



## HAYLE TOWN COUNCIL

### Application Form

**Post Title: Reception and Administration Officer**

#### PERSONAL DETAILS

Full name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime telephone: \_\_\_\_\_

Evening telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Full driving license: YES / NO

Post Code: \_\_\_\_\_

Access to car: YES / NO

Email: \_\_\_\_\_

#### EDUCATION AND QUALIFICATIONS

*Please give details in date order*

From / To	School / University/ Further Education / College	Qualifications <i>(including grades or level of achievement)</i>

<b>EMPLOYMENT HISTORY</b>			
<i>Please list current or most recent post first and use a continuation sheet if required</i>			
Dates	Name & address of Organisation	Position held & summary of duties	Reason for Leaving

<b>RELEVANT NON-QUALIFICATION COURSES ATTENDED</b>		
Organising Body	Brief Details of Course	Duration
		From   To

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<b>MEMBERSHIP OF PROFESSIONAL BODIES/ASSOCIATIONS</b>		
Organisation	Membership Level	Date Achieved

**SUMMARY OF EXPERIENCE AND SKILLS**  
*Please refer to the Person Specification and use the space below to give details of any experience and skills you have relevant to the post in support of your application and note what qualities you have which most suit you to the job you are applying for. Please use the space below and use an additional sheet if necessary.*

**COMPUTER / INFORMATION TECHNOLOGY**

*Please give details of your IT Skills, listing experience of use of hardware, software, the Internet, etc.*

<p><b>GENERAL</b> Do you have any other employment (including part-time or night work) which you intend to continue? <i>(if yes please give details)</i></p>	<p><b>YES / NO</b></p>
<p>Do you have any other commitments which may limit your working hours, eg, judicial, military or local government? <i>(if yes please give details)</i></p>	<p><b>YES / NO</b></p>
<p><b>RELATIONSHIPS</b> Do you have a personal relationship with, or are you related to any member of staff or to an elected member of the Council? <i>(if yes please give details)</i></p>	<p><b>YES/NO</b></p>

<b>PREVIOUS CONVICTIONS</b>	<b>YES / NO</b>
<p>Do you have any unspent convictions (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975), cautions, reprimands or warnings or do you have any charges pending? If yes, please provide details below.</p> <p><b>Note:</b> <i>You are not required to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act, unless the post for which you have applied is exempt under the Act. Some posts, including those that involve working with children, young people or vulnerable adults, may be required to give details of any criminal convictions. If this post falls into this group you will be required to provide information on a questionnaire to be checked through the Disclosure and Barring Service (DBS)</i></p>	

**REFERENCES (persons not related to you who can vouch for your Work experience and Character)**

*Details of two referees are required, at least one of which should be from your present or most recent employer. Where possible, both referees should be work related. References will only be taken up if your application is successful. Any offer of employment can only be confirmed on receipt of two references satisfactory to us.*

Reference 1		Reference 2	
Name		Name	
Title/Position		Title/Position	
Address		Address	
Post Code		Post Code	
Tel Number		Tel Number	
Email		Email	
Relationship to Applicant		Relationship to Applicant	

**ASYLUM & IMMIGRATION ACT 1996 – Proof of Legal Right to Work in the UK**  
*Section 8 of the Act requires employers to keep evidence of applicants' legal right to work in the UK. The appointment is subject to the successful candidate being able to supply documentary evidence (i.e. National Insurance number, passport, UK or Eire birth certificate, Visa/Work Permit) to confirm your eligibility to work in the UK.*

Are you legally eligible for employment in the UK?

*(Those invited for interview are required to produce confirmatory evidence)*

**YES/NO**

**THE DATA PROTECTION ACT 2018 (DPA)**

The information you provide on this application form will be processed only for the purposes of recruitment by persons necessarily involved in the recruitment procedure. Information may be copied and stored on a database and used during the recruitment process or used to form part of the personnel file if successful. We may contact relevant third parties in order to verify certain information given in your application (NB References are subject to your consent).

Upon completion of the recruitment procedure, information on you may be stored for a period of up

to six months after which it will be destroyed.

**DECLARATION**

I declare that the above information is correct and complete and that the information provided gives a fair representation of my qualifications and employment history. I understand that any questions left unanswered may be discussed at interviews arising from this application. I also accept that if any statement is false or misleading, or if I have withheld relevant information, my application may be disqualified or, if I have already been appointed, disciplinary action may be taken which may result in dismissal. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.

I confirm that I have read and understood the Council's Safeguarding Statement and that if appointed I will be expected to support the Council's aim of promoting the wellbeing of children, young people and vulnerable adults by protecting them from physical, sexual, or emotional harm and neglect.

I consent to this form being processed for the purposes of recruitment to this post (see DPA above). I accept that, if appointed, I may be required to complete a pre-Employment Medical Form.

Please note that the canvassing of members of the Council, Committee or of any Working Party, directly or indirectly, for any appointment under the Council will disqualify your application.

**Signature**

**Date**

**PLEASE RETURN TO:**

**Town Clerk (Application)  
Hayle Town Council  
Hayle Community Centre  
58 Queensway  
Hayle  
TR27 4NX**

**Or email: [info@hayletowncouncil.gov.uk](mailto:info@hayletowncouncil.gov.uk)**

**CLOSING DATE FOR APPLICATIONS**

**Noon, Monday 13 April**

**For internal use only:**

Invited to interview:

Not selected for interview:

Not selected after interview:

References taken up:

Satisfactory references:  
yes  no

Verbal offer:  
accepted  refused

Written offer made:

Written acceptance received:

