

MORECAMBE TOWN COUNCIL APPOINTMENT OF ADMIN ASSISTANT AND PROJECTS OFFICER

Morecambe Town Council is an equal opportunities employer and your application will be judged solely on merit and irrespective of ethnic origin, race, colour, gender, disability, age, trade union activity, marital status, religion, belief or sexual orientation or any other protected characteristic. Please answer all the questions in this form honestly and truthfully and read and sign the declaration and consents at the end of the form to provide the best chance of obtaining an interview. If you require assistance, please contact clerk@morecambe.gov.uk.

Please complete the form in full in black ink or type and use only A4 size paper for any continuation sheets.

PERSONAL DETAILS

Family Name:

Forename(s):

Preferred Title:

Address:

Post Code:

Home Tel. No:

Work Tel. No:

Mobile No:

Email Address:

EDUCATION AND QUALIFICATIONS

Please tick as appropriate:

GCSEs/O Level (or equivalent)

A-levels or higher (or equivalent)

Please list below details of any further qualifications:

PRESENT OR MOST RECENT EMPLOYMENT

Employer:

Address:

Post Code:

Job Title:

Current or Final Salary:

Date Commenced:

Leave Date or Notice Period Required:

Please indicate the main duties and responsibilities of your current or most recent job. (Please attach a copy of the job description if you wish.)

Why do you/did you wish to leave your current/most recent job?

EMPLOYMENT HISTORY

Please list your most recent employers in chronological order using a separate sheet if necessary and please give reasons for any gaps in your employment history.

Name and Address of Employer	Employment Period		Job Title and Salary	Reason for Leaving
	From	To		

RELEVANT EXPERIENCE AND OTHER SUPPORTING INFORMATION

The information you provide in this section is very important in assessing your application. Please give details of your knowledge, experience, skills and ability to cope with the demands of the post, relating them to the details in the Recruitment Pack. Please continue on additional A4 sheets if necessary.

PREVENTION OF ILLEGAL WORKING

Are you eligible to work in the UK? Please tick as appropriate. Yes No

Do you require a work permit to take up employment in the UK? Please tick as appropriate. Yes
No

The Council has legal obligations to ensure that you can work legally in the UK. Prior to taking up any employment you will be required to provide evidence of a passport and/or other relevant documents on the approved list to satisfy the Council that you comply with this requirement.

Are there any restrictions on your residing in the UK? Yes No

REFERENCES

Please give details of two persons who we could contact and would be willing to supply a reference for you. We would prefer one referee to be a most recent employer or current employer, if applicable.

Name:	Name:
Position:	Position:
Address:	Address:
Post Code:	Post Code:
E-mail address:	E-mail address:
Tel. No.:	Tel. No.:
Capacity known to you:	Capacity known to you:

References will be obtained, and authenticity checked if you are offered the appointment.

Have you any objection to references being obtained following an interview. Yes No

In line with the GDPR, please note all applications forms will be destroyed after recruitment process has finished, so no details of referees will be held on file.

RELATIONSHIPS

Are you, to your knowledge, related to or have any relationship with a Councillor or employee of the Council? Yes No

If "yes", please give details.

DISABILITY DISCRIMINATION ACT 1995

Do you have a disability you wish us to know about at this stage? Yes No

If yes, to assist us in making the assessment and interview arrangements please note below if you believe there are any reasonable adjustments we should be making.

DBS CHECK

The Council is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website and [here](#).

More information about what will be filtered and will not appear on a DBS certificate can be found [here](#).

If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact [Nacro](#) or [Unlock](#) for impartial advice.

For posts in regulated activity, the DBS check will include a barred list check.

It is a criminal offence to apply or accept a position (paid or unpaid) working with children in regulated activity if you are excluded from such work by virtue of a court order or exclusions by the DBS.

Any data processed as part of the DBS check will be processed in accordance with any relevant data protection regulations and the Council's privacy notice.

Do you have a DBS certificate?: Yes / No (please delete)

If yes, date of issue: _____

Are you a member of the DBS update service?: Yes / No (please delete)

Criminal Record Self Disclosure

You may be asked for further information about your criminal history during the recruitment process. We will not ask for any criminal records information unless you are shortlisted for interview. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. Any convictions shared by self-declaration or those listed on a DBS check will be considered on a case-by-case basis.

Disqualification Under the Childcare Act

Under the Childcare (Disqualification) Regulations 2018 it is an offence to provide or manage childcare provision covered by these regulations. If the post you are applying for falls within the remit of these regulations, you will be required to confirm that you are not disqualified. Further information can be found here: www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006

Overseas Checks

If you've lived or worked outside of the UK for 12 months or more in the last 10 years, the school will require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we will contact you for additional information in due course.

Have you lived or worked outside of the UK for 12 months or more in the last 10 years: Yes / No

DECLARATION

I declare that all the foregoing details given in this application are true to the best of my knowledge and understand that verification checks may be made. I also understand that if the information I have given is found to be untrue or misleading this will be sufficient grounds for disqualification from appointment or dismissal from any employment gained.

Signed _____ Date _____

DATA PROTECTION CONSENT

The personal data you provide for this application and otherwise as part of the recruitment process will be held and processed for the purpose of the selection processes of Morecambe Town Council and in connection with any subsequent employment, unless otherwise indicated.

The personal data will be initially controlled by or on behalf of Morecambe Town Council and will be retained only for as long as is permitted in data protection legislation (General Data Protection Regulation (GDPR)).

If your application for employment is unsuccessful, your application is retained for a maximum of 6 months and then destroyed. If you are successful, your application form will form the basis of your employee personal file which we will hold throughout your employment and for a period of 6 years following you leaving the Council. Equal Opportunities information is used for statistical monitoring purposes which is not related to named individuals.

In order to process the personal data you provide for this application and otherwise for the purposes indicated, your personal data may be disclosed to a Morecambe Town Council contractor and/or to a third party organisation providing administration or other relevant services to Morecambe Town Council.

By submitting your personal data and application, you are:

- declaring that the information provided in the application form is accurate and true.
- giving your consent to the processing, transfer and disclosure of all information submitted by you during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations, administration of training and absence records, performance and conduct reviews, administration of remuneration, provision of references, and any other activities directly related to your employment.
- declaring that you have read, understood and accepted the statements set out in this data protection clause.

EQUAL OPPORTUNITIES

Morecambe Town Council is an equal opportunities employer and provider of services and welcomes applications from all members of the community. Our aim is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, gender, marital status, age, disability, religious beliefs, sexual orientation or employment status.

Declaration:

I understand that the information given in this form will be processed only by the Council for the purpose of considering my application for employment and this form will be retained by the Council for so long as it is required in connection with the application.

Under the Data Protection Act and GDPR you have specific rights including giving consent for the collection and processing of your personal data. Please see Council's Data Privacy Statement and Policy on our website for further information. Please indicate below whether you give consent for us to collect, record and process the personal data you have provided for the purposes of recruitment, selection and appointment.

- I give my consent.

Signed _____ Date _____

NOTIFICATION OF VACANCY

How did you find out about this vacancy?

Please complete all sections and do not include a CV