

Application for the role of Assistant Town Clerk (Internal Coordinator) to Filey Town Council



Contract: Permanent role 30 hours per week
Salary: Spinal Column Points 22-25 (£20,661-£22,658 pro rata)
 depending upon qualifications and experience
Applications: Applications will only be accepted by receipt of a completed
 and signed form. CVs will not be accepted.

The deadline for applications is Friday 16 November at 12:30pm.

Write clearly and in black typeface or ink as this form will be photocopied.

PERSONAL DETAILS	
Name	
Home Address	
Home Telephone	
Mobile	
Email	
Please identify or circle: I prefer to be contacted by home phone / mobile / email	

PRESENT EMPLOYMENT	
Present Job Title	
Salary Grade	
Name of Employer	
Address of Employer	
Date of Appointment	
Reason for Leaving	
Period of Notice Required	

Please give a brief description of your duties and responsibilities:

EMPLOYMENT HISTORY – COMPLETE IN CHRONOLOGICAL ORDER WITH THE MOST RECENT POSITION FIRST
PAST EMPLOYMENT – POSITION 1

Past Job Title	
Salary Grade	
Name of Employer	
Address of Employer	
Date of Appointment	
Reason for Leaving	

Please give a brief description of the duties and responsibilities:

PAST EMPLOYMENT – POSITION 2

Past Job Title	
Salary Grade	
Name of Employer	
Address of Employer	
Date of Appointment	
Reason for Leaving	

Please give a brief description of the duties and responsibilities:

PAST EMPLOYMENT – POSITION 3

Past Job Title	
Salary Grade	
Name of Employer	
Address of Employer	
Date of Appointment	
Reason for Leaving	

Please give a brief description of the duties and responsibilities:

PAST EMPLOYMENT – POSITION 4

Past Job Title	
Salary Grade	
Name of Employer	
Address of Employer	
Date of Appointment	
Reason for Leaving	

Please give a brief description of the duties and responsibilities:

PAST EMPLOYMENT – PLEASE CONTINUE ON ANOTHER SHEET IF REQUIRED OR ADD MORE BOXES

EDUCATION AND TRAINING – PLEASE CONTINUE ON ANOTHER SHEET IF REQUIRED OR ADD MORE BOXES
EDUCATION

Name of institution (School, College, University, etc)	Subject(s)	Level(s)	Grade(s)

RELEVANT TRAINING

Name of institution (School, College, University, etc)	Training	Level(s)	Grade(s)

RELEVANT MEMBERSHIP OF PROFESSIONAL BODIES

Name of Body or Institution	Grade of Membership	Date Awarded

APPLICANTS WITH A DISABILITY

Filey Town Council is committed to treating job applicants with a disability equally and fairly, making reasonable adjustments where necessary. Please tick if you are a disabled person and are applying on that basis:

YES NO

REFERENCES
FIRST REFEREE – PRESENT EMPLOYER OR LAST EMPLOYER

Name	
Address	
Email	
Contact Telephone	
Relationship to applicant	

SECOND REFEREE

Name	
Address	
Email	
Contact Telephone	
Relationship to applicant	

May your references be taken up prior to interview? YES NO

SUPPORTING INFORMATION – PLEASE CONTINUE ON ANOTHER SHEET IF REQUIRED OR ADD MORE BOXES

Please give your reasons for applying for this post and the experience, as well as the skills and knowledge you have that is relevant to the post.

Please refer to the Person Specification and Job Description.

QUALIFICATIONS

WORK EXPERIENCE

SKILLS AND KNOWLEDGE

PERSONAL QUALITIES

ADDITIONAL INFORMATION

Are you related to any Member or Senior Officer of Filey Town Council?

YES NO

Where did you first see the vacancy advertised?

Do you hold a current driving licence? YES NO

Criminal Record

Having a criminal record will not necessarily bar an applicant from employment with the Council. This will depend upon the nature of the position applied for and the circumstances and background to the offence(s).

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075 (as amended in 2013)?

YES NO

If YES, please provide details regarding the nature of the offence and the date of the conviction/caution, reprimand or warning:

YOUR SIGNATURE

It is understood that canvassing of any Member of Filey Town Council, directly or indirectly, in connection with this appointment shall disqualify the candidate.

I declare that the information given on this application is to the best of my knowledge true and complete and I understand that verification checks may be made. I also understand that if the information I have given is found to be untrue or misleading this will be sufficient grounds for disqualification from appointment or dismissal from any employment gained.

Signature:

Date:

RETURN OF THE COMPLETED APPLICATION FORM

Please return the completed application form by the closing date of **Friday 20 April at 12:30pm**. You can either email it to mail@fileytowncouncil.co.uk marked 'private and confidential' or post it to: **Town Clerk, Filey Town Council, Council Offices, 52A Queen Street, FILEY, YO14 9HE**

Mark envelopes or emails: **'STRICTLY CONFIDENTIAL – JOB APPLICATION'**

Interviews are likely to be held on **30 April 2018 and 1 May 2018**. For further information or an informal conversation please contact Tom Clay, the Town Clerk, on **01723 514498** or by email at: mail@fileytowncouncil.co.uk