

Employment History

Name of Employer

Job title and main duties

Date of departure and
reason for leaving

Please note here any other employment that you would continue with if you were to be successful in obtaining this role and the hours worked per week:

Personal development

Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable:

Please use this space to explain why you are applying for this post and to give any additional information you feel may be relevant to your application. Please include any voluntary/social/sports or statutory activity where skills and experience have been gained that may assist you in your application. You may continue on a separate sheet of paper if necessary.

References

Please note here the names, company name (where applicable) and addresses of two persons from whom we may obtain both work and character references

1.	2.
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May reference be taken up prior to interview (please indicate)? YES NO

When would you be available to take up appointment?

General

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Please note any criminal convictions except those 'spent', or otherwise 'protected', under the Rehabilitation of Offenders Act 1974.

Equality Act 2010

Aston-cum-Aughton Parish Council recognise the benefits of having a diverse workforce and therefore welcome applications from all sections of the community. In addition to this, under the provisions of the Equality Act 2010, Aston-cum-Aughton Parish Council are required to demonstrate that their recruitment processes are fair and that they are not discriminating against or disadvantaging anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Data protection statement

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, and by the referees you have noted, for recruitment purposes only. The Council will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which is available on our website at www.aston-pc.gov.uk

Declaration

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Council being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).

Signed:**Date:**

You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number.

Please return this form to clerk@aston-pc.gov.uk or by post to *Mrs Kate Butler, Clerk to the Council, Aston Parish Hall, Rosegarth Avenue, Aston. S26 2DD* on or before 12noon, Wednesday 20th March 2026

Interviews will be held shortly after this date, if you have not been invited to interview by that date, you may assume that your application has been unsuccessful.