

# Peterlee Town Council Application Form



Position Applied For:	Assistant Neighbourhood Services Operative (6 months Fixed Term)
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Closing Date:	(office use only) 29 <sup>th</sup> August 2023	Interview Date:	(office use only) 6 <sup>th</sup> September 2023
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It is important that you read the guidance notes in the candidate pack before completing this application form. CVs are not accepted. Application forms received after the closing date will not be considered.

**The information you supply on this form will be treated in confidence.**

## Section 1 Personal Details

Surname:		Forename:	
Home address:			
Post Code:			
Home Telephone:		Mobile:	
Email address:			

Do you hold a full clean driving licence valid in the UK?	
Do you have your own transport?	
Are you able to work in the UK with no immigration restrictions?	
How much notice do you need to give to your current employer?	

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Section 2 Present Employment (if unemployed, please give your most recent employment)

Name of Employer:	
Address:	
Postcode:	

Post Title:	
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Appointment start date:		To:	
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Reason for Leaving:	
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Brief description of duties:

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**Section 3 Previous Employment (please start with the most recent employment first)**

Name and Address of Employer	Position Held	Brief outline of Duties	From	To	Reason for Leaving

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## Section 4 Education (Please list highest qualification first)

School/College/University	From:	To:	Subject	Grade

## Section 5 Membership of any Professional Associations

Association	Level of Membership

## Section 6 Training & Development

Training Course	Dates Attended



## Section 7 Personal Statement

Please use this section to give information in support of your application of any skills, knowledge and experience you have gained, and how you meet the criteria in the person specification. Continue on separate sheets (if required).

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## Section 8 Referees

Please give 2 names and addresses of your most recent employers (if applicable). If unable to do so, please state who the referees are.

Reference 1		Reference 2	
Name:		Name:	
Organisation:		Organisation:	
Address:		Address:	
Contact number:		Contact number:	
Email address:		Email address:	
Position (Job title)		Position (Job title)	

## Section 9 Declaration

Are you related to an officer, employee, or member of Peterlee Town Council? If so, please give details below:	Yes	No

## Statement to be signed by the applicant

I hereby certify that all the information given by me on this form is correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Equal Opportunities in Employment

Office use only

Position applied for:		Form No:	
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Peterlee Town Council wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes. If you require more information contact CorporateServicesTeam@Peterlee.gov.uk.

**Gender** Male  Female  Intersex  Non-binary  Prefer not to say   
If you prefer to use your own gender identity, please write in: \_\_\_\_\_

**Age** 16-24  25-29  30-34  35-39  40-44  45-49  50-54  55-59  60-64   
65+  Prefer not to say

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

**Asian or Asian British**

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say   
Any other Asian background, please write in: \_\_\_\_\_

**Black, African, Caribbean or Black British**

African  Caribbean  Prefer not to say   
Any other Black, African or Caribbean background, please write in: \_\_\_\_\_

**Mixed or Multiple ethnic groups**

White and Black Caribbean  White and Black African  White and Asian  Prefer not to say   
Any other Mixed or Multiple ethnic background, please write in: \_\_\_\_\_

**White**

English  Welsh  Scottish  Northern Irish  Irish  British   
Gypsy or Irish Traveller  Prefer not to say   
Any other White background, please write in: \_\_\_\_\_

**Other ethnic group**

Arab  Prefer not to say  Any other ethnic group, please write in: \_\_\_\_\_



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## Do you consider yourself to have a disability or health condition?

Yes  No  Prefer not to say

What is the effect or impact of your disability or health condition on your work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with the manager running the recruitment process.

## What is your sexual orientation?

Heterosexual  Gay  Lesbian  Bisexual  Asexual  Pansexual   
Undecided  Prefer not to say

If you prefer to use your own identity, please write in: \_\_\_\_\_

## What is your religion or belief?

No religion or belief  Buddhist  Christian  Hindu  Jewish   
Muslim  Sikh  Prefer not to say  If other religion or belief, please write in: \_\_\_\_\_

## What is your working pattern?

Full-time  Part-time  Prefer not to say

## What is your flexible working arrangement?

None  Flexi-time  Staggered hours  Term-time hours  Annualised hours   
Job-share  Flexible shifts  Compressed hours  Homeworking  Prefer not to say   
If other, please write in: \_\_\_\_\_

## Do you have caring responsibilities? If yes, please tick all that apply

None  Primary carer of a child/children (under 18)  Primary carer of disabled child/children   
Primary carer of disabled adult (18 and over)  Primary carer of older person   
Secondary carer (another person carries out the main caring role)   
Prefer not to say

Where did you see this post advertised? \_\_\_\_\_

Please return your completed application form to [corporateadminteam@peterlee.gov.uk](mailto:corporateadminteam@peterlee.gov.uk) or post to Peterlee Town Council, Council Offices, Shotton Hall, Peterlee, Co. Durham, SR8 2PH .