

Office use only: REFERENCE NO:

# JOB APPLICATION FORM

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| **Open Spaces Administrative Assistant.**    **Salary Scale SCP 12 (£22,571 full time) (Nationally agreed pay award pending)** | |
| YOUR PERSONAL DETAILS (Please print to ensure details can be read easily) | |
| Title: (Mr / Mrs / Miss / Ms / Dr) | First Names: |
| Family Name: |
| Previous Family Name (if applicable): |
| Current Address: | Contact details |
| Home Telephone no: |
| Mobile: |
| E-mail: |
| Postcode: | Business number (if we can contact you at work) |

## REFERENCES

Please provide the names and addresses of two referees who can comment on your suitability for this job. The Guidance Notes provide detailed information, but please note that one reference must be your current or most recent employer. Do not use friends or relatives.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Name |  | 1. Name |  |
| Position |  | Position |  |
| Relationship to applicant |  | Relationship to applicant |  |
| Address: | | Address: | |
| Postcode: |  | Postcode: |  |
| Tel no: |  | Tel no: |  |
| Email: |  | Email: |  |
| Are you happy for us to take up your references before interview? Yes □ No □ | | | |

**ADDITIONAL INFORMATION REQUIRED**

|  |  |  |
| --- | --- | --- |
| Please give details of any ‘unspent ‘convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position allows the Town Council’s interviewing managers to ask questions about an entire criminal record we only ask about ‘unspent ‘convictions. A criminal record will not necessarily be a bar to obtaining a position at the Council. | | |
|  | | |
|  | | |
| Are you related to a Councillor, or employee, of Witham Town Council?  If yes, please provide their name and position below. | Yes | No |
| Have you worked for Witham Town Council or any other local authority via a Temporary Employment Agency within the last six months? If so, give details below. | Yes | No |
|  |  |  |
| Have you ever been dismissed from any previous employment?  If yes, please indicate below which employment and specify the reasons for your dismissal. | Yes | No |
|  | | |
|  | | |
| Are there any arrangements we can make for you if you are called for an interview? (eg ground floor venue, hearing loop, sign language interpreter, audio tape, etc.) | | |

**PLEASE NOTE THE FOLLOWING:**

**Canvassing of Members of the Council directly or indirectly for any appointment under the Council will disqualify the candidate concerned for that appointment. A candidate who fails to disclose any relationship with a Member or employee of the Council, or deliberately supplies information which they know to be false, will be disqualified for the appointment and if appointed, will be liable to dismissal without notice.**

In accordance with the Data Protection Act 2018 all information given on this application form will only be used to determine an applicant’s suitability for the job and will be kept only for those purposes and equalities opportunities monitoring.

Application forms for unsuccessful candidates will be retained for a period of six months before being destroyed.

**Please indicate how you heard about this vacancy (on PC’s, embolden choice, cross out others)**

Facebook Town Council Website Indeed.com

### SUPPLEMENTARY INFORMATION

### (Please type or use printed handwriting to ensure the information can be read easily).

|  |  |  |  |
| --- | --- | --- | --- |
| Do you hold a full valid current driving licence? | Yes | No | N/A |
| Under the Working Time Regulations 1998, the Council must monitor the hours worked by its employees. Please confirm whether this will be your only employment. If not, please provide details including days and hours worked / work pattern. |  |  |  |

### CURRENT / MOST RECENT EMPLOYMENT

(if this is your first job, go straight to the section entitled Educational Qualifications obtained)

|  |  |
| --- | --- |
| Name and address of current or most recent employer: |  |
| Telephone number of your employer: |  |
| Job Title: |  |
| Date Appointed: |  |
| Notice required to leave: |  |
| Date left last job (if applicable): |  |
| Present Salary: |  |
| Other payments, allowances  (e.g. lease car?): |  |
| Reason for leaving: |  |

Your current ‘Key’ duties and responsibilities:

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| --- |
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**EMPLOYMENT HISTORY**

Starting with your most recent appointment and working backwards, ensure all periods of time are accounted for, and any gaps in employment explained, for example unemployment, voluntary work, travel etc. You may attach an additional sheet if required. Please ensure there are no gaps in the history of your employment and other experience.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates - from  DD/MM/YYYY | Dates - to  DD/MM/YYYY | Name and address of  Employer | Job Title and Brief description of duties | Final salary and reason for leaving |
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Please continue on a separate sheet if necessary and attach to application file.

**EDUCATIONAL QUALIFICATIONS OBTAINED**

If the job applied for requires you to hold a particular qualification, you will be asked to produce original evidence if shortlisted for interview.

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| --- | --- | --- | --- |
| Relevant Qualifications (e.g. CSE, GCSE, ‘O’ / ‘A’ level, NVQ, Degree, professional or equivalent) | Subject (e.g.English, Mathematics, Business Administration, Law) | Grade (e.g. A, B, C, 1, 2, 3, Distinction, Pass) | Office use only Certificates Checked |
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**OTHER TRAINING AND DEVELOPMENT:** Please list below relevant job-related training, specialist training and include details of education currently being undertaken or planned. (see Job Description and Person Specification)

|  |  |
| --- | --- |
| Title and brief description of course/qualification | Date  DD/MM/YYYY |
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**MEMBERSHIP OF PROFESSIONAL BODIES (if applicable):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institute or Association | Level of Membership | Membership  Number | How Obtained  (eg election or  qualification) | Date obtained  DD/MM/YYYY |
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**YOUR REASONS FOR APPLYING FOR THIS JOB AND WHY YOU THINK THAT YOU WILL BE ABLE TO DO THIS JOB ?**

**Please state the reasons why you are applying for this job.**

**Please extend this section if necessary.**

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Finally, if your application form is received electronically without your signature, and you are asked to attend for interview, you will be asked to sign the form at a later date, but in the meantime, please indicate your declaration that the information is correct by ticking the box below.

I declare that to the best of my knowledge all the information on this form and any additional material supplied, is correct and that it may be used for purposes registered by the Council under the Data Protection Act 2018. I understand that the withholding of relevant information or providing any false or misleading statement could result in the application being rejected or summary dismissal if appointed and possible referral to the police.

Yes. The information and any additional material supplied in support of my application is correct. (please tick box).

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

**Please email your completed form to** [**townclerk@witham.gov.uk**](mailto:townclerk@witham.gov.uk) **or alternatively post a hard copy marked ‘Private & Confidential for the attention of Nikki Smith to:**

**Town Hall**

**61 Newland Street**

**Witham**

**Essex**

**CM8 2FE**

**CLOSING DATE: 12 NOON MONDAY 3rd OCTOBER 2022**