

## **Burnham-on-Sea & Highbridge Town Council Applicants Guidance Notes**

### **Application pack**

The application pack consists of:

- Guidance Notes
- Job Description
- Person Specification
- Application Form parts A & B
- Privacy notice

### **Application and Selection Process:**

- The closing date for applications is 5pm on **Monday 25th July 2022**.

Please send your completed application FAO The Town Clerk, Burnham-on-Sea & Highbridge Town Council, The Old Courthouse, Jaycroft Road, Burnham-on-Sea, TA8 1LE, or email it to [admin@burnham-highbridge-tc.gov.uk](mailto:admin@burnham-highbridge-tc.gov.uk)

- Interviews will take place on **TBA**

### **Completion of the application form & application process:**

All applications are treated confidentially and circulated only to those individuals involved in the recruitment process.

Part **A** of the application asks for personal information and is completely confidential. Part A is required for administrative purposes and is not shared with the selection panel.

Part **B** asks you to tell us about your relevant experience. Part B is shared with the selection panel. If you are selected for interview, please be prepared to provide evidence of essential skills and qualifications.

The duties and requirements of the post are set out in the Job Description and Person Specification. Please ensure that you refer to these when filling in the application.

Remember to sign the form in the relevant places to declare that the information you have provided is true. If you submit your application form electronically you must tick the declaration box.

**Applicants shortlisted for interview will be expected to give a 15-minute (max) presentation with the subject:** *The challenges facing town & parish councils: what I can bring to the post of deputy town clerk to benefit the long-term success of this council.*

**Please bring your passport, or other relevant official document to prove identity, as detailed in the government's Lists of acceptable documents for manual right to work checks.**

## **Completing the form – Section A**

All job offers are made subject to satisfactory employment references, one of which must be from your current employer. Please let us know if this is problematic. References will only be taken after a provisional offer of employment has been made to you.

If you have been dismissed from previous employment we will request as many details as you can provide.

If you have previously received a redundancy payment from any council, let us know as this might affect your employment eligibility.

The selection process of applicants is measured on each individual's own competencies and abilities. Under the Equality Act 2010 employers have a duty to make reasonable adjustments where, compared to a non-disabled person, a disabled person is substantially disadvantaged by either the working arrangements (which include the recruitment process) or the working environment.

Burnham-on-Sea & Highbridge Town Council is registered as a Disability Confident employer. Please let us know if you have a disability and require any adjustment or have access needs for interview.

## **Completing the form – Section B**

### **Employment history:**

Details of your current employment should be included here. Start by giving us the details of your current job and then add the details of all your jobs, working backwards in time. All gaps in employment must be explained: for example, if you took a break from work, for whatever reason, please explain the circumstances. You can attach an additional sheet if you wish.

### **Educational qualifications obtained:**

Please list all your educational and professional qualifications and examinations (with results), which you believe to be relevant. The Person Specification/Job Description will say which qualifications are essential to the post that you are applying for.

Prior to any appointment, you will be asked to provide your original certificates for checking, so be prepared to ensure you can locate these, or ask the appropriate educational establishments for copies. If you have qualifications, which are not required for the job, you do not have to include them on your application if you do not wish to do so. You may continue on a separate sheet if necessary.

### **Other training and development:**

Where appropriate, you should evidence your commitment to continuing professional development. You might have gained professional knowledge, skills and abilities by 3 undertaking further training and / or personal development courses. Please use this section to let us know how you have kept your skills up-to-date.

### **Supporting Statement (your reasons for applying for this job):**

This is a very important part of your application and is your opportunity to explain why you believe that your experience, skills and personal qualities make you a suitable candidate for the job. Consider this section of the application form as your best opportunity to sell yourself and present your experience, character and abilities in the best light.

You are advised to examine the Job Description and Person Specification and consider how you can illustrate that your skills, knowledge and experience match the requirements of the job.

Look at each of the requirements listed on the Person Specification and show how your knowledge, skills, abilities and experience gained from paid or unpaid work, domestic responsibilities, education, leisure interests or voluntary work match the requirements identified and give specific examples of things you have done which demonstrate your abilities.

Remember that unpaid work or work at home can be just as valuable as paid work. You might have transferable skills that can be applied to the post. For example, if the person specification says 'able to organise self and others to complete projects within deadlines' you should do more than state "I am a very organised person and can work to deadlines". You should give an example and describe something that you have done which proves that you can do it, e.g. "I organised a fundraising event for the local playgroup within three months and with a group of five helpers", or give details of a work-related experience.

**Declaration:**

Please make sure that you have signed and dated the application form to confirm that your details are correct and complete. If you complete your form electronically and email it to us, you will see that we have asked you to tick the box to confirm your information is true. If you are shortlisted, you will be asked to sign your form at your interview. Please note that applicants who conceal or misrepresent relevant information at any stage will be disqualified from appointment, or if appointed, may be dismissed without notice.

**Data Protection:**

In accordance with the data protection legislation, all information given on the application form will only be used to determine an applicant's suitability for the post and will be retained in compliance with the data protection principles as stated by the privacy policy.

**Unsuccessful applications:**

We endeavor to respond to all applications. However, a high volume of applications received for posts might mean it is not always possible for us to respond to every unsuccessful applicant. Therefore, if you do not hear from us within four weeks of the closing date, this will mean that you have not been successful on this occasion. We would however encourage you to apply for any other vacancies that you may believe are suitable.

We thank you for the interest you have shown and wish you the very best with your application.