



Silloth-on-Solway Town Council

5 Burnswark Terrace, Solway Street, Silloth, Cumbria **Tel:** 07775686857 **Email:** townclerk@silloth-on-solway.co.uk

Vacancy Information

Job title:

Please tell us how you heard about this vacancy:

Personal details

Last name:

First name:

Address:

Postcode:

Home Telephone No.

Daytime Contact No.

E-mail address:

National Insurance No.

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Driving Licence

Yes

No

Do you hold a full, clean driving licence valid in the UK?

Absences

How many days sick leave have you taken in the last 12 months?

Evidence of your suitability for the vacancy

Skills, abilities and experience

Please carefully read the enclosed job description, taking special note of the table of job requirements. Please provide details of the relevant skills, abilities, experience and knowledge that you have which enables you to carry out the job effectively. These may be gained from your life and work experience (paid or unpaid), education, training or hobbies and interests. Where possible provide examples of how you have put your skills and knowledge into practice and to what effect. We suggest you respond to the job requirements listed on the Person Specification in the order they appear. Continue on a separate sheet if necessary.

Secondary, Further and Higher Education/Vocational Training and Qualifications

School (11+)	Study dates	Qualification and Grade	Date obtained
College/University	Study dates	Qualification and Grade	Date obtained
Ongoing Professional Development	Study dates	Qualification and Grade	Date obtained

Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

Employment history

Previous employment: Please include any previous experience (paid or unpaid), starting with the most recent first.

Current or most recent employer

Name of employer:

Address:

<input type="text"/>
<input type="text"/>
<input type="text"/>

Postcode:

Position held:

Date started:

Leaving date:

Reason for leaving:

Salary on leaving this post:

Contact name of line manager for reference:

Brief description of duties:

Previous employer

Name of employer:

Address:

<input type="text"/>
<input type="text"/>
<input type="text"/>

Postcode:

Position held:

Date started:

Leaving date:

Reason for leaving:

Salary on leaving this post:

Contact name of line manager for reference

Brief description of duties:

Previous employer

Name of employer:

Address:

Postcode:

Position held:

Date started:

Leaving date:

Reason for leaving

Salary on leaving this post:

Contact name of line manager for reference

Brief description of duties:

Continue on separate sheet if necessary

If appointed when could you start? Give period of notice if applicable

References

Please provide the contact details of two referees, one of whom should be your current or most recent line manager or employer. If you have no or limited previous employment please provide referees from your school, college or training scheme or from any voluntary/temporary work. Do not include family members or friends.

Name of referee
and relationship to
you:

Address:

<input type="text"/>	
<input type="text"/>	
Postcode:	
Email:	Tel:

Please indicate whether the referee can be contacted prior to
interview without consulting you first:

Yes No

Name of referee
and relationship to
you:

Address:

<input type="text"/>	
<input type="text"/>	
Postcode:	
Email:	Tel:

Please indicate whether the referee can be contacted prior to
interview without consulting you first:

Yes No

Declaration

Statement to be signed by the applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I agree that Silloth-on-Solway Town Council can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed:

Date:

EQUAL OPPORTUNITIES MONITORING

Silloth Town Council is committed to equality of opportunity in its recruitment and selection process to help achieve and maintain a diverse workforce. The criteria used for selecting the right candidate are based solely on merit and ability to do the job.

The Equality & Human Rights Commission recommend that employers collect and monitor information to ensure that their recruitment practices are fair and open to all sections of the community. To help Silloth Town Council to monitor the effectiveness of its Diversity Policy in this area, please take a few moments to complete this section of the form.

We are aware that you may be hesitant in providing the personal details requested. Please be assured that this section of the form will be detached from the application form upon receipt and the information provided will not be used as part of the selection process in any way. The information will be treated in confidence and will only be used for monitoring purposes.

Job title applied for:

Date of birth:

Are you Male Female

What is your nationality?

How would you describe your ethnic origin?

- | | |
|---|--|
| <input type="checkbox"/> White – British | <input type="checkbox"/> Mixed – White and Black Caribbean |
| <input type="checkbox"/> White - Irish | <input type="checkbox"/> Mixed – White and Black African |
| <input type="checkbox"/> Other White background | <input type="checkbox"/> Mixed – White and Asian |
| <input type="checkbox"/> Black or Black British - Caribbean | <input type="checkbox"/> Other Mixed background |
| <input type="checkbox"/> Black or Black British - African | <input type="checkbox"/> Other Ethnic background |
| <input type="checkbox"/> Other Black background | <input type="checkbox"/> Information refused |
| <input type="checkbox"/> Asian or Asian British - Indian | |
| <input type="checkbox"/> Asian or Asian British - Pakistani | |
| <input type="checkbox"/> Asian or Asian British – Bangladeshi | |
| <input type="checkbox"/> Chinese | |
| <input type="checkbox"/> Other Asian background | |

The descriptions listed above are those used in the 2001 Census of Population and allow comparison of statistics to be produced. This question is not concerned with your nationality, place of birth or citizenship but aims to establish the broad ethnic groups of people responding to our job advertisements.

Do you consider yourself to be a disabled person? Yes No

Thank you for assisting Silloth Town Council to monitor the effectiveness of its Diversity Policy.