

BOURNE TOWN COUNCIL



Application for Employment

Application for post of: **Deputy Clerk**

Please **complete all sections of this form clearly in black ink**. If any space is insufficient, please attach an additional sheet clearly stating your name and post applied for. CV's will be accepted as additional information.

Surname:

First names:

Address:

Postcode:

Home Tel Number:

Work Tel Number:

Mobile Number:

E-mail Address:

National Insurance Number:

Present or most recent employer:

Name and Address of employer:

Postcode:

Current Job Title:

Start date:

Notice Period:

Reasons for leaving:

Main duties of job:

Previous Employment (in reverse order)			
Date – from / to	Employer details	Job Title & Main Duties	Reason for leaving

Qualifications - Please list all qualifications relevant to this post, educational and professional		
Date	Name of Qualification and where obtained	Result

You will be required to produce original certificates for all qualifications listed above

Experience - Please give details of experience relevant to the post, whether occupational, training or voluntary

Courses attended - Please list any courses attended which are relevant to this post			
Date	Details	Date	Details

Other than attending courses, how have you kept your skills up to date?

Skills - Please describe what other work related skills you have, including what PC applications you are familiar with

Hobbies and interests:

REFERENCES. Please give the names of two people (one of whom must be your present or most recent employer). We will always contact your present/most recent employer

1st Reference - Present/most recent employer:

Name and address

.....

..... Postcode

Position: Tel No:

2nd Reference

Name and address

.....

..... Postcode

Position: Tel No:

If you are selected for interview may we contact your present employer?
If NO – why not?

Yes

☐

No

☐

References will always be taken up before interviews for shortlisted candidates unless you provide a good reason why this should not be done.

Further Particulars

Do you hold a current driving licence?				Yes	☐	No	☐
Car				Motorbike			
☐	Full	☐	Provisional	☐	Full	☐	Provisional
HGV				PCV			
☐	Full	☐	Provisional	☐	Full	☐	Provisional
Any endorsements?				Yes*	☐	No	☐
				* If yes please give details			
.....							
Do you have access to a motor vehicle?				Is it available for work			
Yes	☐	No	☐	Yes	☐	No	☐

Disability - Do you have any disability issues that you would like us to be aware of, to enable us to make suitable adjustments for you?			
Yes*	☐	No	☐
*If yes, would you require any reasonable adjustments to be made to the duties and/or to the building in order for you to be able to do the job?			

Do you have a connection of any kind to any councillor or staff member of Bourne Town Council?			
Yes*	☐	No	☐
*If yes, please give details			

Have you ever been convicted of a criminal offence?			
Yes*	☐	No	☐
*If yes, please give details unless exempted under the Rehabilitation of Offenders Act 1974			

I apply for the post shown at the head of the form. I declare that the details are true, complete and correct. I understand that any false statement or omission will normally lead to my being dismissed if appointed to this post. I understand that I will be privy to confidential information whilst I am working at Bourne Town Council and that I will treat such information as being confidential.

Signature of applicant:	Date:
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Receipt of this form will normally be acknowledged.
Generally if you do not hear within 4 weeks of the closing date
you should assume that your application has been unsuccessful on this occasion.
Thank you for your interest.

BOURNE TOWN COUNCIL HAS A NO SMOKING POLICY



Monitoring Form

Name:

Position applied for : **CSO**

Please answer the following questions by placing a tick in the appropriate box

Equal Opportunities

Bourne Town Council is an Equal Opportunities Employer.

The authority is committed to the implementation and maintenance of service and employment practices which will ensure that no potential or current employee is treated less favourably on the grounds of sex, marital status, race, nationality, ethnic or national origin, colour, disability or age, nor is disadvantaged by the application of a rule, condition or requirement which has a discriminatory effect which cannot be justified either in job-related terms, or as a requirement of law. The operation of recruitment, training and promotion will be on the basis of job requirements and in relation to the individual's ability and fitness to work.

To assist Bourne Town Council in the monitoring of its performance in relation to equal opportunities you are requested to complete the following questionnaire so that meaningful statistics may be gathered. Completion of each section is optional but your co-operation would be greatly appreciated.

The questionnaire is for statistical purposes only.

All information will be treated as confidential.

What is your nationality?

How did you learn about this vacancy?

What is your gender?

☐

Male

☐

Female

Do you consider yourself to have a disability* under the Disability Discrimination Act 1995?

☐

Yes

☐

No

Would the provision of any aids or modifications assist you in a fair selection for interview or in carrying out the duties of the post?

☐

Yes

☐

No

There is no legal requirement for you to provide information about your disability on this form. however, you are encouraged to do so, (particularly where you believe that the information may be relevant to the job application).

How would you describe your ethnic origin?

☐

White

☐

Chinese

☐

Irish

☐

Indian

☐

Black-African

☐

Pakistani

☐

Black-Caribbean

☐

Bangladeshi

☐

Black-other

☐

Other

If other, please specify:

***Definition of disability** – a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day-to-day activities

Please complete and return this form and any additional information to:

Cllr R McKinney
Bourne Town Council
SK Community Point
3 Abbey Road
BOURNE, PE10 9EF

Please mark your envelope - 'PRIVATE & CONFIDENTIAL'