

APPLICATION FOR THE POST OF ADMINISTRATION AND SUPPORT OFFICER (PART TIME)



The information on this form will be processed in accordance with the council's Data Protection Policy and the Data Protection Act 2018. Completed application forms will be held for twelve months and then be destroyed. If you are successful in your application, this form will be kept on file for the duration of your employment.

This application is for the part time (12 hrs per week) position. A full-time position is also available.

PERSONAL DETAILS AND CONTACT INFORMATION

Name

Address

Postcode:

Email Address

Phone Mobile

NI Number

Do you have the right to work in the UK? Yes No

Do you have a valid licence to drive in the UK? Yes No

Do you have access to your own vehicle for work? Yes No

Where did you hear about this vacancy?

YOUR WORK HISTORY

CURRENT / MOST RECENT APPOINTMENT

Job Title Employer

Start Date End Date

Reason for Leaving?

Main Duties & Responsibilities

EMPLOYMENT HISTORY

Job Title

Employer

Start Date

End Date

Reason for Leaving?

Main Duties & Responsibilities

Job Title

Employer

Start Date

End Date

Reason for Leaving?

Main Duties & Responsibilities

Job Title

Employer

Start Date

End Date

Reason for Leaving?

Main Duties & Responsibilities

VOLUNTARY EXPERIENCE

Please tell us about any relevant voluntary work you have undertaken.

YOUR EDUCATION

FORMAL EDUCATION AND QUALIFICATIONS

Please provide details of your education since the age of 11 and any formal qualifications you have attained (e.g. GCSEs, A-Levels, Degrees, NVQs, Diplomas and BTECs)

| | | | |
|------------------------------------|----------------------|-----------------|----------------------|
| Institution | <input type="text"/> | Town | <input type="text"/> |
| Start Date | <input type="text"/> | End Date | <input type="text"/> |
| Qualifications (inc grades) | <input type="text"/> | | |

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|------------------------------------|----------------------|-----------------|----------------------|
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|------------------------------------|----------------------|-----------------|----------------------|
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| Start Date | <input type="text"/> | End Date | <input type="text"/> |
| Qualifications (inc grades) | <input type="text"/> | | |

JOB RELATED TRAINING

Please list any training courses you have attended as part of your paid and voluntary work and the year you completed them.

MEMBERSHIP OF PROFESSIONAL BODIES / INSTITUTIONS

If you are a member of any professional bodies or institutions, please detail them below.

REQUIRED DISCLOSURES

RELATIONSHIP TO COUNCILLORS OR OFFICERS

If you have a personal relationship with any employee or councillor at Knutsford Town Council, you must disclose this. Please provide their name and details of the relationship.

UNSPENT CRIMINAL CONVICTIONS

Please provide details of any **unspent** convictions you may have. If between completion of this application form and taking up a job with the council you are convicted of a criminal offence you must inform the council of this.

SPENT CRIMINAL CONVICTIONS

Disclosure of spent criminal convictions is not required for this role.

ABOUT YOU

This section helps us select candidates for interview. Make sure you have read the Job Description and Person Specification before you answer these questions and use this as an opportunity to tell us why you are a perfect fit for the job.

WHAT MOTIVATES YOU TO APPLY FOR THIS JOB?

TELL US ABOUT A TIME YOU HAVE DELIVERED EXCEPTIONAL CUSTOMER SERVICE

PLEASE INDICATE YOUR SKILL/EXPERIENCE WITH THE FOLLOWING SOFTWARE PROGRAMMES

| | None | Beginner | Average | Advanced | Expert |
|----------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Microsoft Word | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Microsoft Excel | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Microsoft Publisher | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Microsoft Outlook | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Microsoft Powerpoint | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wordpress | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Canva | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

EXPLAIN A SITUATION WHERE YOU HAVE DEMONSTRATED FLEXIBILITY OR A PROACTIVE APPROACH IN PREVIOUS (INCLUDING VOLUNTARY) POSITIONS

ADDITIONAL INFORMATION

Use this section to tell us why you believe we should invite you to interview for the position of Administration and Support Officer and tell us anything else you think we should know about you that isn't covered elsewhere on the form.

WORKING HOURS

There is some flexibility as to how the hours of this role could be worked. Of the following options, please indicate which you are able to offer.

4 x 3-hour days

Monday to Thursday 9:30 to 12:30

Tuesday to Friday 9:30 to 12:30

Monday, Tuesday, Thursday and Friday 9:30 to 12:30

3 x 4-hour days

Monday to Wednesday 9:30 to 1:30pm

Tuesday to Thursday 9:30 to 1:30pm

Wednesday to Friday 9:30 to 1:30pm

INTERVIEW

Please advise us of any other information relevant to the recruitment process so we can ensure every attempt is made to meet your needs. This could include dates when you are not available for interview or any special requirements you may have such as necessary equipment and/or resources to enable you to attend an interview.

REFERENCES

Please provide two referees. One must be your present/most recent employer (or for students your personal tutor/headteacher). Please let your referees know you have quoted them as a reference. References will only be taken up on the successful candidate.

Name

Job Title

Organisation

How do they know you?

Phone Number

Email Address

Name

Job Title

Organisation

How do they know
you?

Phone Number

Email Address

CONFIRMATION

I certify that the details provided on this application form and any supplementary information provided is true as far as I know. I understand that if I provide false information or withhold relevant information it could result in my dismissal.

Signed

Dated

Submit this form by **14th January 2022** to Adam Keppel-Green (Town Clerk) by email:
townclerk@knutsfordtowncouncil.gov.uk