



## Ashchurch Rural Parish Council

Jules Owen BA (Hons) FSLCC - Clerk and Responsible Financial Officer  
Ashchurch Village Hall, Ashchurch Road, Ashchurch, Gloucestershire. GL20 8LA  
Tel: 07305 022766 Email: [clerk@ashchurchruralpc.org.uk](mailto:clerk@ashchurchruralpc.org.uk)  
[www.ashchurchruralpc.org.uk](http://www.ashchurchruralpc.org.uk)

### Application Form for the role of Administrative Assistant

Ashchurch Rural Parish Council is an equal opportunities employer and your application will be judged solely on merit. Please answer all the questions in this form honestly and truthfully and read and sign the declaration and consent under the Data Protection Act at the end of the form to provide the best chance of obtaining an interview.

If you require the Application Form in an alternative format or require any assistance, please contact the Clerk – full details above.

Please **complete the form in full in black ink or type and use only A4 size paper for any continuation sheets.**

PERSONAL DETAILS
Name:
Surname:
Preferred title:
Address:
Post code:
Home Tel. No:
Mobile No:
Email Address:

SECONDARY/FURTHER EDUCATION AND QUALIFICATIONS			
Please give details of your education and qualifications achieved plus any currently being pursued. Please note that you will be asked to produce evidence of your qualifications.			
School, College and/or University	Dates		Subjects studied and qualifications achieved
	From	To	

**PROFESSIONAL INSTITUTE MEMBERSHIP**

Please give details of any relevant professional or technical bodies of which you are a member.

Name of Institute/Professional Body	Level of Membership	Year of Award

**TRAINING COURSES**

Please give details of any relevant short training courses, trade/professional training, Government training schemes or secondments you have completed.

Course Title and Duration	Provider	Date

**CURRENT OR MOST RECENT EMPLOYMENT**

**Employer:**

**Address:**

**Postcode:**

**Job Title:**

**Current or most recent salary:**

**Date commenced:**

**Leaving date or notice period required:**

**Why do you/did you wish to leave your current/most recent job?**

Please provide a brief description of the main duties and responsibilities of your current or most recent job. Please attach a copy of the job description if you wish.

**EMPLOYMENT HISTORY**

Please list your previous employment history in chronological order using a separate sheet if necessary and please give reasons for any gaps in your employment history.

Name and Address of Employer	Employment Period		Job Title and main responsibilities	Reason for Leaving
	From	To		

#### RELEVANT EXPERIENCE, SKILLS AND KNOWLEDGE

1. Please provide details as to why you are applying for this post and what you can offer in terms of abilities/skills/aptitudes/achievements/personality. Please refer to the Personal Specification and ensure you cover all of the criteria set out for this job role. This should include information about any period not accounted for in the section above by full time employment or education and training and if appropriate voluntary work. Please use a separate sheet if necessary and/or attach any supporting documents.
2. Please give details of learning or activities outside work that are relevant to the job you are applying for. This may include skills gained during career breaks, voluntary activities or home-based work etc. Please explain how they have increased your experience and abilities:

#### THE EQUALITY ACT 2010

Do you consider yourself to have any disabilities? Yes  No

If yes, please give details, (this will enable the Council to make reasonable adjustments to help accommodate you).

#### REHABILITATION OF OFFENDERS ACT 1974

Please give details of any “unspent” convictions as defined by the Rehabilitation of Offenders Act 1974. Unless the nature of the position allows the Council to ask questions about your entire criminal record we will only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining employment with the Council.

**PREVENTION OF ILLEGAL WORKING**

Do you require permission or a work permit to take up employment in the UK?

Yes  No

The Council has legal obligations to ensure that you can work legally in the UK. Prior to taking up any employment you will be required to provide evidence of a passport and/or other relevant documents on the approved list to satisfy the Council that you comply with this requirement.

Are there any restrictions on your residing in the UK? Yes  No

If yes, please give details:

**DRIVING**

Do you hold a current driving licence? Yes  No

If yes, please state type of licence you hold:

Are you a car owner or do you have access to a car? Yes  No

Do you have any current endorsements? Yes  No

If yes, please give details:

**REFERENCES**

If you are called for interview two references would be required and details of who the Council could be requested at that time.

**RELATIONSHIPS**

Canvassing of any Councillor or Officer of the Council, directly or indirectly, for any appointment of employment will result in immediate disqualification. In accordance with local government legislation, you are required to provide the following information:

Are you related to any Councillor or Officer of Ashchurch Rural Parish Council? Yes  No

If yes, please state the name of the Councillor and your relationship to them:

**DETAILS OF THE VACANCY**

How did you hear about this vacancy?

Advertisement on Parish Council Website  Advertisement on GAPTC website

Word of mouth  Facebook  Other  Please give details:

**DECLARATION AND DATA PROTECTION ACT CONSENT**

I declare that all the foregoing details given in this application are true to the best of my knowledge and understand that verification checks may be made. I also understand that if the information I have given is found to be untrue or misleading this will be sufficient grounds for disqualification from appointment or dismissal from any employment gained.

I understand that the information given in this form will be processed only by the Council for the purpose of considering my application for employment and if I am successful in my application this form and the information in it will be retained in my personnel file for such time as I am an employee and for up to six years after the end of my employment. Otherwise this form will only be retained by the Council for so long as it is required in connection with the application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

**RETURN OF COMPLETED APPLICATION FORM**

**PLEASE NOTE: The closing date for applications is 9.00am on 1 July 2024  
Interviews will be held on 16 or 18 July 2024**

When completed, please return the application form together with a covering email/letter and a copy of your CV, either via email or post, see below:

**By email to:** clerk@ashchurchruralpc.org.uk

**By post to:**

Jules Owen BA (Hons) FSLCC  
The Clerk and Responsible Financial Officer  
Ashchurch Rural Parish Council  
Ashchurch Village Hall  
Ashchurch Road  
Ashchurch  
Gloucestershire  
GL20 8LA

Please mark the envelope **“Confidential”**

**All applications will be acknowledged by email**