



Employment Application Form

Position: ALPC Planning & Highways Administrative Officer
 Reports to: Chief Officer & Clerk
 Date: 26th August 2022 @ 18:00 (applications close). Interviews will be held on a rolling basis. Only applicants that meet the criteria will be interviewed.

Please complete this form in black ink or using MS Word. If using MS Word ensure the integrity and format of the document is maintained and if submitting electronically, please save as a pdf file rather than in doc or docx format.

It will be to your advantage to complete it as fully as possible, even if you also enclose a CV, in order to ensure you are compared fairly with other applicants.

Please make sure you read the enclosed job details carefully and show how your experience and qualifications would enable you to fulfil the role.

The information which you give is strictly confidential and will be used only for the purpose for which it has been supplied.

Data Protection

If you are appointed the information from this form will be shared with our outsourced payroll provider and pensions administrators for the purpose of payroll and benefits administration.

Our HR Services are provided by Watford BC and Three Rivers DC Shared Service HR Team with whom this information will also be shared.

Applicant details:

Full Name: _____

Address: _____

Postcode: _____ Email: _____

Home Phone: _____ Mobile: _____

Are you related to a member or employee of Abbots Langley Parish Council ? Yes / No

If yes: _____

How did you find out about the post? _____

Do you hold a full driving licence? Yes / No

Abbots Langley Parish Council

Educational Achievements			
School & Further Education (Secondary onwards)	Qualifications Achieved	Year	Grade (If relevant)

Professional And Vocational Qualifications			
Institute or Professional Body	Qualifications Achieved	Year	Grade (If relevant)

Abbots Langley Parish Council

Employment Record	
Current or most recent employer: _____	
Address: _____ _____ _____	
Postcode: _____ Immediate Manager: _____	
Reason for Leaving: _____	
Start Date: _____ Notice Period: _____	
Leaving Date: _____	
Brief Description of Duties: _____ _____ _____	

Previous Employers (Most Recent Employment First - 10 yrs max.)			
Employer's Name and Postcode	Position	Dates	Reasons for Leaving

Abbots Langley Parish Council

References

Current or Immediate Past Employer

Referee: _____

Address: _____

Postcode: _____ Email: _____

Capacity in which known: _____

Second Reference, previous employer or personal contact.

Referee: _____

Address: _____

Postcode: _____ Email: _____

Capacity in which known: _____

Note: References will not be taken up until an offer of employment has been made.

Personal Statement

Please give any other information which you feel would assist us in assessing your suitability for this position. Use further sheets if necessary.

Abbots Langley Parish Council

Declaration

Note. The following will result in disqualification from the interview process or dismissal.

- a. Canvassing a Member or Senior Officer of the Council
- b. Failure to disclose a relationship with a member or employee
- c. Failure to disclose convictions under the Rehabilitation of Offenders Act 1974
- d. Knowingly giving false information on application form

I confirm that I have the right to unrestricted residence and employment in the United Kingdom.

The information which I have given in this form is true to the best of my knowledge.

Signed: _____ Date: _____

If successful you will be asked to present various statutory documents and these will be copied, so that the Parish Council can carry out pre-appointment "Right to Work" checks.