

Office use

Application Number:

Halstead Parish Council: Application For Employment

Application for employment as: Halstead Parish Clerk

Job Reference: DPC001

Closing Date for Applications: 15th September 2026

| Applicant Details – This section must be completed | | | |
|--|----------|--------------------------|----------|
| First Name | | Surname | |
| Address | | | |
| | | | |
| Town | | Postcode | |
| Home Number | | Mobile Number | |
| Work Number | | Can we call you at work? | YES / NO |
| Email address | | | |
| Drivers Licence | YES / NO | Own Transport | YES / NO |

| Education and Training – If this is detailed in an attached CV please go to next section | |
|--|--|
| Schools, Colleges or Universities attended | |
| | |
| | |
| Qualifications | |
| | |
| | |
| IT Skills | |
| | |

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Employment History – If this is detailed in an attached CV please go to next section

Current/Most Recent Employer

| | | | |
|--------------------|--|---------|--|
| Company Name | | | |
| Date From | | Date To | |
| Address | | | |
| | | | |
| Job Title | | | |
| Duties | | | |
| Salary (optional) | | | |
| Reason for leaving | | | |

Previous Employment

| | | | |
|--------------------|--|---------|--|
| Company Name | | | |
| Date From | | Date To | |
| Address | | | |
| | | | |
| Job Title | | | |
| Duties | | | |
| Salary (optional) | | | |
| Reason for leaving | | | |

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About You – This section must be completed

Please tell us about other jobs or voluntary roles you have done and the skills you used and/or learned in those jobs

Please tell us why you applied for this job, why you think you are the best person for the job and how you meet the person specification

Tell us about your hobbies and activities

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References – If this is detailed in an attached CV please go to next section, otherwise please provide the names and contact details of two people than can verify your employment record

Current/Most Recent Employer

| | | | |
|---------------|----------------------------------|-------------|--|
| Company Name | | | |
| First Name | | Second Name | |
| Address | | | |
| | | | |
| Email Address | | | |
| Telephone No | | | |
| Position Held | | | |
| Relationship | Employer/Other – please specify: | | |

Second Referee – Please do not use relatives, partners or friends

| | | | |
|---------------|----------------------------------|-------------|--|
| Company Name | | | |
| First Name | | Second Name | |
| Address | | | |
| | | | |
| Email Address | | | |
| Telephone No | | | |
| Position Held | | | |
| Relationship | Employer/Other – please specify: | | |

Interview Availability – Please tell us if there are times when you are not available on 23rd September 2026 for in-person interview. If you are unable to attend on this date please explain.

| |
|--|
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Declaration

Any of the particulars given may be subject to check. I understand that any false, inaccurate, or incomplete information could result in dismissal, disciplinary action or withdrawal of any offer of employment.

I declare that the information given on this is, to the best of my knowledge, correct and complete and can be treated as part of any subsequent contract of employment.

I understand that the Parish Council may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with the Council.

Please return this application form by email to clerk@halsteadparishcouncil.gov.uk or in an envelope marked 'CONFIDENTIAL' to: Halstead Parish Clerk, Parish Room, Church Road, Halstead TN14 7HG

| | | | |
|-----------|--|------|--|
| Name | | Date | |
| Signature | | | |