**Application Form**

**Post:** AssistantClerk

**Surname:**

**Other names:**

**Address**:

**Telephone: Home: Mobile:**

**Education and Training**

Please complete this section or attach your CV to this application. (If you attach a CV please ensure it contains all the information requested below).

**Details of O level/ GCSE/A levels**

**Further education/training that will support your application**

**Employment History** (summary)

**Present employer:**

(No approach will be made to your present employer before an offer of employment is made to you).

**Date when employment commenced:**

**Current job title and duties:**

**Address of employer:**

**Please tell us about this and other jobs you have done and about the skills you used and/or learnt in these jobs.**

**Please tell us why you applied for this job and why you think you are the best person for the job.**

**Have you ever been convicted of a criminal offence (declaration subject to the Rehabilitation of**

**Offenders Act 1974)** YES / NO

**Do you hold a current driving license?** YES / NO

**Do you own your own car?** YES / NO

**If you have any disabilities please tell us about any adjustments we may need to make to assist you at interview or to do the job itself to enable you carry it out.**

**When would you be able to start work for us?**

**References**

Please give the names and addresses of two persons as referees, other than friends or relatives who we can approach now for references.

I can confirm that to the best of my knowledge the above information is correct.

Signature: Date:

Email completed form to [clerk@cuxtonpc.org.uk](mailto:clerk@cuxtonpc.org.uk)