advised to use the Job Description and Person Specification as an indicator of the skills, experience and attributes that are required.**

*Please insert your statement here*

**Please check that all sections of this application form have been completed.**

**Private and Confidential**

**References:**

Please give the name, address and telephone numbers of two referees. At least one should be a present or most recent employer. Please indicate in what capacity you know the referees.

Name: Position: E-mail Address:  Telephone number: Capacity:	Name: Position: E-mail Address:  Telephone number: Capacity:
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References will be contacted after a provisional offer of employment has been made. Please add any comments that you would like us to be aware of:

When would you be available to take up appointment?

If invited for interview what time of day would suit – am, pm or evening? Are there any days in a week you would be unavailable for interview?

**Declaration:**

I hereby declare that, to the best of my knowledge, the information given on this form is correct and complete and can be treated as part of any subsequent Contract of Employment. I understand that if any statement is false or misleading, or if I have withheld relevant information, my application may be disqualified or, if I have already been appointed, disciplinary action may be taken which may result in dismissal. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.

Signed: ..... Date: .....

**Please return this form along with your CV to [clerk@westhampnett-pc.gov.uk](mailto:clerk@westhampnett-pc.gov.uk) by 17:00 27<sup>th</sup> February 2026**

**If you have not been invited to interview by close of 13<sup>th</sup> March 2026, you may assume that your application has been unsuccessful.**

**FOR OFFICE USE ONLY:**

Received	<input type="text"/>	Decision	<input type="text"/>
Interview	<input type="text"/>	Decision	<input type="text"/>