



# Shipston Town Council

*"serving the community"*

Please return to:  
 Mrs. Georgina Beaumont  
 Town Clerk  
 Shipston Town Council  
 New Clark House  
 West Street  
 Shipston on Stour  
 CV36 4HD

Please complete this Job Application form in **black ink or typescript**, so that, if necessary, it can be photocopied clearly.

<b>APPLICATION FOR POST OF:</b>		Ref No.
<b>ADMINISTRATION ASSISTANT – SHIPSTON TOWN COUNCIL</b>		
Directorate	Location	

## PERSONAL DETAILS

Surname		Title
Forenames		Previous Name
Address	Tel. No. Home	
	Work	
	Mobile	
	E-Mail	
Post Code	N.I. Number	

## REFEREES

**Please give details of two referees, one of whom should be your present/most recent employer. References will not be accepted from relatives or friends. Please note: No appointment will be confirmed without first taking up references.**

Current Employer <input type="checkbox"/> Previous Employer <input type="checkbox"/> Personal Character Reference <input type="checkbox"/> Name & Title Position E-Mail Address     Post Code Tel. No. Fax No. May this referee be contacted without further authority from you? Yes/No	Current Employer <input type="checkbox"/> Previous Employer <input type="checkbox"/> Personal Character Reference <input type="checkbox"/> Name & Title Position E-Mail Address     Post Code Tel. No. Fax No. May this referee be contacted without further authority from you? Yes/No
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**PRESENT POSITION**

Please give details of your CURRENT post				
Employer Name & Address	Post Title and Main Duties/Responsibilities	Full/Part Time	Salary	Date Appointed
		Period of Notice Required:		

**PREVIOUS EXPERIENCE**

Please complete in reverse chronological order (i.e. your most recent job first). Please give explanations/reasons for any gaps in employment and include any unwaged or voluntary work.				
Employer	Job Title and Main Duties (Please state Full/Part Time)	Salary	Dates	Reason for Leaving

Other relevant experience	Dates

**QUALIFICATIONS AND EDUCATION**

Please give details of all nationally recognised qualifications					
Year of Qualification	Qualification	Subjects	Grade/Level	School/College/University	Full/Part Time

**OTHER TRAINING**

Please give details of training you have completed which is relevant to this post			
Training/Course Title	Organising Body	Duration	Month/Year Completed

**PERSONAL STATEMENT**

**Please give your reasons for making this application relating your qualifications, experience and personal attributes. You may also wish to relate your own leisure and spare time interests. If necessary, please continue on a separate sheet and attach it to this form.**

## GUARANTEED INTERVIEW FOR DISABLED PEOPLE

We positively encourage applications from disabled people who have the necessary skills and experience for the post. For disabled people who are able to show they meet the essential requirements for the job, we are pleased to guarantee an interview. **Details of Disability:**

Please let us know about any reasonable adjustments you require to attend for an interview and/or to help you in this job.

## DRIVING LICENCE

Do you hold a current valid driving licence?      Yes/No

## DECLARATION OF CRIMINAL RECORDS

Please declare any convictions, cautions and bind-overs including those regarded as spent in a sealed envelope marked **confidential**, clearly labeled with your name, post and reference number. (Please state below if you have attached a sealed envelope). You are advised to disclose any charges, which are or may be pending.

Please give details of any relationship to a Councillor or employee of the Town Council.

I understand providing false information is an offence and could result in the application being rejected, or dismissal if selected for appointment, and possible referral to the police.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**EQUAL OPPORTUNITY POLICY: Shipston Town Council is committed to bringing about equal opportunities in its employment.**

**Please complete and return our Equal Opportunity Monitoring Form. It will be kept separately and used only to monitor the effectiveness of our Equal Opportunity Policy.**

Publication Date: June 2019  
Job application form

## EQUAL OPPORTUNITIES MONITORING FORM

Shipston Town Council is an Equal Opportunities Employer. The Council operates a policy that aims to ensure that unfair discrimination does not take place. The information requested below can help the Council monitor the effectiveness of its recruitment policy. The ethnic groupings are those agreed by the Commission for Racial Equality.

**The details supplied are confidential and will not be made available to the officers making the appointment. Thank you for your co-operation.**

Please complete this form and return it with your application form.

<b>Post applied for</b>	<b>Location</b>
<b>Surname</b>	<b>Forenames</b>
<b>Salary grade</b>	<b>Gender</b> Male <input type="checkbox"/> Female <input type="checkbox"/>
<b>Date of Birth &amp; Age</b>	To which of these groups do you consider you belong <b>(tick one box only)</b>
<b>Marital Status</b> <input type="checkbox"/> Single <input type="checkbox"/> Separated/Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Other <input type="checkbox"/> Married <input type="checkbox"/> Civil partnership	<b>A White</b> <input type="checkbox"/> A1 British <input type="checkbox"/> A2 Irish <input type="checkbox"/> A3 Any other White background
<b>Are you disabled?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>  If yes, have you applied under the Job Interview Guarantee Scheme? Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>B Mixed</b> <input type="checkbox"/> B1 White and Black Caribbean <input type="checkbox"/> B2 White and Black African <input type="checkbox"/> B3 White and Asian <input type="checkbox"/> B4 Any other mixed background
<b>Where did you see this post advertised?</b> <input type="checkbox"/> Local press – please specify <input type="checkbox"/> Job Centre <input type="checkbox"/> Shipston Town Council website <input type="checkbox"/> Other, please specify	<b>C Asian or Asian British</b> <input type="checkbox"/> C1 Indian <input type="checkbox"/> C2 Pakistani <input type="checkbox"/> C3 Bangladeshi <input type="checkbox"/> C4 Any other Asian background within C  <b>D Black or Black British</b> <input type="checkbox"/> D1 Caribbean <input type="checkbox"/> D2 African <input type="checkbox"/> D3 Any other Black background within D  <b>E Other ethnic groups</b> <input type="checkbox"/> E1 Chinese <input type="checkbox"/> E2 Any other ethnic group <input type="checkbox"/> E3 Not stated

## **Administrative Assistant – Job Description**

The Administrative Assistant will report directly to the Town Clerk who will conduct their three-monthly performance review and thereafter their annual appraisal.

### **Main duties:**

- Undertake Reception duties when New Clark House is open to the public ie 9.00 am to 1.00 pm, Monday to Friday
- Manage the Mayor's diary and assist the Mayor and Deputy Mayor in the performance of their civic duties
- Carry out Allotment administration and general support for the Allotment Holders Liaison Group (attendance at evening meetings may be required)
- Provide necessary administrative support for the management of the Cemetery and ongoing Cemetery documentation
- Support the Financial administration of the Town Council including all data processing requirements following appropriate software training
- Attend monthly Town Council meetings and act as minute taker to those meetings
- Circulate minutes and other attendant documentation to Town Councillors prior to monthly meetings
- Support Working Groups and other users of New Clark House when conducting meetings during weekday mornings
- Provide any other administrative assistance to Councillors, Working Groups and other organisations associated with the work of the Council as and when directed by the Town Clerk.

Chair of Staffing Group  
25<sup>th</sup> June 2019