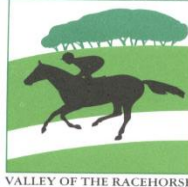


LAMBOURN



VALLEY OF THE RACEHORSE

## APPLICATION FOR EMPLOYMENT

### POST APPLIED FOR

<b>Post Title</b>	Parish Clerk and RFO	<b>Salary expectations</b>	
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### PERSONAL DETAILS

<b>Surname</b>		<b>First Names</b>	
<b>Home Address</b>			
<b>Postcode</b>			
<b>Home Tel No</b>		<b>Preferred number</b>	Yes / No
<b>Mobile Tel No</b>		<b>Preferred number</b>	Yes / No
<b>Email address</b>			

### PROFESSIONAL QUALIFICATIONS & TRAINING

<b>Name of institution/ training provider</b>	<b>Dates</b>	<b>Grade of membership/ Qualification(s) obtained</b>	<b>Date of admission</b>

### FURTHER/VOCATIONAL/HIGHER EDUCATION

<b>Name of College, Polytechnic or University</b>	<b>Examinations Passed</b>		
	<b>Subject</b>	<b>Level</b>	<b>Grade</b>

### SECONDARY EDUCATION

Name of School	Examinations Passed		
	Subject	Level	Grade

### CURRENT EMPLOYMENT

Present Job Title	
Name and Address of Employer	
Date of Appointment	
Salary	
Notice Required	

### PREVIOUS EMPLOYMENT HISTORY

*(most recent first, including any career breaks)*  
*Please continue on a separate sheet if necessary.*

Name and Address of Employer	From/To	Job Title	Salary	Main duties/Reasons for leaving

## **SUPPORTING STATEMENT**

With reference to the job description, please describe the professional qualities, knowledge and experience that you would offer and explain why you are suited to this position (maximum 800 words).

## ADDITIONAL INFORMATION

<b>Referees (who must include your current/most recent employer)</b>		
<b>Referee 1</b>	Relationship to you	
Name		
Address		
Email Address		
Telephone Number		
<b>Referee 2</b>	Relationship to you	
Name		
Address		
Email Address		
Telephone Number		

***We will only contact your referees after we have offered you the position.***

<p>The position is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and is subject to a satisfactory Disclose and Barring Service (DBS) check which will reveal all cautions, reprimands, warnings and convictions that are subject to disclosure.</p> <p>Have you been convicted of a criminal offence which is not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)?</p>	
If yes, please provide details of any spent or unspent convictions:	
Are you eligible to work in the United Kingdom?	Yes/No
Where did you first see the vacancy advertised?	
Are you, to your knowledge, related to or have any relationship with a Member of employee of the Parish Council?	Yes / No

## ACKNOWLEDGEMENT AND RETURN OF COMPLETED FORM

When completed, please return the application form by: **26th June 2026 at 5 pm** to: either Lambourn Parish Council Office, The Memorial Hall, Oxford Street, Lambourn RG17 8XP. Please mark the envelope "Confidential – Application for the post of Parish Clerk & Responsible Financial Officer. If applying via email, please send to: [recruitment@lambourn-pc.gov.uk](mailto:recruitment@lambourn-pc.gov.uk). If you would like an acknowledgement of receipt please enclose a stamped addressed envelope when submitting the application form or provide an email address.

## YOUR SIGNATURE

**Please sign and date the declaration and authorisation below:**

*I declare that the information given by me, to the best of my knowledge, is true and complete.*

*I have read the Recruitment Privacy Notice and consent to my data being processed for the purposes of this application.*

Signature:

Date:

Lambourn Parish Council is an Equal Opportunities employer and welcomes applications from all sections of the community. We are happy to discuss reasonable adjustments at any stage of the recruitment process.