



HORWICH TOWN COUNCIL

Town Council Office, Horwich Community Centre,
Beaumont Road, Horwich, Bolton BL6 7BG

Tel: 01204 691090

townclerk@horwich.gov.uk

APPLICATION FORM

Position: Part- time Community Centre Administrator

All sections of this form should be completed as fully as possible.
Relevant supplementary information may be attached to the form.

Do not submit a CV. Use the application form provided

This completed form plus any additional material should be received by the Town Council by Monday 10th September 2018.

If posting you must mark your envelope on the front corner 'Application Form'. If emailing your application then please use the subject line 'Application for post of Part- time Community Centre Administrator'

Post to:

Carol Hutchinson, Town Clerk
Horwich Town Council
Horwich Community Centre
Beaumont Road
Horwich
Bolton
BL6 7BG

Or email to townclerk@horwich.gov.uk

If you have any questions regarding completion of the form please telephone 01204 691090 or email townclerk@horwich.gov.uk

Complete this application either in black ink or electronically.

Personal details

First Name (s)	Last Name

Address	Contact telephone numbers
	home:
	mobile:
	Email:

Referees	
A minimum of two references are required, one of whom should be your present (or most recent) employer. This can also include any voluntary work if applicable. <i>References will not be taken up until after interview and you will be notified before we contact either referee.</i>	
Name:	Name:
Address:	Address:
Position:	Position:
Telephone number:	Telephone number:
Email:	Email:

Please list below details of your education.

Schools attended from age 11	Dates	Examinations passed

Further/higher education	Dates	Qualifications Attained

Any other relevant courses attended/training undertaken

Current or most recent employment (including voluntary work if applicable)		
Name and address of employer	Post held	Dates
Please give details of your current or most recent salary:		
Outline the main duties of your current or most recent post:		

What are your reasons for applying for this position:

Period of notice required in current post (if relevant):

Previous employment within last 15 years (most recent appointments first)

<i>Post</i>	<i>Employer's name & address</i>	<i>Dates</i>	<i>Reason for leaving</i>

Supporting Statement

With reference to the job description and person specification please tell us why you are a good candidate for this position. Tell us what relevant experience you have and what skills you would bring to the post. **NB. This is the most important part of your application.**
You are welcome to provide this information as a separate document/sheet if you prefer, but not in CV form.

Please indicate your level of computer skills: Basic/Intermediate/Advanced

What computer software are you familiar with:

Are you willing to work occasional evenings/weekends when required and work additional hours to cover for staff holidays/sickness:

Are you related to, or have a close friendship with, any member or employee of Horwich Town Council:

Please note that as an employer we have a legal obligation to ensure that all our employees, regardless of their place of birth or nationality have the right to work in the UK and a right to work check will be carried out on any new employee who will be asked to provide evidence of their right to work in the UK in the form of an original identity document.

The information in this application form is correct to the best of my knowledge.

Signed: _____

Date: _____

STRICTLY CONFIDENTIAL

HORWICH TOWN COUNCIL

ADDITIONAL JOB APPLICATION QUESTION - DISCLOSURE OF CRIMINAL BACKGROUND

The Council has an obligation to ensure as far as possible that persons (either employed or as volunteers) who for the Council are suitable to undertake such a role. For this reason you are required to disclose if you have any convictions or cautions, so they may be taken into account when your application is considered.

The explanatory notes overleaf give further information on the factors that will be taken into account when determining whether any conviction(s) may be considered relevant to your application. You are invited to read these before answering this question.

Under relevant legislation (the Rehabilitation of Offenders Act 1974 & Exceptions Order 1975) you must disclose **any** convictions you may have even if they would otherwise be regarded as "spent" under this Act, and any cautions or bindovers. Any information you give will be treated in strictest confidence and will only be taken into account in relation to this application.

In answering the following question you must disclose details of all convictions and cautions, including "spent" convictions.

Have you ever been convicted of a criminal offence? YES / NO

If YES, please give details of all convictions and cautions, including "spent" convictions and cautions.

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.....

DECLARATION

The information I have provided is correct to the best of my knowledge. I understand that false information may render me liable for dismissal if appointed.

Signed: **Date:**

Print name:

Position applied for: Part-time Community Centre Office Administrator

When you have answered the above question please return this additional sheet with your application form. If you have disclosed conviction information please place this sheet in a separate sealed envelope marked with:

***Your name & position applied for
and
"Disclosure information, Strictly confidential"***

This will ensure that only persons directly concerned with reaching a recruitment decision in respect of the position applied for will view conviction information.

EXPLANATORY NOTE TO APPLICANTS AND STATEMENT OF POLICY ON THE RECRUITMENT OF PERSONS WITH A CRIMINAL CONVICTION

The position for which you are applying involves substantial access to the Council's finances and occasional contact with children and vulnerable adults. It is therefore NOT exempt from the Rehabilitation of Offenders Act 1974, and you are NOT required to declare any convictions you may have which are regarded as "spent" under this Act.

The information you give will be treated in confidence and will only be taken into account in relation to this application.

The disclosure of a criminal record will not debar you from appointment unless the selection panel, having considered carefully the following factors, determine that the conviction renders you unsuitable for appointment. The factors to be taken into account are:

- a. the responsibilities of the position,
- b. the vulnerability of children or adults supported by this Council,
- c. the nature of the offence(s),
- d. the number and pattern of offences (if there is more than one),
- e. how long ago the offence(s) occurred,
- f. the age of the offender when the offence(s) occurred.

Under government regulations the Council is able (with your consent), to access records of criminal convictions to verify the information you supply. In the event of an offer of employment your written permission may be sought for this check to be undertaken with the Disclosure and Barring Service (DBS).

If you do not give your permission it will not be possible to consider your application further. Further information about the DBS will be sent to you when your written permission for the check is sought. Information on the Bureau can also be accessed on the Internet at: www.disclosure.gov.uk

As part of its checking procedure the DBS may also check registers of persons found to be unsuitable to work with vulnerable people which are maintained by the Department of Health and the Department of Education and Skills.

Information received from the DBS would be kept in strict confidence and will be destroyed following the recruitment decision. (Information will be retained for a short period after the selection process has been completed in case the applicant or the appointing manager has any queries concerning the information). You will be sent directly the results of your check by the DBS.

If the DBS check discloses a conviction which you had failed to declare this may disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light after appointment.

If you would like to discuss in confidence whether a conviction you have may debar you from working as The Clerk please contact the Council's Office as detailed above and ask to speak to The Chairman of the Staffing Committee who will call you back to arrange a mutually convenient time to speak in more detail.