



FLITWICK TOWN COUNCIL

Notes for Application for Employment

Flitwick Town Council

Flitwick Town Council is an Equal Opportunities employer. The aim of this policy is to ensure that no job applicant or employee will receive less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, sexuality, disability or marital status. Where the law does not prescribe, every effort will be made to avoid discrimination on the grounds of religion, political belief, social economic background, parental status and age (subject to normal retirement conventions). The Town Council will operate selection and promotion criteria and procedures which are designed to ensure that individuals are selected, promoted, trained and treated on the basis of the job requirements and their relevant aptitudes, skills and abilities. The Town Council is committed to a programme of action to make this policy fully effective.

Some notes about this application form:

1. Part 1 is the main Application Form, which will be used as a basis for shortlisting and selection.
2. Part 2 of this form provides the Town Council with certain personal information which is needed for monitoring our equal opportunities policies or for the confidential personnel record of the successful candidate. Some of this information will be held on file and, under the provisions of the Data Protection Act, individuals have the right to check the file information held on them. This information will not be made available to those who will be selecting candidates to attend for interview
3. In completing the application form please bear in mind the following.
 - a) You are required to sign the declaration in Part 1 of the form certifying that all the information you have provided is accurate;
 - b) The Town Council may wish to check any of the details you have provided;
 - c) Providing incorrect information or deliberately omitting or concealing any relevant facts will result either in disqualification from the selection process or, where the discovery is made after an appointment, in instant dismissal.
4. If you have insufficient space in any section, please continue on a separate sheet, attaching it firmly to the main part of the form. Please use black ink or typescript so that it can be copied.

Please DO NOT send in CVs. We will not consider any CVs sent in with an application.

Filling in the Application Form

Please use black ink or type.

Fill in all applicable parts of the application form. If you have insufficient space in any section please continue on a separate sheet.

Education and Training

If you have not yet had confirmation of a qualification please indicate your expected grade. Please provide details of any relevant training you may have had.

Other Relevant Details

Please use this section to tell us why you want to work for Flitwick Town Council.

Tell us how the skills and qualities you have match the qualities required on the person specification sheet. These skills could be gained through work based, voluntary or personal areas.

It is very important that this section is used to demonstrate how you meet the criteria in the person specification.

Closing Date

All applications must be received by **12 noon Tuesday 23rd January 2018**.

Please return the completed form in an envelope addressed to:

Private and Confidential
For the attention of Emma Harris
Flitwick Town Council
The Rufus Centre
Steppingley Road
Flitwick
Beds
MK45 1AH

If you are short listed we will contact you to arrange an interview, please remember to put a telephone number on your application form as we may contact you by telephone.

Interviews are expected to be held on **Monday 1st and Tuesday 2nd February 2018**.

Successful shortlisted applicants will be required to attend a second interview on **Friday 9th February 2018**.

If you are unable for interview on this date please state the reason and an alternative date.