

WESTGATE-ON-SEA-TOWN COUNCIL

78 St Mildreds Road
Westgate-on-Sea,
CT8 8RF

Equality Policy

The Council is an equal opportunities employer and is committed to the principles and practices of equal opportunities in its services and activities as a local government authority.

All vacant posts are filled through a competitive recruitment process. This process is monitored to ensure that there are no discriminatory practices.

The Council seeks to promote employment opportunities for the community as a whole and to identify areas where positive action may be taken to encourage the recruitment of any under-represented areas of the community. The Council will work with appropriate organisations and agencies in order to support such activity.



Job Application Form

Job Title – Reception/Accounts Administrator

Your Personal Details

Title:

Forename(s):

Surnames:

Home address:

Home telephone number: May we contact you here? Y/N

Work telephone number: May we contact you here? Y/N

Mobile telephone number: May we contact you here? Y/N

Email Address:

Do you require a work permit to be employed within the UK? Y/N

Please specify your National Insurance number:

Where did you see the advertisement for this job?

Your Education and Training

(Please continue on a separate sheet if required)

Educational Establishment	Dates	Subjects Studied	Qualification obtained
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Details of other experience or training which may be relevant to this role:

Are you a member of a professional association? If yes, please give details:

Your Employment Record

Details of your present or most recent employer:

Employer's name and address:

Post held:

Start date:

Leave date (if applicable):

Reason for leaving:

Salary:

Period of notice:

Summary of job responsibilities:

Details of other employment (most recent first)

Please continue on an additional sheet if necessary

Employers name & address	Dates – From/To	Position held/ main responsibilities	Reason for leaving

Your References

Please provide contact details of two referees. One should be your present or your most recent employer

Name:

Position:

Address:

Telephone Number:

Email address:

May we contact your referee prior to interview? Y/N

Name:

Position:

Address:

Telephone Number:

Email address:

May we contact your referee prior to interview? Y/N

Other information

Are you related to any employee or Member of the Council, if so please give details?

Do you hold a full UK driving licence: Y/N

Do you have any current driving endorsements: Y/N

How many days and periods of absence have you had due to sickness in the past 12 months?]

Have you ever been convicted of a criminal offense? Y/N

If yes, please give details. You need not include any convictions which are “spent” under the Rehabilitation of Offenders Act, 1974, **unless** the post for which you are applying has substantial access to children, or vulnerable adults, and a Criminal Records Disclosure is to be requested.

Your Relevant Skills and Experience

Please explain why you think you are a suitable candidate for this post and how you satisfy the criteria on the person specification, drawing on your personal and work experiences, education, training and personal interests.

Declaration

I certify that I have personally completed this application form and that the information given is correct. I understand that giving false or misleading statements or withholding information may result in disciplinary action including dismissal from the Council or withdrawal of an offer of employment. I understand that canvassing of Councillors or employees of the Council would disqualify me from the appointment.

Signed

Date

Please return your form promptly to:

Admin@westgateonsea.gov.uk

Westgate-on-Sea Town Council
78 St Mildreds Road
Westgate-on-Sea
CT8 8RF

If you experience any problems filling out this form, please email or call our offices on 01843 836182.

