

SECTION 2 EXPERIENCE

Starting with your most recent, include any full or part time employment including self-employment

| Dates | | Employer | Job title & main responsibilities | Reason for leaving |
|-------|----|----------|-----------------------------------|--------------------|
| From | To | | | |
| | | | | |

SECTION 3 EDUCATION & TRAINING

Starting with most recent, please provide details of any education and/or training including short courses that you have completed or are currently undertaking.

| Dates | | Educational establishment | Subject | Qualification | Grade |
|-------|----|---------------------------|---------|---------------|-------|
| From | To | | | | |
| | | | | | |

SECTION 4 PLEASE LIST MEMBERSHIP OF ANY PROFESSIONAL OR TRADE BODIES

| Date | Professional/Trade Body |
|------|-------------------------|
| | |

SECTION 5 ADDITIONAL INFORMATION

In this section we would like you to give your reasons for applying for this post. Bearing in mind the job description and person specification we have sent you, indicate what experience, skills and interests you would bring to the post.

| |
|---|
| Please continue on another sheet if necessary |
|---|

SECTION 6 REFERENCES

Please give the names, addresses and telephone numbers of two people who can be contacted for references. They will only be contacted if you are invited for interview. At least one should be your present employer.

| | |
|--|----------|
| 1) Name: | 2) Name: |
| Address: | Address: |
| Tel: | Tel: |
| In what capacity do you know each referee? | |
| | |
| May we approach them before the interview? | |
| YES / NO | YES / NO |

SECTION 7 DECLARATION

I confirm that to the best of my knowledge the information provided in this document is true and correct and can be treated as part of my subsequent contract of employment.

Signed _____ Date _____

Please return the completed form to clerk@pinvin.org.uk or by post to:
 Clerk to Pinvin Parish Council, 1a Church Walk, Stourport on Severn, DY13 0AL
 PLEASE MARK YOUR ENVELOPE "PRIVATE & CONFIDENTIAL"

FOR OFFICE USE ONLY

Invitation to interview

Letter for references

References received