

Post Applied for:

Post Number:

Clipstone Parish Council Job Application Form

Closing Date:

Interview Date:

Please complete this form fully using black ink or type. C.V's are only accepted when submitted with the completed application. Applications received after the closing date will not normally be considered.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

Section 1 Personal details

Last Name:

First Name:

Address:

Postcode:

Home Telephone N^o:

National Insurance N^o:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Daytime Telephone N^o:

Mobile Telephone N^o:

E-mail address:

Can we contact you at work? Yes No

Are you free to remain and take up employment in the UK with no current immigration restrictions? Yes No

Driving Licence
Do you hold a full, clean driving licence valid in the UK? Yes No

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.

Section 2 Present Employment

Present or Last Employment (If unemployed give details of last employer)

Name of Employer:

Address:

Postcode:

Post Title:

Date of Appointment:

Salary:

Department / Section:

Brief description of duties:

Continue on a separate sheet if necessary

Period of Notice:

Last day of service

(if no longer employed):

Reason for leaving

(if no longer employed):

Section 3 Previous Employment

Previous Employment (most recent employer first). Please cover the last 10 years and state nature of business - if not public sector

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Reason for leaving:

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Reason for leaving:

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Reason for leaving:

Continue on a separate sheet if necessary

Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

Professional, or Technical Qualifications

Please give details:

Professional/Technical/Qualifications	Course Details

Membership of any Professional / Technical Associations- Please state level of Membership:

Continue on a separate sheet if necessary

Section 5 Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Title of Training Programme or Course	Duration of Course

Continue on a separate sheet if necessary

Section 6 Personal Statement

Abilities, skills, knowledge and experience.

Please use this section to explain in detail how you meet the requirements of the Person and Job Specifications. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used.

Continue on a separate sheet if necessary

Section 7 Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the rehabilitation of offenders' act 1974?

Yes

No

If yes, please give details / dates of offence(s) and sentence:

Section 8 Protecting Children and Vulnerable Adults

The following information may be required if the post you are applying for has a requirement for a Criminal Records Bureau police check.

Enhanced Checks Only

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes

No

Section 9 Disability Discrimination Act

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities.

Do you have a disability which is relevant to your application?

Yes

No

If yes, please give details:

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Do we need to make any specific arrangements in order for you to attend the interview?

Yes

No

If yes, please give details:

Section 10 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

Reference 1		Reference 2	
Name:	<input type="text"/>	Name:	<input type="text"/>
Position (job title):	<input type="text"/>	Position (job title):	<input type="text"/>
Work Relationship:	<input type="text"/>	Work Relationship:	<input type="text"/>
Organisation:	<input type="text"/>	Organisation:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	Postcode <input type="text"/>		Postcode <input type="text"/>
Telephone Nº:	<input type="text"/>	Telephone Nº:	<input type="text"/>
E-mail:	<input type="text"/>	E-mail:	<input type="text"/>

Are you willing for this referee to be approached prior to the interview? **Yes** **No**

Are you willing for this referee to be approached prior to the interview? **Yes** **No**

Section 11 Recruitment Monitoring Form

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by the Human Resources purely for monitoring purposes.

Application for the post of:

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please COMPLETE THIS SECTION OF THE APPLICATION FORM.

What is your Ethnic Group?

Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background.

A. White

White UK

Irish

White non-UK

Any other White background
(please give details):

B. Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background
(please give details):

C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background
(please give details):

D. Black or Black British

Black Caribbean

Black African

Any other Black background
(please give details):

E. Chinese or other ethnic group

Chinese

Vietnamese

Any other ethnic background
(please give details):

F. I do not wish to provide this information

Section 11 Recruitment Monitoring Form continued

Gender

Male

Female

Date of Birth:

Disability:

Disability is defined as "physical or mental impairment, which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities".

Do you consider yourself disabled? Yes No

If yes, please give details:

Media

Please state where you saw this post advertised

For Office Use Only:

Start Date:		

Section 12 Declaration

A. Relatives/Other Interests

Any candidate who directly or indirectly canvasses a Councillor or employee of the Council will be disqualified from consideration for the job. The Council does not bind itself to appoint any applicant.

Are you related to or do you have a close personal relationship with a Councillor(s) or employee(s) of Clipstone Parish Council? Yes No

If yes, specify name(s), position(s) and relationship(s)

If appointed, do you have any interests or hold any appointments that may conflict with employment by the Council in the role for which you have applied? Yes No
If yes, please detail on a separate sheet.

B. Statement to be Signed by the Applicant

The Council is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives.

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I acknowledge that the Council is under a duty to protect the public funds it administers and to this end I agree it may use information provided on this form for prevention and detection of crime and it may share this information with other bodies solely for these purposes. I hereby give consent to such collection, storage and processing of my personal data and I agree that the information given on this form may be used for data registration purposes.

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge
- all questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold
- I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.

Signed:

Date:

Unfortunately applicants who do not hear from Clipstone Parish Council must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post. If you would like to know if we have received your application form please enclose a stamped addressed post card.

Clipstone Parish Council undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.

RETURNING THIS FORM



By Hand or Post:

Parish Clerk
Clipstone Village Hall
Church Road
Clipstone
NG21 9DF

By email:

clipstoneparishcouncil@btconnect.com

Clipstone Parish Council

Person Specification Admin Assistant

The Administrative Assistant will need to meet all of the essential criteria as listed below. He/she should also be able to demonstrate some of the 'desirable' qualities.

	Qualities	Essential	Desirable
1.	Friendly and approachable with a positive attitude.	✓	
2.	Proven excellent verbal and written communication skills, including a positive telephone manner	✓	
3.	The ability to work as part of a small team and to perform designated tasks according to instructions, accurately and in a timely manner.	✓	
4.	The ability to work on your own initiative and with minimal supervision.	✓	
5.	Experience in office administration.	✓	
6.	Ability to demonstrate a good general secondary education in core subjects to GCSE or equivalent standard.	✓	
7.	Competent IT skills including use of Microsoft Office TM applications & use of the internet.	✓	
8.	Proven accurate data entering skills including transferring hand written records to data files.	✓	
9.	The ability to work to strict deadlines.	✓	
10.	The ability to multitask and work well under pressure.	✓	
11.	A willingness to be flexible around the needs of the Parish Council.	✓	
12.	A willingness to travel and to attend training courses	✓	
13.	Effective time management skills.	✓	
14.	A reasonable knowledge of the parish of Clipstone.		✓
15.	Knowledge of the statutory responsibilities of Local Councils.		✓
16.	The ability to think "outside of the box" and provide new ideas and suggest new methods of working.		✓

Clipstone Parish Council
Job Description
Administrative Assistant

Job Title: Administrative Assistant

Grade: **£8.32/hour**

This is a part time post of 10 hours per week. Initially for 26 weeks for the duration of the Digitising Clipstone Cemetery Project when the post will be reviewed.

Location: The Village Hall (or any other office as allocated within Clipstone)

Responsible to: The Parish Clerk

Key Responsibilities:

- To carry out clerical and administrative duties in relation to the Digitising Clipstone Cemetery Project
- To data input cemetery records from various hand-written records.
- To cross reference the written records with evidence in the cemetery.

General Responsibilities

- As required to provide such general clerical support to the Parish Clerk to ensure the smooth and efficient running of all of the Council's services and activities.
- To provide a reception and information service for all visitors and those making enquiries at the Village Hall.
- Under the supervision of the Parish Clerk to carry out a varied range of duties in relation to the Council's financial transactions and activities and to assist in complying with the Council's statutory requirements to maintain proper accounting records and systems.
- Working with the Parish Workers to ensure the efficient management and maintenance of the Village Hall and its accommodation.
- Assisting with enquiries regarding letting of accommodation within the Village Hall and other council properties, and subsequent lettings and collection of income.
- Assisting with the organisation of civic events.
- To assist with the organisation of staff training events and to attend such training courses as may be required.
- To assist in the administration and maintenance of all burial records, systems and accounting records to ensure that the Council complies with its statutory duties as a Burial Authority.
- To provide such assistance as may be required in maintaining the Council's computerised financial systems and any associated manual accounting records.
- To undertake such duties of an equivalent nature as the Council may require from time to time.

Other duties and Responsibilities:

The following list is typical of the range of duties and responsibilities which the postholder is expected to perform. It is not exhaustive and other duties of a similar type and level may be expected from time to time.

- To take reasonable care of your own health and safety and that of others who may be affected by your acts and omissions and to ensure that the Council complies with its statutory obligations under the Health and Safety at Work Act and other ancillary legislation.
- To undertake appropriate training as required by the Parish Council