

Chilton Town Council

Job Application Form

Guidance Notes

Thank you for using Chilton Town Council's Job Application Form.

This form should only be used to make applications for advertised Council jobs.

If completing electronically, you are advised to save this form to your hard drive so it can be filled in at your own time and pace. To do this click on "**File**", then "**Save As...**" and finally click the **Save** button (you can change the filename and location if you wish).

How to submit Your Job Application Form

1. Please fill in the following pages (remembering to save the document when finished).
2. Attach this document in your email by clicking on the "**Browse**" button and finding this document from your local hard drive
3. Submit the completed application form to the email address quoted in the job advert.

Problems filling in this form or requests for other formats

If you have any queries/problems completing this form or you need this form in another format such as large print then please:

- email townclerk@chiltondurham-tc.gov.uk or
- telephone Chilton Town Council on 01388 721788

Equal Opportunities Monitoring Form

We are an equal opportunities employer and want to ensure that all applicants are considered solely on their merits. Therefore we need to check that decisions are not influenced by unfair or unlawful discrimination. To help us we should be grateful if you would complete this short questionnaire. You only need to answer if you feel happy to do so. Your answers will be treated with the utmost confidence and will only be used for statistical purposes.

1. Are you: ☐ Male ☐ Female

2. Date of Birth: ☐ Prefer not to say

3. Do you consider yourself to be a person with a disability?

This may include 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. Long-standing means that it has lasted, or is likely to last, for over a year.

☐ Yes ☐ No ☐ Prefer not to say

4. What is your religion or belief?

☐ Christianity ☐ Judaism ☐ Baha'i
☐ Hinduism ☐ Sikhism ☐ No Religion
☐ Islam ☐ Buddhist ☐ Prefer not to say
☐ Other – e.g. Humanist, Atheist, etc (Please state)

5. How do you describe your sexuality?

☐ Heterosexual/Straight ☐ Bisexual ☐ Prefer not to say
☐ Gay Man ☐ Gay Woman / Lesbian

6. Please describe your ethnic origin

White

☐ British
☐ Irish
☐ Any other White background

Arab or Middle Eastern

☐ Arab
☐ North African
☐ Any other Arab or Middle Eastern Background

Asian or Asian British

☐ Indian
☐ Pakistani
☐ Bangladeshi
☐ Chinese
☐ Any other Asian background

Other ethnic groups: Please state

Black or Black British

☐ Caribbean
☐ African
☐ Any other Black background

Travelling Community

☐ Gypsy/Roma
☐ Traveller of Irish Descent
☐ Other member of the travelling community

Mixed

☐ White & Black Caribbean
☐ White & Black African
☐ White & Asian
☐ Any other Mixed Background

Prefer not to say

☐ Prefer not to say

7. What is your Relationship Status?

☐ Married/Civil Partnership ☐ Prefer not to say

Chilton Town Council

Application Form

Strictly Confidential

Please read the Guidance Notes before completing this form

To be completed by the Applicant	
Post Title:	
Closing Date:	
Surname:	Title:
Forename(s):	
Address:	Telephone No: Home
	Mobile:
	Work (if convenient):
Postcode:	
E-mail address:	
Please state where you saw the advertisement for this post.	
☐ Town Council Noticeboard ☐ Other	
Do you consider yourself to be a person with a disability? This may include 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. Long-term means that it has lasted, or is likely to last, for over a year. Applicants with disabilities will be invited for interview if they meet the essential criteria on the person specification.	
☐ Yes ☐ No ☐ Prefer not to say	
If you have answered yes please detail below any specific requirements to assist you with an interview and we will try to make the necessary arrangements.	

IMPORTANT INFORMATION

Data Protection Statement

The Council is committed to confidentiality and complies with the Data Protection Act 1998. All information will be handled and stored sensitively and used only for its intended purpose.

Declaration

Under the Council's new constitution you are required to state in writing whether to the best of your belief you are the parent, grandparent, partner, child, step-child, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Councillor or Officer of the Council; or a partner of such persons.

Name

Relationship

Canvassing of Members of the Council or any Committee of the Council or any appointing officer directly or indirectly for any appointment with the Council is prohibited and shall, if deemed appropriate, disqualify the candidate for that appointment.

I have read the guidance notes including the information regarding Criminal Convictions and I declare that the information I have given is true in all respects. I understand that false information may render me liable for dismissal if I am appointed.

I agree to the above statement and will sign and date a copy of this application as a true record if I am invited for an interview:

Signature:

Date:

Secondary Education

N.B. appointment will only be confirmed subject to receipt of official certificates in support of below.
(Please use continuation sheets if required)

School attended	Qualifications	Subject	Date	Grade

Further and Higher Education: Please include YT, apprenticeships etc.

School, College or University	Qualifications	Subject	Date	Grade

Technical or Professional Membership/Qualification:

Institute	Grade of Membership	Year of Election	Registration Number	Expiry Date (if applicable)

B Employment Details

Including Work Experience, Training Schemes e.g. YT, ET, New Deal

Present/most recent post*:

(*If currently unemployed please give your most recent post with date of finish and reasons for this.)

Name and address of Employer	Employer's Business	Date		Grade and present salary
		From	To	
Do you have any additional employment which you intend to continue if appointed to this post? If yes, please detail the nature of the work and the hours				
Period of notice required or termination date				
Reason for seeking new employment?				

Person Specification:

Please use this section to demonstrate that you have the essential and where possible desirable experience, skills and knowledge as stated on the person specification of the post for which you are applying. Candidates who do not evidence that they meet the essential qualifications and experience listed on the person specification will not be shortlisted. (Please use continuation sheets if required).

C Full Employment History

Please provide **full** details of all previous employment you have held, starting with the most recent first. You will also need to include any dates (if applicable) when you have not been in employment. (Please use continuation sheets if required).

Name and Address of Employer	Appointment held/Grade and/or salary (if any)	Dates (dd/mm/yy)		Reason for leaving
		From	To	

D Referees

Give name, job title, relationship to referee and address of **TWO** people, who must know you well, to whom a reference may be made. Referee 1 should be your present (or most recent) employer, or if you are a recent school leaver, should be the Head Teacher of your last school. Next of kin or immediate relatives should not be named as referees.

Referee 1 Name:	Referee 2 Name:
Job Title:	Job Title:
Relationship to Referee:	Relationship to Referee:
Address:	Address:
Post Code:	Post Code
Telephone No:	Telephone No:
E-mail:	E-mail:
This reference can be requested prior to interview:	This reference can be requested prior to interview:
N.B. Appointment will only be confirmed subject to satisfactory references.	

E Additional Information

In this space provided can you detail any other additional skills or information (not already detailed in section B) which is considered relevant to this post. This may include any particular skill and qualities which will help us assess your suitability for this post. Please use continuation sheet if necessary.

Please use this space for any other details you could not complete in the rest of the application form