#  CHRISTCHURCH TOWN COUNCIL

**APPLICATION FORM**

**POST APPLIED FOR:**

Please complete this form clearly in **black ink or typescript**.

**1 PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:**  |  | **First Name:** |  |
| **Previous Surname:** |  | **Any other previous name changes:** |  |
| **Title:** |  | **NI Number:** |  |
| **Home Address****Postcode: Email:** **Telephone Number: Mobile Number:** |

|  |  |
| --- | --- |
| **2** **EDUCATION & QUALIFICATIONS (most recent first)** |  |

Please give details of secondary and further education including any GCSEs or “A” levels or equivalent vocational courses below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates attended from (mm/yyyy)** | **To (mm/yyyy)** | **Name of school/college/other institution** | **Qualifications obtained and grade/level** |  |
|  |  |   |  |
|  |

Please give details of any Higher Education and equivalent courses below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates attended from (mm/yyyy)** | **To (mm/yyyy)** | **Name of school/college/other institution** | **Qualifications obtained and grade/level** |  |
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| **3 TRAINING AND QUALIFICATIONS****Give details of any other certificates with dates: Vocational training. Professional qualifications, membership of Professional Institutions**  |
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| 4 Employment Details – Current or Last Employment |
| **Name and address of current employer.**  | **Job Title:**  |
|  | **Start Date**:  |
| **Notice Required (if applicable):**  |
| **Date of Leaving (if applicable):**  |

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| Please briefly outline your main duties and responsibilities or details of your studies if leaving education. |
| * + Council
	+ Planning
	+ Resources
	+ Community
	+ Neighbourhood Plan WG
	+ Community Grants WG
	+ Civic WG
* **Website updates** - agendas & minutes, appendices
* **Council’s Minute Book**- collate all signed minutes and reports for civic year ready for binding.
* **Schedule of Meetings** organised for civic year
* **meeting rooms bookings**
* **outlook calendars** updated for Council & Members re meeting dates
* **committee deadline dates** arranged in outlook calendar for agendas to be published within legislation requirements
* **Members administration-** maintain address data bases, phone details, declaration of interests etc.
	+ **Apologies** noted
	+ **Members** enquiries
* **Meritorious Awards-** liaise with nominees for attendance to receive certificate
* **Allotments Administration-** liaise with SVPP, BCP, SVPP re new Tenancy Agreements & invoicing
	+ **Allotment Association-** point of contact with 3 allotment associations and
	+ **Quotes & Site visits-** organise skips & site maintenance by contractors
	+ **Disputes-** liaised with tenants & allotment association representatives
* **Research for Town Clerk undertaken:**
	+ local Surveyors for Druitt Hall building condition survey
	+ Benchmarking undertaken for Treasury Management Investments
	+ Freedom of information requests
	+ New street names- liaise with BCP officer within deadline
* **Main point of contact for ‘out of office’ reply for any urgent enquires when Town Clerk on leave**
* **Licencing-** maintain database of events and invoice licence fee to individuals
* **Outside bodies –** main point of contact for organisations
* **Community Grants-** liaise withapplicant re documentation required for audit purposes and processing of grant payment
* **Finance Administration:**
	+ **Scribe Accounts-** enter data & reconcile monthly against bank account
	+ **Budget monitoring reports –** previously manually formatted on spreadsheets now produced in scribe accounts
	+ **Vat returns-** previously manually claimed by spreadsheets, now produced in scribe accounts
	+ **Monthly Bank Reconciliation-** spreadsheet formatted for Resources
	+ **Schedule of Payments for Chairman to sign**- spreadsheet formatted for Resources
	+ **Online Bank payments**- processed through Unity Trust Bank and arrange authorisation by members
	+ **Invoicing**
	+ **Audit –** meet with Auditor & Town Clerk re end of year accounts
	+ **Payroll –** upload payroll to Unity Trust and liaise with external payroll provider
	+ **Local Government Pension Scheme-** monthly return provided for the Council’s contribution to Dorset Council
	+ **Additional Voluntary Contributions –** monthly figures provided to Prudential Assurance
* **Fire & Security Alarm** –
	+ on call as Out of Hours contact re alarm at Old Town Hall
	+ Arrange routine site visits by alarm maintenance engineers
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| Why do you wish to leave your present employment/why did you leave your last employment? |
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| 5 Employment Details – Previous Employment  |

 Start with most recent employment first. If necessary, continue at the end of the application form until all employment history is shown. Please continue on a separate sheet if necessary.

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| **Name of Previous Employer**:  |
| **Post Held:**   |
| **Dates Employed from**: **To:**  |
| **Brief details of duties and responsibilities**: |
| **Reason for leaving:** |

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| --- |
| **Name of Previous Employer**:  |
| **Post Held:**   |
| **Dates Employed From To**: |
| **Brief details of duties and responsibilities**: |
| **Reason for leaving**:  |

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| --- |
| **Name of Previous Employer:**  |
| **Post Held:**  |
| **Dates Employed From**: **To:**  |
| **Brief details of duties and responsibilities**:.  |
| **Reason for leaving**:.  |

|  |
| --- |
| **Name of Previous Employer:**  |
| **Post Held:**  |
| **Dates Employed From**: **To:**  |
| **Brief details of duties and responsibilities**: |
| **Reason for leaving:** |

|  |
| --- |
| **Name of Previous Employer:** |
| **Post Held:**  |
| **Dates Employed From**: **To:**  |
| **Brief details of duties and responsibilities**: |
| **Reason for leaving**:. |

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| --- |
| **Name of Previous Employer:**  |
| **Post Held:**  |
| **Dates Employed From**: **To:**  |
| **Brief details of duties and responsibilities**: |
| **Reason for leaving**:  |

# 6 FURTHER INFORMATION

The information in this section plays an essential part in the selection procedure. It enables you to provide us with any additional information you consider relevant to your application.

Please use the space below (expanding if required) to detail how you meet the job requirements and person specification, what you can bring to the role and how you can help the Council deliver its main priorities.

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| --- |
|  |

**7 PERIODS NOT IN EMPLOYMENT OR TRAINING**

**Please account for any gaps in employment or training since leaving Secondary School.**

|  |  |
| --- | --- |
| **Date** | **Reason for Periods not in Employment or Training** |
| **From** | **To** |
|  |  |   |
|  |  |  |
|  |  |  |

**8 REFEREES**

Please provide details of two referees, who have recent professional knowledge of your work, one must be your present employer, or last employer if not currently employed. References will not be accepted from relatives or from people writing solely in the capacity of friends. If you have any concerns about this please contact us.

## Present/Last Employer

**Name:**

Position:

Address:

Post Code: Telephone No:

E mail:

**Second Referee**

**Name:**

Position:

Address:

Post Code: Telephone No:

E mail:

Unless you have otherwise stated, references will be taken up if you have been selected for interview. Other previous employers may also be approached for information to verify particular experience or qualifications before interview.

**9 DECLARATION OF CRIMINAL CONVICTIONS**

Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Please also give any details of any pending criminal proceedings. Unless the nature of the position permits our Interview Panel to ask questions about your entire criminal record we only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining a position with the council.

**Data Protection**

Under the General Data Protection Regulations your consent is required to process the information you have supplied for the purposes of recruitment and selection.

The information required is necessary for selection purposes and will be used for the selection and verification process in connection with any vacancy that arises.

By signing the declaration at the end of the application form, you give permission for your details to be used in this way.

If your application is unsuccessful your information will be retained for a period of 6 months after which it will be disposed of using appropriate process.

**10 FOR PERSONS WHO ARE NOT BRITISH OR EU NATIONALS**

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| **Immigration, Asylum and Nationality Act 2006**  |
| **It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy us that the Asylum and Immigration Act 1996 is being complied with.**  |
| Do you require a work permit to work in the UK? If yes, please provide details:   | **Yes/No**  |

If you have any conditions related to your employment please give full details below:

**11 ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| Do you hold a current driving licence? **Yes/No** If YES, please state the type of licence you hold:    | Are you a car owner? **Yes/No** If NO, do you have access to a car? **Yes/No**  |
| Do you have any current endorsements? **Yes/No** If YES, please specify:   |

**12 DECLARATION**

Are you related or have a close relationship within the Town Council (including Councillors)? Yes/ No

### If Yes please provide details:

***Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed may be dismissed without notice.***

**I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.**

Signature: Date:

EQUAL OPPORTUNITIES MONITORING

### PRIVATE AND CONFIDENTIAL

Christchurch TownCouncil is an equal opportunities employer and aims to ensure people are recruited, selected, trained and promoted on the basis of job requirements, skills, abilities and other objective criteria. We will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, disability, age, gender reassignment, marriage or civil partnership, pregnancy or maternity, religion or belief, sex or sexual orientation or is disadvantaged by conditions or requirements which cannot be shown to be justified as being necessary for the safe performance of the job.

To ensure equal opportunities policies are being implemented and to comply with legislation please complete the form below and **return with your application form.** The information will be used for monitoring purposes and will not be available to those involved in the selection process.

|  |  |
| --- | --- |
|  | Please complete or select entry |
| Post Applied For |  |
| **Full Name** |  |
| **Gender:** |   |
| **Date of Birth** |  |
| **Marital Status** |  |

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|  **I would describe my cultural and ethnic origin as**:  Please select the appropriate description to indicate your cultural background. |
| White - British |  |
| White - Irish |  |
| Any Other White Background |  |
| White and Black Caribbean |  |
| White and Black African |  |
| White and Asian |  |
| Any Other Mixed background |  |
| Indian  |  |
| Pakistani |  |
| Bangladeshi |  |
| Any Other Asian Background |  |
| Black Caribbean |  |
| Black - African |  |
| Any Other Black Background |  |
| Chinese |  |
| Any Other Ethnic Group |  |
| Christchurch Town Council seeks to make reasonable adjustments to the work environment and work practice in need to promote the employment of people with disabilities. To assist us in fulfilling our obligations under the Equality Act 2010 Act please answer the following questions:Do you consider you have a disability? Yes/ No If yes, please provide details: |
| Printed Signature: Date:  |

**CHRISTCHURCH TOWN COUNCIL**

**GDPR Privacy Notice for all Job Applicants**

**Introduction**

As part of any recruitment process, Christchurch Town Council collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulation (GDPR).

The purpose of this privacy notice is to make all job applicants aware of how and why we collect and use your personal information, both during and after a job application process.

**What information does the organisation collect?**

The organisation collects a range of information about you. This includes:

* your name, address and contact details, including email address and telephone number;
* details of your qualifications, skills, experience and employment history;
* information about your current level of remuneration;
* whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
* information about your entitlement to work in the UK; and
* equal opportunities monitoring information.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers including information from criminal records checks. The organisation will seek information from third parties only once a provisional job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

**Why does the organisation process personal data?**

The organisation needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you. In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Christchurch Town Council relies on legitimate interests as a reason for processing data and has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

**Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the Council, interviewers involved in the recruitment process, managers in the department with a vacancy and IT contractors if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment.

The organisation will not transfer your data outside the European Economic Area.

**How does the organisation protect data?**

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

**For how long does the organisation keep data?**

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

**Your rights**

As a data subject, you have a number of rights. You can:

* access and obtain a copy of your data on request;
* require the organisation to change incorrect or incomplete data;
* require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
* object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
* ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.