**EQUAL OPPORTUNITY FORM**

Truro City Council is committed to providing equal opportunities and our policy is to ensure that no job applicant or employee receives less favourable treatment, on the grounds of sex, pregnancy, race, colour, national or ethnic origin, marital status, disability, sexual orientation, religion, age, or trade union membership. In order to monitor the effectiveness of our Equal Opportunities Policy, we request that applicants provide us with the information outlined below. This information will only be used for this purpose and will be kept in accordance with the UK General Data Protection Regulations (GDPR) and Data Protection Act 1998. This sheet is removed from the application form before the short-listing process, thus ensuring that all short-listing is based on merit.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Job Applied For: Deputy Town Clerk | | | | | | | |
| 1. What age are you? Please tick the appropriate box | | | | | | | |
| 16 or under | 17 – 24 | 25 - 35 | 36 - 45 | | 46 – 55 | 56 – 65 | 66 & over |
| 1. What is your marital status?   Single  Civil Partner | | Married  Other | | | | | |
| 3. Gender: Male  Female  Other | | | | 1. Religion       or None | | | |

5. I belong to the following ethnic grouping: (Please tick the appropriate box and give further details where indicated)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A: White  A1: British  A2: Irish  A3: Any other white background (please specify) | | |  | D: Black or Black British:  D1: Caribbean  D2: African  D3: Any other black background (please specify) |  |
| B Of mixed race:  B1: White & Black Caribbean  B2: White & Black African  B3: White & Asian  B4: Any other mixed background (please specify) | | |  | E: Asian or Asian British:  E1: Indian  E2: Pakistani  E3: Bangladeshi  E4: Any other Asian background (please specify) |  |
| C: Chinese: |  | F: Other ethnic group (please specify, e.g. Cornish) | | | |

I understand that this information may be stored and processed as part of the Truro City Council

monitoring of equal opportunities and I give my consent to my details to be used for this purpose.

***Note: If you have any disability for which special arrangements should be made during the recruitment and selection process, please contact the Council’s HR Department: 01872 245503***

**APPLICATION FORM: Deputy Town Clerk**

The closing date for the receipt of applications for this appointment is: **Monday** **6th November 2023 at 5pm**

*If you require this application form in a different format, for example large print please contact* [*HR@truro.gov.uk*](mailto:HR@truro.gov.uk)

Completed application form to be returned via email to: [HR@truro.gov.uk](mailto:HR@truro.gov.uk)

*This sheet is removed from the application form before the short-listing process, thus ensuring that all short-listing is based on merit.*

|  |
| --- |
| How did you hear about this vacancy/ where did you see the vacancy advertised? |

PERSONAL DETAILS

|  |
| --- |
| Surname:  Name: |
| Permanent address……………………………………… Telephone numbers:    ………………………………………………………….. … Home…………………………………………….  ………………………………………………………….. .. Mobile….……………………………………….  Post code………………………………………………. Business………………………………………...  Email………………………………………………. |

|  |
| --- |
| Are there any restrictions on your taking up employment in the UK? If so, please provide details: |

|  |
| --- |
| If selected for interview, would you require any reasonable adjustments to be made to support you at an interview? If so, please could you provide an indication of what adjustments you would require |

CRIMINAL CONVICTIONS

We will treat applicants who have a criminal record fairly and will not discriminate because of a conviction or other information revealed. Possession of a criminal record will not automatically prevent applicants from working with us.  As part of the recruitment process any information revealed regarding a criminal record will only be considered in light of its relevance to the post for which the candidate is applying.

If you declare an unspent conviction, we may write to you requesting further information. You may be asked about unspent convictions at an interview.

All offers of employment may be subject to a minimum of a basic disclosure to verify the information you provide, unless the role which you have applied for requires a higher level of check from the Disclosure and Barring Services (DBS), in which case we will clearly state the level of DBS disclosure required on the job description paperwork.

|  |
| --- |
| Please list any convictions or cautions which are not “spent” as defined in the Rehabilitation of Offenders Act 1974 (as amended). |

Signature……………………………………………………………………….

Print name…………………………………………………………………….

Date…………………………………………………………………………….

*This sheet is removed from the application form before the short-listing process, thus ensuring that all short-listing is based on merit.*

**APPLICATION FORM: Deputy Town Clerk**

(Internal Use only- Applicant reference \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

1. SUPPORTING STATEMENT

|  |
| --- |
| Please read the job description and person specification. Using examples, show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible. Please draw on your relevant experiences, including paid employment, voluntary work, family experiences and leisure activities as evidence.  Continue on a separate sheet if necessary. |

2. CURRENT OR MOST RECENT EMPLOYMENT

|  |  |
| --- | --- |
| Name & address of present or most recent employer: | Position held: |
| Grade/salary: |
| Date of appointment: |
| Period of notice required: |

3. DUTIES & RESPONSIBILITIES

|  |
| --- |
| Please give a description of your duties and responsibilities in the organisation (or in your last organisation if currently unemployed). |

|  |
| --- |
| 4. PLEASE GIVE TWO REFEREES – One of whom SHOULD be your present employer (or last employer if unemployed) who will be contacted prior to interview if you are short listed unless you specify not to do so.  PLEASE DO NOT USE A RELATIVE  Name: ………………………………………………. Name: ………………………………………………….  Address: ……………………………………………. Address: ……………………………………………….  ……………………………………………. ……………………………...……………...  Post Code: ………………………………………… Post Code: …………………………………………....  Tel. No: ……………………………………………… Tel. No: ……………………………………………….  Email address: ……………………………………. Email address: ………………………………………  Please tick if you do not give permission for Truro City Council to contact your referee without prior permission.  Please tick if you do not give permission for  Truro City Council to contact your referee  without prior permission |

1. PREVIOUS EMPLOYMENT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Name of Employer | Position held  Grade (or salary if outside Local Government) | Reason for leaving |
|  |  |  |  |  |

6. PROFESSIONAL TRAINING & QUALIFICATIONS (evidence may be requested)

**PLEASE COMPLETE- ESPECIALLY IF QUALIFICATIONS ARE REQUIRED ON ADVERT AND ROLE SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Subjects/Qualifications | College/University/Training Provider | Level | Qualification still current and valid/in date |
|  |  |  |  |

7. FULL TIME EDUCATIONAL QUALIFICATIONS OBTAINED (evidence may be requested)

***PLEASE COMPLETE- ESPECIALLY IF QUALIFICATIONS ARE REQUIRED ON ADVERT AND ROLE SPECIFICATION***

|  |
| --- |
| Examinations passed & grades achieved, qualifications & awards |
|  |
| If Degree awarded, state class. |

8. OTHER TRAINING INC. PART-TIME EDUCATION/TRAINING – Please give details (e.g., relevant specialist training, in-house training, etc. Including education currently being undertaken or planned. (evidence may be requested)

|  |  |
| --- | --- |
| Description of Course | Qualification still current and valid/in date |
|  |  |

9. MEMBERSHIP OF PROFESSIONAL BODIES

|  |  |  |
| --- | --- | --- |
| Institute or Association | Grade of Membership | How obtained (e.g. election or qualification) |
|  |  |  |

10. OUTSIDE INTERESTS, UNPAID WORK, WORK EXPERIENCE & NON-VOCATIONAL ACTIVITIES

|  |
| --- |
| Please give a description of any outside interests or unpaid work you have or do which may be relevant to this position and which you think may support your application (continue on a separate sheet if necessary) |

|  |
| --- |
| 16. Are you related to any Member or Senior Officer of Truro City Council? YES/NO  If yes, please confirm who\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

I declare that to the best of my knowledge all the information supplied on this form is correct. I fully understand that the withholding of relevant information or any false or misleading statement could result in the withdrawal of an offer of employment or in dismissal.

I agree that if I am successful in obtaining the role, this information will be retained in my personnel file during my employment and up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act. If I am unsuccessful in obtaining the role, I understand that Truro City Council shall retain this form for six months, after this time it shall be destroyed.

I agree that should I be successful I will, if required apply to the Disclosure and Barring Service (formally the Criminal Records Bureau) for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the Council any offer of employment may be withdrawn or my employment terminated.

Signature……………………………………………………………………….

Print name…………………………………………………………………….

Date…………………………………………………………………………….

WE DO NOT ACCEPT CANVASSING EITHER DIRECTLY OR INDIRECTLY

All completed forms shall be stored securely and used only for the purposes of the recruitment for the role for which you have applied. Truro City Council shall adhere to our obligations under the GDPR.

The recruitment and selection process will be free from bias or discrimination.  Recruitment will be managed objectively and decisions about suitability for vacancies will be based on specific and reasonable job criteria.  Truro City Council is positively committed to making reasonable adjustments for those who have a disability in the recruitment and selection process, or to enable someone to work with us.

During or after the recruitment and selection process Truro City Council are not obliged to give feedback to the applicant.