



**BUCKLEY TOWN COUNCIL
APPLICATION FOR THE POST OF
PERSONAL ASSISTANT TO THE TOWN CLERK**

CLOSING DATE FOR APPLICATIONS – 17th JULY 2024

Buckley Town Council is an equal opportunities employer and your application will be judged solely on merit. It is important that you complete this form accurately and thoroughly to provide yourself with the best chance of obtaining an interview. Please read the Job Description and Person Specification carefully before completing this form. If you require any assistance, please contact the Town Council on 01244 544540. Please complete in full in black ink or type. If you wish, you can email the completed application form to townclerk@buckleytc.gov.wales

Canvassing of Buckley Town Council Members, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment.

PERSONAL DETAILS

Surname: _____ Mr/Mrs/Miss/Ms/Other: _____

Forenames(s): _____

Address: _____

_____ Postcode: _____

Contact Details:

Home Number: _____ Mobile Number: _____

Business: _____ OR **DO NOT CONTACT ME AT WORK**

email: _____

Do you have use of a car? YES/NO

Do you possess a current clean driving licence? YES/NO

PRESENT OR MOST RECENT EMPLOYMENT

Employer: _____

Job Title: _____

Date Commenced: _____ Notice Period: _____

Grade and/or wage/salary: _____

Reason for wishing to leave: _____

Please list below your key duties and responsibilities of your present or most recent job:

ALL PREVIOUS EMPLOYMENT		
Name and Full Address of Employer	Duration of Employment, position held and main responsibilities- giving salary.	Reason for leaving

Please continue on a separate sheet if necessary

Please give details relating to <u>any gaps</u> in your employment history

EDUCATION & NON VOCATIONAL EXPERIENCE		
Secondary Schools, Colleges and/or Universities attended:	Qualifications gained or pending (Please state subject and level)	Grade

Do you have any non-vocational experience/skills which may be relevant to your application e.g. family duties, voluntary work, leisure interests?

YES/NO

If YES please detail below:

MEMBERSHIP OF PROFESSIONAL/TECHNICAL BODIES AND QUALIFICATIONS

[illegible]

ATTENDANCE ON TRAINING COURSES

[illegible]

ABSENCE FROM WORK

How many **PERIODS** of absence from work have you had in the last two years, other than annual leave/holidays?

How many **DAYS** of absence from work due to sickness have you had in the last two years?

Please give any explanatory comments you feel are relevant:

WHY ARE YOU APPLYING FOR THIS POSITION?

Please use this space to explain why you are applying for this position, referring to the Job Description and Person Specification. Use a separate piece of paper as necessary.

REFERENCES

Name: _____

Name: _____

Position: _____

Position: _____

Address: _____

Address: _____

Post Code: _____

Post Code: _____

Telephone Number _____

Telephone Number _____

Capacity in which known to you:

Capacity in which known to you:

Have you any objection to the references being obtained before interview?

YES/NO

DECLARATION

I DECLARE THAT ALL THE DETAILS GIVEN IN THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT IF I HAVE KNOWINGLY PROVIDED FALSE DETAILS OR WITHHELD INFORMATION OR DELIBERATELY CANVASSED A COUNCILLOR OR EMPLOYEE OF THE COUNCIL IN SUPPORT OF MY APPLICATION, THEN I MAY BE DISMISSED FROM ANY POST GAINED AS A RESULT.

Signed:**Date:**

Applicant No
Office Use Only

**BUCKLEY TOWN COUNCIL
APPLICATION FOR EMPLOYMENT
MONITORING FORM**

THIS FORM DOES NOT FORM PART OF THE SELECTION PROCESS

The information you provide will be treated in the strictest of confidence and will not be seen by the selection panel.

PERSONAL DETAILS

Surname: _____ Mr/Mrs/Miss/Ms/Other: _____

Forenames(s): _____

Address: _____

_____ Postcode: _____

Contact Details:

Home Number: _____ Mobile Number: _____

Business: _____ OR **DO NOT CONTACT AT WORK**

E-Mail _____

Do you have a car at your disposal? YES/NO

Do you possess a current clean driving licence? YES/NO

PREVENTION OF ILLEGAL WORKING

Do you need a work permit for permanent employment in the UK YES/NO

If 'Yes' do you have such a work permit YES/NO

REHABILITATION OF OFFENDERS ACT 1974

Have you been convicted of any criminal offences that have not yet been “Spent”?

YES/NO

If YES, please give details of the conviction(s) and the date (s):

Do you have any particular requirements regarding interview and other selection arrangements?

YES/NO

PERSONAL CONTACT WITH COUNCILLORS OR MEMBERS OF STAFF

If you are related to or have any contact with any Councillor or Employee from this Town Council please give name(s) and relationship(s):

Canvassing of any elected members of the Town Council will disqualify the candidate from appointment without exception.

OTHER INTERESTS

If appointed do you have any business and/or financial interests which might conflict with the duties of the post?

YES/NO

If Yes, please give brief details.

EQUALITY ACT 2010

You are considered disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.

If you tell us you have a disability, if appointed, we will make reasonable adjustments to your working environment and to your work arrangements and practices, if it is reasonable for us to do so.

Do you consider yourself to have a disability? YES/NO

If YES please describe your disability:

If you are invited to an interview and you believe that we should make reasonable adjustments for you, please describe what will be required.

A. At interview:

B. In the work place (if you are appointed):

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Signed:

Date:

NOTIFICATION OF VACANCY

How did you find out about this vacancy:

Council Website

Advertisement

Job Centre

Other

If other please explain: