



Millbrook Parish Council
Application form for the position of
Council Support Officer
January 2022

The Council is looking for applicants who have good communication, administrative and literacy skills, as well as a good IT skill set. Ideally, candidates should have experience working in the local government sector or a background in areas which require attention to detail, accuracy, good communication skills, sensitivity, professionalism, and integrity.

When completing the application form please refer to job specification.

THE INFORMATION ON THIS FORM IS CONFIDENTIAL.

Millbrook Parish Council is an equal opportunities employer.

Please read and complete all parts of this form either typed or in clearly written in black ink.

If you have any individual needs that you feel we should be aware of that may prevent you from completing this process, please contact us and we will endeavour to offer further assistance.

Post Title: **Support Office**
Rate of Pay: **£10.44 - £11.53 per hour**
Hours of work: **15 per week**

Applications to be returned to:

Millbrook Parish Council, The Village Hall, The Parade, Millbrook, Cornwall, PL10 1AX

Or by email: theclerk@millbrook-pc.gov.uk

Please mark your envelope "Job Application – CSO" and return no later than 9.00am on Monday 7th February 2022.

1. Personal details

Title	Surname	
First name(s)		
Telephone numbers	Landline	Mobile
Address		Email
		National Insurance number

2. Education, qualifications, and training

Please give details of secondary, further and higher education, together with details of examinations passed and any other courses attended or training undertaken which may be relevant to this post.

You may be required to produce evidence of successful learning at any time during and after the application process.

Qualifications achieved from secondary, higher and further education

Type of qualification (GCSE, NVQ, Degree etc)	Subject title of qualification	Grade	Date achieved

Other training, courses and self-development

Name of provider/college	Title of course/training, e.g. First Aid at Work	Qualification (if relevant)

Membership of professional bodies

Institute or association	Membership level	How obtained (e.g. through qualification or election)	Date achieved

Computer / information Technology

Please give details of your IT Skills, listing experience of use of hardware, software, the Internet, etc.

3. Employment history

Current / most recent employer	
Job title:	
Name and address of employer	
Telephone number:	
May we contact you on this number? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Main duties and responsibilities (Please keep this brief. You can expand on this on your personal statement on page 8 & 9)

Reasons for leaving?

Notice required (if not currently employed, when are you available to commence work?)

Previous employment or experience

Start with the most recent first and work backwards. You must explain any gaps in your work history since you left education (e.g. unemployment; career breaks; voluntary work; travel etc).

Dates (mm/yy)	Employer or reason for gap	Job title and summary of duties and responsibilities	Reason for leaving

4. Personal statement

Please set out any further information which you feel may be useful in support of your application, or other experience which you believe is relevant to your application, including a description of the duties and responsibilities of your current or most recent post.

Explain why you have applied for this position. Please use the space below (additional sheets may be used if required).

5. General information / Disclosure of interest

Do you hold a UK driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The Working Time Regulations (1998) require us to check the hours worked by employees. Do you have any other employment (including part-time or night work) which you intend to continue? (if yes please give details)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any other commitments which may limit your working hours eg. Judicial, military or local government (if yes please give details)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you related to, or have you formed any relationship (personal, financial or professional) with any current Councillor or employee of Millbrook Parish Council? If yes please give details	Yes <input type="checkbox"/>	No <input type="checkbox"/>

6. References

Please give details of two referees who we may ask about your suitability for the post. One of these should be your current or most recent employer, or tutor if you are a student or school leaver. References will normally only be taken up if you are selected for interview. If you do not wish your referees to be contacted at this stage, please indicate below. Please note that no offer of employment can be made without prior receipt of satisfactory references. Referees must not be related to you.

	Current / most recent employer	Character reference
Name		
Position		
Organisation		
Address		

Telephone		
Email		

Can this referee be contacted prior to interview	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

7. Persons with a disability

The Equality Act 2010 defines a person with a disability as someone who has a “physical or mental impairment which has a substantial and adverse, long term effect on his or her ability to carry out normal day-to-day activities”

Under this definition do you consider yourself to have a disability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If you are selected for interview are there any special arrangements we need to make for you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, and you are successful in obtaining an interview, we will contact you after the shortlist has been drawn up to discuss arrangements.

8. Asylum & Immigration Act 1996 – Proof of legal Right to Work in the UK

Section 8 of the Act requires employers to keep evidence of applicants' legal right to work in the UK. The appointment is subject to the successful candidate being able to supply documentary evidence (i.e. P60, passport, UK or Eire birth certificate) to confirm your eligibility to work in the UK.

Are you legally eligible for employment in the UK? Yes No

9. Criminal records

Have you ever been convicted of any offence by a Court (including a Court Martial)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever received a formal Police Caution?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has a Summary Award ever been made against you by a Commanding Officer of the Armed Forces?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you have answered 'YES' to any of these questions please give full details. We will only take them into account if we consider them relevant to the post for which you have applied. You are not required to disclose convictions which are spent under the Rehabilitation of Offenders Act 1974, unless the post for which you have applied is exempt under that Act, in which case a separate form will be required.

If you responded yes to any of the questions above (Q9 Page 11) please give details below.

10. Data protection

The information you provide on this application form will be processed only for the purposes of recruitment by persons necessarily involved in the recruitment procedure. We may contact relevant third parties in order to verify certain information given in your application (NB References are subject to your consent).

You have a right to have your application processed manually and to appeal against any negative outcome of automated processing. Upon completion of the recruitment procedure, if you are not successful, information on you obtained in the recruitment process may be stored for a period of up to six months after which it will be destroyed.

11. Declaration

I declare that the above information is correct and complete and that the information provided therein gives a fair representation of my qualifications and employment history. I understand that any questions left unanswered may be discussed at interviews arising from this application. I also accept that if any statement is false or misleading, or if I have withheld relevant information, my application may be disqualified or, if I have already been appointed, disciplinary action may be taken which may result in dismissal. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.

Signature

Date

Completion of the above Employment Application Form and return by email will NOT be considered as an electronic signature, therefore if offered the position you will be required sign this page to certify as above.