CADNEY CUM HOWSHAM PARISH COUNCIL

Appointment of Parish Clerk and Responsible Financial Officer (RFO)

Cadney cum Howsham Parish Council is an equal opportunities employer. All applications are assessed solely on merit, regardless of ethnic origin, race, gender, disability, age, trade union activity, marital status, religion or belief, sexual orientation, or any other protected characteristic.

Please complete every section of this form honestly and accurately and ensure you read and sign the declaration and consent at the end to give yourself the best chance of being shortlisted for interview.

If you need any help, contact the Parish Chair of Personnel by email fiona.leahyPC@cadneycumhowsham.org.uk

Please fill in the form using black ink or typed text, and use A4 paper for any continuation sheets.

Personal Details	
Surname	
Forename (s)	
Preferred title	
Address	
Postcode	
Landline telephone number	
Mobile number	
Email address	

Outside Interests and Non-Vocational Experience
Please give details of any outside interests or non-vocational experience which you feel may be relevant and will support your application.

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 Parish 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 Parish Council.

Education and Qualifications

Please give details of your education and qualifications obtained plus those currently being pursued. You will be asked to produce evidence of your qualifications.

Secondary School, College and/or University	Dates		Subjects studied and/or qualifications/grades obtained
	From	To	

Professional and Technical Bodies Membership		
Please give details of your education and qualifications obtained plus those currently being pursued. You will be asked to produce evidence of your qualifications.		
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**

Present or Most Recent Employment	
Employer	
Address	
Postcode	
Job title	
Current or final salary	
Date commenced	

Leaving date or notice period required	

Please provide a list of the main duties and responsibilities of your current or most recent job. (Please attach a copy of the job description if you wish.)
Why do you/did you wish to leave your current/most recent job?

Employment History

Please list all 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	Dates		Job Title and Salary	Reason for Leaving
	From	To		

Relevant Experience and Other Supporting Information

The information you provide in this section is very important in assessing your application. Please give details of your knowledge, qualifications, experience, skills and ability to cope with the demands of the post, relating them to the requirements of the job as laid out in the Person Specification and Job Description for this role. Please continue on additional A4 sheets if necessary.

Prevention of Illegal Working	Yes	No
Are you eligible to work in the UK		
Do you require a work permit to take up employment in the UK		
The Parish 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 Parish Council that you comply with this requirement.		
Are there any restrictions on your residing in the UK?		

Permission to Obtain References	Yes	No
Have you any objection to references (below) being obtained prior to interview		
References will be obtained and their authenticity checked if you are offered the appointment		

References	
Please give details of two people who we could contact and would be willing to supply a reference for you. We would prefer your referees to be your most recent employers, including your current employer, if applicable.	
Reference 1	
Name	
Position	
Address	
Postcode	
Telephone number	
Email address	
Capacity known to you	
Reference 2	
Name	
Position	
Address	
Postcode	
Telephone number	
Email address	
Capacity known to you	

Relationships	Yes	No
Are you, to your knowledge, related to or have any relationship with an Elected or Co-opted Member or employee of the Parish Council?		

If "yes" please give details

Disability Discrimination Act 1955	**Yes**	**No**
Do you have a disability you wish us to know about at this stage?		
If "yes", to assist us in making the interview arrangements please note below if you believe there are any reasonable adjustments we should be making.		

Data Protection Consent

I understand that the information given in this form will be processed only by the Parish 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 Parish Council for so long as it is required in connection with the application.

Under the Data Protection Act and GDPR you have specific rights including giving consent for the collection and processing of your personal data. Please see Parish Council's Data Privacy Statement and Policy on our website for further information. Please indicate below whether you give us consent to collect, record and process the personal data you have provided for the purposes of recruitment, selection and appointment.

☐ I give my consent.

☐ I wish to find out more information or to check what personal data is being collected and processed before giving my consent.

Signed _____ Date _____

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.

Signed _____ Date _____

How Did You Hear About This Vacancy?	Yes	No
Advertisement		
Word of mouth		
Parish Council website		
Parish Council noticeboard		
Other		
If "other", please explain.		

Acknowledgement and Return of Completed Form

When completed, please return this application to reach the Parish Council by 12 noon on the 30th November 2026.

Email: fiona.leahyPC@cadneycumhowsham.org.uk

Please mark the email "Confidential".

Interview Arrangements

If you are selected for interview, you will be notified as soon as possible after the closing date and advised of the interview date.