

HAYWARDS HEATH TOWN COUNCIL

JOB DESCRIPTION

ADMINISTRATION OFFICER

- To meet and greet residents and visitors to the Town Hall.
- To take telephone enquiries in a professional and sympathetic manner.
- To take bookings for room hire and weddings/civil partnerships from prospective hirers.
- To administer the computerised booking system. (Including the Caretakers attendance timesheet).
- To undertake financial duties for the Finance Officer for both creditors and debtors.
- To dispatch Agendas and Minutes as required.
- To undertake the preparation of the Planning Agenda and inputting of committee comments with the Deputy Clerk.
- To support the seasonal activities of the Haywards Heath in Bloom Committee. (This will include bi-monthly early evening meeting normally (5.15pm to 6.30pm hours to be returned in lieu).
- To assist the Mayor with his diary in the absence of the Mayor's Secretary.
- Attendance at Spring Festival, Town Day and Christmas Fireworks (hours to be returned in lieu).
- To undertake such duties as may reasonably be required by the Town Clerk to help with the running of the Town Hall.

HAYWARDS HEATH TOWN COUNCIL

Application for Employment

Please type or write clearly in black ink. Use additional sheet provided where necessary.

Application for Post of	
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Part A INFORMATION FOR SHORTLISTING AND INTERVIEWING

1. INITIALS		SURNAME OR FAMILY NAME	
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2. LETTER OF APPLICATION *please write a covering letter to accompany this application.*

3. CURRENT EMPLOYMENT

Name and address of employer	
Job Title	
Date appointed	
Salary	
Date available to start	

4. **FULL CHRONOLOGICAL HISTORY** Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment. Give start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment. Failure to provide accurate information may have a negative impact on your application.

Job Title or Position	Name and address of employer, or description of activity	Dates				Reason for leaving
		From		To		
		Mth	Yr	Mth	Yr	

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Please enclose a continuation sheet if necessary

5. SECONDARY EDUCATION & QUALIFICATIONS (eg GCSE)

Name of School/College	Dates From – To	Qualifications Gained (with grades)

6. FURTHER OR HIGHER EDUCATION Any recognised qualifications or courses attended which are relevant to the job application

Name of FE College or University or Awarding Body	Dates From – To	Full or Part-time	Qualifications Obtained

6. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS

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Haywards Heath Town Council Job Application - Part B

This section will be separated from Part A on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

1. PERSONAL INFORMATION

1. Surname or family name	
2. All previous surnames	
3. All forenames	
4. Title	
5. Current Address	
6. Postcode	
7. Resident at this address since	
8. Home telephone number	
9. Mobile telephone number	
10. Date of Birth	
11. Email address	
12. National Insurance Number	
13. Have you ever been barred or restricted from working with children?	If YES give details separately under confidential cover
14. Do you have a current full driving licence?	Yes / No
15. Are you subject to any legal restrictions in respect of your employment in the UK?	If YES please provide details separately
16. Do you need permission to work in the UK from the UK Border Agency?	If YES please provide details separately
17. Are you related to or have a close personal relationship with any staff member or Councillor?	If YES give details separately under confidential cover
18. Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?	If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).

2. ETHNIC GROUP

You are asked to complete the grid below for the purpose of monitoring applicants for employment by reference to the racial groups to which they belong. However, you are not obliged to do so.

Please tick the relevant box		<input checked="" type="checkbox"/>	
	WHITE	British	
		English	
		Welsh	
		Scottish	
		Irish	
		Other White background	
	MIXED	White and Black Caribbean	
		White and Black African	
		White and Asian	
		Other Mixed background	
	ASIAN or ASIAN BRITISH	Indian	
		Pakistani	
		Bangladeshi	
		Other Asian background	
	BLACK or BLACK BRITISH	Caribbean	
		African	
		Other Black background	
	CHINESE	Chinese	
	OTHER ETHNIC GROUP		
	NOT STATED		

3. REFEREES

Give here details of two people who can provide an employment reference. The first referee should normally be your present or most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of friends.

FIRST REFEREE

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

SECOND REFEREE

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

4. COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS

You must declare any convictions, cautions or reprimands, warnings or bind-overs which you have ever had and give details of the offences. The fact that you have a criminal record will not necessarily debar you for consideration for this appointment.

Do you have any convictions, cautions or reprimands, warnings or bind-overs?

Yes / No

If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and enclose it with your application.

5. DATA PROTECTION ACT

The information collected on this form will be used in compliance with the Data Protection Act 1998. The information is being collected for the purpose of administering the employment and training of employees. The information may be disclosed, as appropriate, to Town Councillors.

6. NOTES

- a) When completed, this form should be returned in accordance with the instruction in the advertisement for the job or in the applicant's information pack.
- b) Canvassing, directly or indirectly an employee or Councillor will disqualify the application.

7. DECLARATION

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that checks may be carried out to verify the contents of my application form.

Signature of Candidate	
Dated	
Print Name	

Please email this completed application form to: town.clerk@haywardsheath.gov.uk

**or post to: Mr Steven Trice
Town Clerk
Haywards Heath Town Council
Town Hall, 40 Boltro Road
Haywards Heath
West Sussex
RH16 1BA**

Where did you see this job advertised?	
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