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**APPLICATION FORM**

(This form may be photocopied for each member of the selection panel, so please type your answers, or write clearly in black ink, using the same size (A4) paper for any additional pages).

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| Position applied for: | Clerk to the Council |

**Personal Details**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Postcode |  | E-mail |  |
| Home telephone number  |   | Work telephone number |  |
| Mobile number |

**Reason for Application**

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| Please tell us why you are applying for this position and what attracts you to working for Mumbles Community Council in the capacity of Clerk to the Council. |
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**Education and Training**

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| --- | --- | --- |
| **Dates**  | **Qualifications (Please state awarding institute or professional body)** | **Further/Higher Education/School** |
| **From**  | **To** |
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| Other Training(eg, short courses) |
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**Employment Details**

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| (Please give details of your present or most recent employment/voluntary work first and work backwards. Include all periods of unemployment; travel etc. in the space provided so there are no gaps in the record. You may include continuation sheets if necessary). |
| **Dates**  | **Employer** | **Position/Responsibilities** | **Reason for Leaving** |
| **From**  | **To**  |
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| **Please briefly describe your main areas of responsibility in your current post or most recent/relevant post** |
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| **Period of notice required in current position:** |  |

**Covering Statement/Additional Information**

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| Please describe how your skills and experience gained in a paid or unpaid capacity relate to the employee specifications for this post and the responsibilities required (you may include continuation sheets if necessary).  |
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| **Competency Based Questions****Question 1** Briefly describe your approach to team engagement and provide an example of how you have assisted a team in achieving its set goal. **(*Maximum 300 words)*** |
| **Question 2** Briefly describe your understanding of effective governance and accountability in the public sector and give one example of where you have been directly involved in such a process. **(Maximum 300 words)** |
| **Question 3** How do you deal with workload pressures when there appears to be insufficient hours in a day to achieve your targets. Please give an example of how you have dealt with such a situation. **(Maximum 300 words)** |
| **Question 4** Please describe your involvement as a leader or member of a project team in helping deliver an important project **(Maximum 300 words)** |

**Administrative Details**

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| --- | --- |
| **Do you require a Work Permit to enable you to work in the UK?** | Yes/No |
| **Rehabilitation of Offenders Act 1974:**Have you ever been convicted of a criminal offence? | Yes/No |
| If yes, please give details with date and result (Declarations are subject to the provisions of the Rehabilitation Act 1974 as amended) |  |

|  |  |
| --- | --- |
| Do you hold a current driving licence? | Yes/No |
| Do you have access to a car? | Yes/No |
| Are you prepared to travel to meetings involving occasional long distances?  | Yes/No |
| Are there any adjustments that may be required to be made should you be invited to attend for interview? If yes, please give details: |

**References**

Please give the names of two referees, the first of whom should be your present or most recent employer. References will only be taken up on the preferred candidate for appointment.

|  |  |
| --- | --- |
| Reference 1  | Reference 2  |
| Name |  | Name |  |
| Position |  | Position |  |
| Address |  | Address |  |
| Telephone number |  | Telephone number |  |
| E-mail |  | E-mail |  |

I declare that to the best of my knowledge the information given on this form is correct. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable for dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and if considered appropriate a medical report all of which must be deemed by the Council as being satisfactory.

All the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, and by the referees you have noted, for recruitment purposes only. The Council will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of contractual necessityto process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return to: nicola@nsphr.com**