**Job Application form: Administrative Officer**

**The closing date for receipt of your completed form is 4.00 pm on Friday 21st February 2020**

**If possible, please download this form electronically** from the Home page of the Parish Council’s website: <https://downtonparishcouncil.gov.uk/>

You must complete all sections of the form.If you are completing this form in manuscript, please use block capitals and black ink.

Return a completed, hard copy, marked In Strict Confidence, to the Parish Clerk, Downton Parish Council, West View, Slab Lane, Downton, Salisbury, Wiltshire, SP5 3PS or send by email to: clerk@downtonparishcouncil.gov.uk.

*NB when completing electronically the boxes will expand to allow you to elaborate within each answer as necessary.*

Application for employment as: **Administrative Officer (part-time)**

**Section 1: Personal Details**

Name ............................

Address ............................

Postcode ............................

Phone ............................

Email ............................

How did you hear about this vacancy? ............................

**Applicants with disabilities**

Completion of this section is optional

Do you consider yourself to have a disability as defined in the Disability Discrimination Act 1995? YES/NO

If you have questions about your specific needs, should you be selected for interview or would like to give us more information, please contact us.

Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process.

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**Section 2: Your skills, attributes and experience**

**Applicants will be assessed against the competencies required in the role.**

*Before completing this section of the form you should refer closely to the requirements set out in the full* ***Job Description*** *and* ***Person Specification.***

**With reference to the Job Description and Person Specification, please explain how your skills and experience meet the competence requirements of the role.**

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**Section 3: Availability for Interview**

The Council plans to hold interviews between Tuesday 25th February and Monday 2nd March 2020. Please tell us if there are any dates within this time period when you will not be available. We cannot undertake to avoid these dates but will endeavour to do so.

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**Section 4: Employment references**

Please provide details below of two professional referees who have direct knowledge of your work, one of whom should be your current or most recent employer. Friends, relatives and immediate past/present colleagues are not appropriate referees. If you are the Council’s preferred candidate, references will be taken up prior to a provisional job-offer being made *unless otherwise instructed.*

 *\*No approach will be made to your present employer or past employer before an offer of employment is made to you.*

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**Section 6: Other information**

* **Do you hold a current full driving licence or have a driver if you are disabled? Yes/No**
* **Are you related to or are a friend of a Parish Councillor in Downton**

**Yes/No**

* **Have you been convicted of a criminal offence? Yes/No**

(Convictions which are ‘spent’ under the Rehabilitation of Offenders Act, 1974, need not be disclosed). If you have an ‘unspent’ conviction, please give details of the offence, date of conviction and sentence imposed.

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**Data Protection Statement**

The personal information (data) collected on this form, and on the attachments, (which includes the collection of sensitive personal data) is collected for the purpose of recruitment, personal administration (for new employees) and monitoring. Unless you direct otherwise (for example if you would like the application kept on file for future vacancies) the application forms (and attachments) of unsuccessful applicants will be destroyed after 6 months. It is the Council’s policy to protect, and keep secure, all personal data collected. All personal data is processed for the purpose of recruitment, and, in the case of successful applications, for the satisfactory administration of their employment, and for no other purpose. The Council will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

**Section 7: Declaration**

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Council being satisfied with the results of relevant checks including references, criminal convictions and a probationary period.

Name……………………………………..…………………

Signature .................................................. Date …………………………..

*When complete, please return this application form (together with a personal CV) to* *clerk@downtonparishcouncil.gov.uk*