

Guidance Notes to Applicants

Please read these guidance notes before completing this Application Form

- 1 Please use black ink or when completing your application form.
- 2 Part A provides personal information required by the Town Clerk. To ensure that applicants are shortlisted on merit only, this part will not be seen by those involved in the short listing process.
- 3 Parts B and C of this form relate to employment history, qualifications and experience relevant to the job. You may submit a CV with your application, but you must also fully complete the Application Form.
- 4 Part D provides personal information required by the Town Clerk to assist in monitoring the effectiveness of our Equal Opportunities Policy. This part will not be seen by those who are involved in any part of the selection process.
- 5 If appointed, candidates will be required to complete a medical questionnaire and may be required to undergo a medical examination.
- 6 All appointments are subject to proof of qualifications and satisfactory references.
- 7 To ensure the safety of children and vulnerable groups with whom the Council may have contact, and to comply with legal requirements relating to Rehabilitation of Offenders, Child Protection, and Human Rights, certain positions will require a Disclosure and Barring Service Check as a condition of employment with the Council. Appointment will be dependent on receipt of a disclosure deemed satisfactory to the Clerk. Further information on DBS checks can be obtained at www.gov.uk (and search for DBS checks).
- 8 In relation to the Asylum and Immigration Act 1996, any offer of employment will be conditional upon proof of your right to take up employment in the UK.
- 9 On completion of the form, please ensure that you sign and date the declaration on Part A.

This Application Form should be completed and returned to:

**Town Clerk, Stanley Town Council, Civic Hall, Front Street, Stanley,
County Durham, DH9 0NA**

Email: info@stanley-tc.gov.uk

Telephone Number: 01207 299109