

RUSHDEN TOWN COUNCIL



Completed application forms should be returned to:

The Town Clerk
Rushden Town Council
Rushden Hall,
Rushden,
Northants,
NN10 9NJ

Email address: Clerk@rushdentowncouncil.gov.uk

Applications to be returned by: Friday 7th December 2018

POST DETAILS

Post Title: Parks, Open Spaces and Buildings Officer (37 hours per week)

PERSONAL DETAILS

Full Name:

Address:

.....

.....

..... **Post Code:**

Tel (Mobile): **Tel (Home):**

Email:

PRESENT EMPLOYMENT

Name of Employer:

Address:

..... **Post Code:**

Job Title: **To which Officer do you report?**

Date Commenced: **How many staff (if any) report to you?**

Current Salary and/or *Scale: **Period of Notice:**

**(Scale applies to Local Government employees only)*

Please give dates of any holidays booked:

EDUCATION, QUALIFICATIONS AND TRAINING *(You may be required to produce evidence of qualifications)*

Secondary School/College/University	Approximate Dates From To	Qualifications	Grade	Approximate Date

Membership of Professional Bodies: _____ Grade: _____ Date: _____

PREVIOUS EMPLOYMENT - MOST RECENT FIRST *(Please continue on separate sheet if necessary)*

Employer	Job Title	Approximate Dates From To	Salary	Reason for Leaving

INFORMATION TO SUPPORT YOUR APPLICATION *(Please continue on a separate sheet if necessary)*

Please use this space to summarise your present duties and to emphasise those elements of your experience and abilities, and any other information about yourself, which you feel are particularly relevant to the position applied for.

OUTSIDE HOBBIES, INTERESTS ETC

REFERENCES

Please provide the names and addresses of two referees - one of whom should be your present employer. References for short-listed candidates are taken up prior to interview unless you request otherwise.

Name: _____ **Name:** _____

Position: _____ **Position:** _____

Address: _____ **Address:** _____

_____ **Post Code:** _____ **Post Code:** _____

May we contact this referee prior to interview? Yes
No

May we contact this referee prior to interview? Yes
No

Name by which known to your referee(s) (eg maiden name) _____

RELATIONSHIP TO ELECTED MEMBERS (ie COUNCILLORS) AND EMPLOYEES

Applicants for any appointment with Rushden Town Council are required to disclose any relationship which they may have with any elected representative ie Councillor or employee. "Relationship" includes by birth, marriage, partnership, friendship or business. It is a matter for the applicant to make an appropriate disclosure and failure to do so may disqualify an applicant.

I am/am not* related to any elected or prospective member or any person employed by Rushden Town Council.

If you are, please name relative/friend etc **Name:** _____

Relationship: _____ **Position:** _____

DECLARATION

I declare that the information given by me is true. I will not approach any elected members or officers of the Council in order to advance my appointment as I understand that this will disqualify me from consideration; other than if the advertisement invites me to contact a named individual to seek further details.

Signed: _____ **Date:** _____

EQUAL OPPORTUNITIES MONITORING

1. **Rushden Town** Council is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, disability, sex or marital status, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.
2. **ALL** job applicants are asked to complete this form.
3. This form will be separated from the rest of your application before shortlisting takes place. The person/people carrying out the shortlisting process **WILL NOT** have access to this information.
4. If you wish to comment on the information sought please do so in writing to The Town Clerk, Rushden Town Council, Rushden Hall, Rushden, Northants, NN10 9NG

Post Title: _____

Surname: _____

Forenames: _____

Title (e.g) Mr, Mrs, Miss, Ms

Age Range

- 16– 24 25–29 30-39 40-49 50-59 60-64
 65+

Gender

- Male Female

Disability

The Disability Discrimination Act (1995) defines a disabled person as someone with a physical or mental impairment which has a substantial and long- term adverse effect on his/her ability to carry out normal day-to-day activities.

Taking this into account do you consider yourself to have a disability?

Yes No

Ethnic Origin

- | | | |
|-----------------------------------|---------------------------------------|-------------------------------------|
| <input type="radio"/> White | <input type="radio"/> Black Caribbean | <input type="radio"/> Black African |
| <input type="radio"/> Black Other | <input type="radio"/> Indian | <input type="radio"/> Pakistani |
| <input type="radio"/> Bangladeshi | <input type="radio"/> Chinese | <input type="radio"/> Asian |
| <input type="radio"/> Irish | <input type="radio"/> Other | |

If "Other", please specify _____

