



Application for employment

Position applied for:

Personal details		
First names		Surname
Title		
Home address		Home telephone
		Work telephone
Postcode		Mobile telephone
Current salary: £		Confidential email address
Education		
From	To	Name of school(s) and college(s) attended
Qualifications		
Description	Grade	Year

Work experience

Begin with present occupation/last employer and work backwards

[illegible]

Rural Community Council of Essex

RCCE, Threshelfords Business Park, Inworth Road, Feering, Essex CO5 9SE

Tel 01376 574330 Fax 01376 573524

www.essexrcc.org.uk

Registered in England Number 4609624. Registered Charity Number 1097009.

Personal Statement

With reference to the job description and person specification, please detail your skills and experience that would help you carry out the duties of this post. Please include:

- **skills and training courses undertaken relevant to this appointment** (e.g. computer skills, languages etc.)
- **any relevant hobbies and interests** (include membership of any type of organisation or profession, any office held and any voluntary work)
- **how you meet the criteria in the person specification, why you are applying for this post and any other relevant information in support of your application**

You can attach additional sheets, but please do not include your CV.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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Additional information	
1. Referees	
Please name two referees, excluding relatives, of whom one should be your most recent employer. Employment is subject to satisfactory references; your current employer will not be approached without your permission.	
Name	Name
Address	Address
Position title	Position title
Organisation name	Organisation name
Work telephone	Work telephone
Email address	Email address
How is the referee known to you?	How is the referee known to you?
2. Have you worked or volunteered for the Rural Community Council of Essex before?	
<input type="checkbox"/> No <input type="checkbox"/> Yes – if yes, please give details	
3. How did you hear of this vacancy?	
4. Do you have any spent or unspent convictions under the terms of the Rehabilitation of Offenders Act 1974?	
<input type="checkbox"/> No <input type="checkbox"/> Yes – if yes, please give details	
5. Do you currently hold a UK or International driver's license?	
<input type="checkbox"/> No <input type="checkbox"/> Yes – if yes, please note any endorsements and whether you own a car	

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<p>6. Please state your period of notice:</p>
<p>7. If not already living locally, have you plans to move?</p>
<p>8. Are you legally eligible for employment in the UK?</p> <p><input type="checkbox"/> No– if no, please give details <input type="checkbox"/> Yes</p>
<p>9. Do you consider yourself to have an impairment under the Equality Act 2010? Physical impairment can include long term conditions such as diabetes, asthma and cancer, or progressive conditions such as motor neurone disease. Mental impairment can include mental health conditions such as depression, learning difficulties (for example, dyslexia) and learning disabilities (for example, Down's Syndrome).</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes – if yes, please provide details of any special arrangements that would be required if invited to interview and for this role</p>
<p>Under the Data Protection Act 1998, information is obtained and held by Rural Community Council of Essex only as part of the recruitment and selection process. It is regarded as strictly confidential and will be stored securely. I hereby provide explicit consent for the information to be stored within the organisation's manual and computerised filing systems.</p> <p>Signed: _____ Date: _____</p>
<p>I confirm that all the above information is correct.</p> <p>Signed: _____ Date: _____</p>