



# BARRY TOWN COUNCIL

## APPLICATION FORM

(This form will be photocopied for each member of the selection panel, so please type your answers or write clearly in black ink, using the same size (A4) paper for any additional pages).

Position applied for:	Administrator
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### Personal Details

Name			
Address			
Postcode		E-mail	
Home telephone number		Work telephone number	
Mobile number			

### Reason for Application

Please tell us why you are applying for this particular position and what attracts you to working for Barry Town Council.

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**Education and Training**

<b>Dates</b>		<b>Qualifications (Please state awarding institute or professional body)</b>	<b>Further/Higher Education/School</b>
<b>From</b>	<b>To</b>		

<b>Other Training</b> (eg, short courses)

### Employment Details

(Please give details of your present or most recent employment/voluntary work first and work backwards. Include all periods of unemployment; travel etc. in the space provided so there are no gaps in the record. You may include continuation sheets if necessary).

Dates		Employer	Position/Responsibilities	Reason for Leaving
From	To			

<b>Please describe briefly your main areas of responsibility in your current post or most recent/relevant post</b>	
<b>Period of notice required in current position:</b>	

**Covering Statement/Additional Information**

Please describe how your skills and experience gained in a paid or unpaid capacity relate to the employee specification and the responsibilities required of this post (you may include continuation sheets if necessary).

### Administrative Details

<b>Do you require a Work Permit to enable you to work in the UK?</b>		
<b>Rehabilitation of Offenders Act 1974:</b> Have you ever been convicted of a criminal offence?		
If yes, please give details with date and result (Declarations are subject to the provisions of the Rehabilitation Act 1974 as amended)		
<b><i>Council Standing Orders 24 a) states that canvassing Councillors or the members of a Committee or Sub-Committee directly or indirectly for appointment to or by the Council shall disqualify the candidate from such an appointment.</i></b>		
<b><i>Council Standing Orders 25 a) states that if you <u>do not</u> disclose a relationship to any Council member or officer, you shall be disqualified from the appointment and if appointed shall be liable to dismissal without notice.</i></b>		
Are you related to any Barry Town member (Councillor) or officer?		
If so, please state the relationship		

Do you hold a current driving licence?	
Do you have access to a car?	
Are you prepared to travel to meetings involving occasional long distances?	
Are there any adjustments that may be required to be made should you be invited to attend for interview? If yes, please give details:	

**References**

Please give the names of two referees, the first of whom should be your present or most recent employer. References will only be taken up on the preferred candidate for appointment.

Reference 1		Reference 2	
Name		Name	
Position		Position	
Address		Address	
Telephone number		Telephone number	
E-mail		E-mail	

I declare that to the best of my knowledge the information given on this form is correct. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable for dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and if considered appropriate a medical report all of which must be deemed by the Council as being satisfactory. Please note that if you succeed in your application and take up employment with the Council, the information you have provided in this application form will be used for the administration of your employment and to provide information about you to a third party via your payslip. We will also use the information if there is a complaint or legal challenge relevant to the recruitment process.

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

**Please return to:**

**Rebecca Blackwell - Office Team Leader**

**Barry Town Council**

**by email:**

**[beckyblackwell@barrytowncouncil.gov.uk](mailto:beckyblackwell@barrytowncouncil.gov.uk)**

**or by post to:**

**Barry Town Council**

**Town Hall**

**King Square**

**Barry**

**CF63 4RW**

**By the advertised closing date: 4 pm, Friday 3<sup>rd</sup> February 2023**