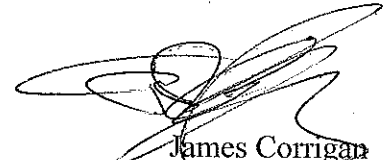




Seaford Town Council

To the Members of the Personnel Sub- Committee

A meeting of the **Personnel Sub- Committee** will be held at the **Council Chamber, 37 Church Street, Seaford**, on **Tuesday 26 August 2014**, at **7.00 pm**, which you are summoned to attend.



James Corrigan
Interim Town Clerk
19 August 2014

Agenda

1. **Apologies for Absence**
2. **Disclosure by members of any pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.**
3. **Public Participation**

To deal with any questions, or brief representations, from members of the public in accordance with Standing Order 1 and Seaford Town Council Policy.
4. **Minutes**

To approve the minutes of the meeting held on 29 July 2014.
4. **Appointment of New Town Clerk**

To consider and agree the final documentation and advertisement to enable advertising of the post of Town Clerk from Monday 1st September.

For further information about items appearing on this Agenda please contact Mr J R Corrigan, Interim Town Clerk, 37 Church Street, Seaford, BN25 1HG. Telephone 01323 894870.

Circulation: Committee

Councillor M Brown (Chairman), Councillors S Adeniji, B Allen, S Dunn and A Latham.

For information:

Councillors B Burfield, P Franklin, G Cork, S Gauntlett, T Goodman, B Groves, A Hayder, P Heseltine, L Lord, S E McStravick, R Needham, B Warren, A White, L Wallraven and I White.



Seaford Town Council

Report 105/14

Agenda Item No: 4
Committee: Personnel Sub-Committee
Date: 26 August 2014
Title: Appointment of New Town Clerk
By: Georgia Raeburn
Purpose of Report: To approve the final documentation needed to advertise the post of Town Clerk from Monday 1st September.

Recommendations

You are recommended:

1. To approve the following documents:
 - a. Job Description (Appendix A)
 - b. Contract of Employment (Appendix B)
 - c. Person Specification (Appendix C)
 - d. Application Form (Appendix D)
 - e. Written Job Advertisement (to be supplied at the meeting)
 2. To agree on which methods to use for advertising the post.
 3. To authorise the PA to the Town Clerk to work in conjunction with Chris Rolley Associates advertising the role and co-ordinating the process until the Sub-Committee meet again to select and shortlist candidates for interview.
-

1. Information

- 1.1 At the last meeting on 29th July, the timeline for the recruitment process was set as follows:

Advertisement	1 st September
Closing Date	26 th September
Selection	w/c 29 th September
Interviews	w/c 13 th October
Approval of candidate by Full Council	23 rd October

- 1.2 After the last meeting, Chris Rolley was sent a copy of the draft minutes from the meeting along with the job description and contract of employment, as agreed by the Sub-Committee. Having reviewed the documents, Chris has since submitted a confidential report (as emailed to the members of the Sub-Committee on 12th August).

- 1.3 Within the report, Chris had broken down his recommendations with changes to the following documents:

- (a) The job description has been updated with Chris' recommended additions as attached at Appendix A (pages 5 to 6),

- (b) The contract of employment has been amended with Chris' recommended changes as attached at Appendix B (pages 7 to 14),
 - (c) The person specification has been copied into Council format and is attached at Appendix C (page 15).
- 1.4 Chris' report highlights the need for a TOIL Policy to be formalised. A draft policy is being taken to the Full Council meeting on 21st August 2014 for consideration and adoption.
- 1.5 As a result of this vacancy and Chris' report, a review has been undertaken of the Council's Application Form, this is attached at Appendix D, and is put forward for consideration by the Sub-Committee (pages 17 to 22).
- 1.6 Chris has provided a first draft for the advertisement of the post for the Committee to consider. This will be handed out at the meeting so as not to be released into the public domain until the post is officially advertised, preventing any potential confusion.
- 1.7 The Committee will need to confirm how they wish the role to be advertised. Below are a list of potential methods:
- (a) Chris Rolley Associates – part of the service agreed; will include head hunting
 - (b) STC website/Facebook - free
 - (c) Sussex Association of Local Councils – free (part of annual subscription)
 - (d) Society of Local Council Clerks - £50.00 for first weeks' advertising on website and email to SLCC members. Weekly cost reduces with each week advertised.
 - (e) Job Centre Plus (Universal Job Match) - free
 - (f) Local Government Chronicle - £500 for online advert for 28 days, £2,750 for advert in weekly magazine (two consecutive weeks) and online advert. Covers 3,000 subscribers. Mainly senior roles within Local Government.
 - (g) Jobs Go Public - £800 for an online advert for 28 days. An official local government online jobs site with an average of 200,000 visits per month (used by LDC for all their vacancies).
- 1.8 The Sub-Committee may wish to set a date and time to meet during the week of 29th September in order to shortlist candidates for interview. Chris Rolley would require time to assess the candidates using a scoring matrix and make recommendations, before the Sub-Committee can meet to go through the selection process.

2. Financial Appraisal

Dependant on the advertising methods opted for as per 1.7.

3. Contact Officer

The Contact Officer for this report is Georgia Raeburn, PA to the Town Clerk.

PA to the Town Clerk





SEAFORD TOWN COUNCIL

TOWN CLERK

JOB DESCRIPTION

Overall Responsibilities

The Town Clerk will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Town Clerk is responsible for implementing decisions of the Council, managing the Council's staff, finances, extensive services and other resources vested in it, and for entering into agreements, contracts and other arrangements on its behalf.

The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To be overall accountable for the overall management, maintenance and development of the Council's extensive landholdings and property portfolio, including Seaford Head Golf Course, Sutton Drove Allotments, public open spaces, recreation grounds, amenity areas, seafront sites, and offices and to ensure that services are managed within budget and in accordance with agreed performance targets.
3. To seek to maximize income from services, partnerships, external funding and sponsorships wherever possible in order to ease pressure on the Council's precept.
4. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT, and manage the work of a designated other officer.
5. To ensure that the Council's obligations for Risk Assessment are properly met.
6. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and ensure draft minutes are

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prepared for approval, other than where duties have been delegated to another Officer.

7. To attend all appropriate meetings of the Council and appropriate meetings of its committees and sub-committees. Other than where such duties have been delegated to another Officer.
8. To oversee the process for dealing with correspondence and documents on behalf of the Council and to deal with the correspondence or documents appropriately in accordance with Council policies and procedures.
9. To manage and report on invoices for goods and services received by the Council to be paid for by the Council and to ensure such accounts are met. To ensure invoices are issued on behalf of the Council for goods and services provided by the Council and to ensure payment is received.
10. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
11. To act on proposals submitted by Councillors for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
12. To supervise relevant members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff. To ensure annual appraisals of all staff are undertaken at the appropriate time.
13. To oversee the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
14. To act as the representative of the Council as required.
15. To issue notices and prepare agendas and minutes for the Annual Town Forum: to attend the Town Forum and to implement the decisions made that are agreed by the Council.
16. To prepare, in accordance with the Council's Press and Media Policy, press releases about the activities of, or decisions of, the Council.
17. To attend training courses or seminars on the work and role of the Clerk as required by the Council and as part of your continuous professional development.
18. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. Suggested is membership of your professional body, The Society of Local Council Clerks.
19. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council as required.
20. To provide a written report detailing priorities, actions completed and actions outstanding to be included on the agenda at each Full Council meeting.
21. Any other duties as reasonably requested.



CONTRACT OF EMPLOYMENT

This contract of employment ("the contract") contains the main terms and conditions of your employment with Seaford Town Council ("the Council"). It includes all the written particulars required by the Employment Rights Act 1996.

THE EMPLOYER:: Seaford Town Council

THE EMPLOYEE: _____

DATE OF ISSUE: 2014



1. COMMENCEMENT DATE

- 1.1 Your employment with Seaford Town Council Council began on ??? (the commencement date”).

2. CONTINUOUS SERVICE

- 2.1 Subject to 2.2 below, no period of employment before the commencement date counts as part of your period of continuous service.
- 2.2 For the purposes of entitlements to annual leave, sick pay arrangements, and maternity arrangements, continuous service includes continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies.

3. CONDITIONS OF SERVICE

- 3.1 The National Agreement on Pay and Conditions of Service of the National Joint Council (“the NJC”) for Local Government Services (“the Green Book”) applies to your employment save as amended by this contract.

4. PROBATION

- 4.1 Your appointment is subject to satisfactory completion of a probationary period that will be a maximum of 26 weeks. A formal review will be held 12 weeks into the probationary period. Other interim reviews throughout the period may be held.

5. JOB TITLE

- 5.1 You are employed as Town Clerk for Seaford Town Council.

6. JOB DUTIES

- 6.1 You are expected to perform all duties which may be required of you as set out in the attached job description.
- 6.2 The Council may from time to time wish to amend your job description. You may be required to undertake other duties to meet the requirements of the job.



7. DECLARATION OF OTHER EMPLOYMENT

- 7.1 You shall not undertake other employment without the Council's written consent.

Deleted: Such consent shall not be unreasonably withheld.

8. PLACE OF WORK

- 8.1 Your usual place of work will be 37 Church Street, Seaford, East Sussex, BN25 1HG.

9. SALARY

- 9.1 Your salary is £???? per annum being the current salary point ??? within the ??? range in scale ??? as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.

- 9.2 Subject to satisfactory performance following your annual appraisal you will progress through the range ??? in salary scale ??? by annual increments until you reach the maximum salary in the range. Your first increment will be payable on 1st April 2016 and thereafter on the 1st April each year until you reach the maximum of the scale. Following an annual appraisal the Council may withhold an increment if it is considered that performance fell below the level expected or award an additional increment for exemplary performance if it chooses to do so.

Comment [GR1]: As per CR report 3.2: wording may need reviewing depending on where Clerk starts within the salary scale.

- 9.3 One salary point will be added to your salary, up to a maximum of four points, for success in obtaining or already holding any of the following relevant qualifications:

- The Certificate in Local Council Administration
- Certificate of Higher Education in Community Engagement and Governance - Level 1 or equivalent qualification previously awarded by the University of Gloucestershire
- the Certificate of Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire
- the Diploma in Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire
- BA (Hons) Degree in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire.

- 9.4 Your salary will be paid to you by bank transfer to your bank or Building Society by the 25th day of each month.



10. EXPENSES

- 10.1 The Council shall reimburse you at NJC rates in force at the time for mileage incurred in the performance of Council business ("mileage expenses") provided that mileage expenses have been approved by the Council.

11. APPRAISAL

- 11.1 You will receive an annual Appraisal, usually in February. Should there be any concern about your performance, other than matters of a disciplinary nature, the Council undertakes to work with you to seek to ensure that necessary training, mentoring and support is provided to ensure that agreed standards of performance are reached in a reasonable agreed time frame.

12. HOURS OF WORK

- 12.1 You are required to work 37 hours per week.

13. ADDITIONAL HOURS

- 13.1 If you work more than your normal working hours, then subject to the Council's approval, you may take time off in lieu in accordance with the Council's policy.

Comment [GR2]: As per CR report 3.3, a draft TOIL policy has been written and is being taken to Council on 21 August for adoption.

14. ANNUAL LEAVE

- 14.1 Subject to clause 2.2 of the contract, the calculation of your annual leave commences from the first day of your employment. You are entitled, in addition to the normal bank and public holidays, to 21 working days' leave in each leave year (pro rata for part time employees).
- 14.2 In addition to normal bank and public holidays, you will be entitled to two extra statutory days (the timing of the extra statutory days will be at Christmas).
- 14.3 If you join the Council from another authority or other qualifying public body, your previous service will be taken into account in calculating your holiday entitlement.
- 14.4 Your leave entitlement will increase to 25 working days per year (pro rata for part time employees) when you have five years' continuous service immediately prior to the commencement of the leave year.
- 14.5 If your employment commenced or terminates part way through the leave year, your leave entitlement will be calculated on a pro rata basis. Deductions from your final salary payment will be made for any leave taken in excess of your entitlement. Any leave entitlement owing to you upon termination will be



allocated to be used within your notice period where possible.

- 14.6 Annual leave must be taken at times agreed with the Council. You may carry forward up to 5 days' leave into the following leave year, subject to the approval of the Council.
- 14.7 In the event that you fall sick during your period of annual leave you will be regarded as being on sick leave from the date of your self or medical certificate and further annual leave will be suspended from that date.

15. SICKNESS ABSENCE

- 15.1 If you are absent from work on account of sickness or injury, it is your responsibility to inform the Council of the reason for your absence as soon as possible, but no later than 9.30am of the working day on which the absence first occurs.
- 15.2 In respect of absence lasting up to seven calendar days, you are required to inform the Mayor and self-certificate your absence.
- 15.3 In respect of absence relating to illness lasting more than seven calendar days, you must provide a medical certificate stating the reason for the absence and thereafter provide a consecutive medical certificate to cover any subsequent period of absence.
- 15.4 The Council shall have the right at any time to require you to submit to examination by an independent medical practitioner selected by the Council, to obtain a confidential report on your condition from such practitioner and to discuss with such practitioner the findings of his/her examination and his/her prognosis of your likely recovery and or fitness to resume work and any recommended treatment.
- 15.5 While on absence due to sickness or incapacity you are not permitted to undertake any paid work for another employer or for any business established by you without express permission from the Council.

16. SICK PAY

- 16.1 Provided that you comply with the Council's sickness absence policy, you will receive sick pay when you are absent from work because of sickness, as follows:

during 1st year of service

- one month's full pay and (after completing 4 months' service) 2 months' half pay



- | | |
|--|--|
| during 2 nd year of service | • 2 months' full pay and
2 months' half pay |
| during 3 rd year of service | • 4 months' full pay and
4 months' half pay |
| during 4 th & 5 th year of service | • 5 months' full pay and
5 months' half pay |
| after 5 years' service | • 6 months' full pay and
6 months' half pay |

- 16.2 You will be paid your agreed basic remuneration in line with the scale of payment for any one year that runs from 1st April to 31st March. Entitlement to payment of the above is subject to notification of absence and production of medical certificates as required by the Council's sickness policy.
- 16.3 For the purposes of calculating 'half pay', the rate of pay for the agreed salary month will be used.

17. MATERNITY /PATERNITY /ADOPTION LEAVE

- 17.1 Your entitlement to maternity/paternity/adoption leave is as set out in the relevant legislation.

18. INJURY OR ASSAULT

- 18.1 In the event of death or permanent disablement arising from a violent or criminal assault suffered in the course of employment then all insurance payments will be made in accordance with paragraph 7 of Part 3 of the Green Book.

19. PENSIONS

- 19.1 The Council is a member of the Local Government Pension Scheme, which operates a contributory pension scheme which you are entitled to join. There is in force a contracting out certificate for the purposes of the Pensions Scheme Act 1993 stating that the employment is contracted-out employment.
- 19.2 In the event of your death, any pension benefits will be paid to your nominated beneficiary, spouse or children in accordance with the provisions of the Local Government Pension Scheme.



20. NOTICE OF TERMINATION OF EMPLOYMENT

During probationary period

- 20.1 Either party may terminate the contract by giving one week's notice in writing.
- 20.2 Your probationary period will be a maximum of 26 weeks from the commencement date with a formal review held at 12 weeks.

After completion of probationary period

- 20.3 The length of notice which you are obliged to give to the Council to terminate your employment is three months in writing.
- 20.4 The length of notice which you are entitled to receive from the Council to terminate your employment is three months in writing.
- 20.5 Within one week of the termination of your employment you are required to surrender to the Council all Council property including computers and other electronic devices and any documents and other materials, including copies that you have been holding on behalf of the Council. You shall irretrievably delete from all your personal electronic devices all property of the Council and shall produce evidence of such as the Council may require.

21. DISPUTE RESOLUTION

- 21.1 You have been provided with a copy of the Council's grievance and disciplinary procedures.
- 21.2 Before resorting to formal procedures from the employee or from the Council it is the policy of the Council that discussions between both parties should be entered into with the express purpose of resolving the matter through a process of mediation seeking conciliation. Where necessary the Council will seek the services of an external expert to forward this process to reach a conclusion satisfactory to both parties in the dispute.
- 21.3 If you have a grievance arising from your employment, you should raise it with the Mayor in the first instance. If you are dissatisfied with any disciplinary decision made against you, you should raise it with Chairman of the Appeals Sub-Committee.



22. HEALTH AND SAFETY REGULATIONS, OTHER LEGISLATION & COUNCIL POLICIES

22.1 You are expected to familiarise yourself with all relevant Regulations, Legislation and Policies applying to or made by the Council and ensure that you comply with and ensure others comply with these as required.

23. TRAINING AND DEVELOPMENT

23.1 It is essential that the Officers and employees of the Council maintain up to date knowledge of their function and duties. To this end the Council shall be responsible for the costs associated with any training and development that it considers necessary. This may include the cost of training and development courses or examinations, and payment of mileage expenses and other expenses in accordance with the Council's expenses policy. Where the Council considers it necessary, it shall give you reasonable paid time off for study.

24. INDEMNITY

24.1 The Council undertakes to indemnify you against any actions of commission or omission that are authorised by the Council.

Signed: _____ Dated: _____

Name: _____

Signed for and on behalf of Seaford Town Council

Signed: _____ Dated: _____

Name: _____

Signed by Employee



SEAFORD TOWN COUNCIL

TOWN CLERK

PERSON SPECIFICATION

	Essential Attributes	Desirable Attributes
Educational Qualifications	<ul style="list-style-type: none"> Evidence of a commitment to continuing professional development. Certificate in Local Policy or Certificate in Local Council Administration (or a commitment to obtain one of these within 12 months). 	<ul style="list-style-type: none"> Educated to graduate level or equivalent. Appropriate management, administration or professional qualification.
Management	<ul style="list-style-type: none"> An ability to provide leadership to enable, motivate and develop staff. An ability to prioritise work, set targets, achieve positive outcomes and delegate effectively. A proven track record of successful service delivery. An ability to organise and manage resources effectively. Experience in successful partnership working, including with other councils, the commercial and voluntary sectors. Able to negotiate and influence outcomes. 	<ul style="list-style-type: none"> Knowledge of current employment legislation. Previous experience working as a Town or Parish Clerk or in a senior position in a principal local authority, with a clear focus on community service, partnerships and outcomes.
Communication Skills	<ul style="list-style-type: none"> Excellent oral and written communication skills, including an ability to relate to, and communicate with councillors, staff, public and external agencies. Ability to provide objective advice to councillors in a timely and coherent manner, including analytical report writing and analysis. 	<ul style="list-style-type: none"> Experience of PR and handling media enquiries.
Information Technology	<ul style="list-style-type: none"> Experience and practical ICT skills including in Microsoft Office packages and spreadsheets, Social Media and the Internet. 	<ul style="list-style-type: none"> Practical experience in an appropriate Accounting package.
Meetings and Administration	<ul style="list-style-type: none"> Practical experience of servicing committees, report writing and Standing Orders. General knowledge of the law as it affects Local Councils. 	<ul style="list-style-type: none"> Knowledge of civic protocol. Understanding of allotments and planning legislation.
Finance	<ul style="list-style-type: none"> Experience of budget setting and financial management. Ability to interpret financial reports. 	<ul style="list-style-type: none"> Experience of bidding for external funds.
Other	<ul style="list-style-type: none"> Willingness to work out of office hours in order to attend Council meetings and Council business. Ability to operate with complete impartiality in a political environment. Current driving licence and car owner. 	



Seaford Town Council Application Form

Thank you for requesting an application form for a vacancy in Seaford Town Council. We will use this form to help us decide your suitability for the job, so please ensure that it is accurate and complete.

The information you provide on this form will be used in accordance with the Data Protection Act and your form will be retained for six months from the closing date. The application form of the successful candidate will form part of their personnel file and may be used for a number of employment related purposes.

Please note: CV's may be submitted but only in addition to the application form – the application form should be a standalone document in itself. All sections of the application form must be completed.

Job Details	
Post Applied For:	
Personal Details	
Surname:	Forename(s):
Title:	
Address:	Telephone Numbers: Daytime: Evening: Mobile:
Post Code:	
Email Address:	

Current or Most Recent Employment	
Name of Employer:	
Job Title:	
Address:	Employment Dates: From: To:
Post Code: Telephone Number:	Current or Final Salary:
Period of Notice Required:	
Please give a brief outline of your main responsibilities:	
If this was your last employer, please state why you left:	
If this is your current employer, please state why you are applying for the post:	

Previous Employment

Please give details of ALL your previous employment accounting for any gaps. You should use a separate box for each position held, start with the most recent and work back. Please copy and paste more tables if needed.

Name of Employer:

Job Title:

Address:

Employment Dates:

From:

To:

Post Code:

Telephone Number:

Final Salary:

Please give a brief outline of your main responsibilities:

Reason for Leaving:

Name of Employer:

Job Title:

Address:

Employment Dates:

From:

To:

Post Code:

Telephone Number:

Final Salary:

Please give a brief outline of your main responsibilities:

Reason for Leaving:

Name of Employer:

Job Title:

Address:

Employment Dates:

From:

To:

Post Code:

Telephone Number:

Final Salary:

Please give a brief outline of your main responsibilities:

Reason for Leaving:

Education & Qualifications			
<i>Please give details of all educational qualifications obtained and those currently being pursued.</i>			
Qualification	Grade	Date Achieved or Expected	Name of School or Provider.

Relevant Training		
Course Title	Provider	Dates

Membership of Professional Institutes		
Institute	Level of Membership	Date of Entry/Award

Gaps in Employment or Training		
<i>Details should be given for any period not accounted for by employment, education or training.</i>		
Date From	Date To	Reason for Gap

Information in Support of Your Application
Please indicate below why you are applying for this post:

You will have received a person specification for the post of Town Clerk. Please address each element of the person specification and tell us how you meet the level of competence/knowledge required. You may add a general statement at the end of this section which you consider will assist you with this application:

References

Please provide details of two referees from which the Council may seek information regarding your suitability for employment covering at least five years of your employment history. One of your referees must be either your current or most recent employer previously.

Reference 1

Organisation:

Contact Full Name:

Contact Job Title:

Relationship:

Contact Email:

Address:

Phone Number:

Post Code:

Reference 2

Organisation:

Contact Full Name:

Contact Job Title:

Relationship:

Contact Email:

Address:

Phone Number:

Post Code:

Relationships	
Are you related in any way to an elected member (i.e. Councillor) of Seaford Town Council or an employee of the Council? Yes / No	
If yes, please provide details:	

Medical History or State of Health	
Is there anything concerning your medical history or state of health that is relevant to this application? Yes / No	
If yes, please provide details:	
How many days of work have you missed in the last 12 months due to illness or injury?	

Criminal Convictions	
<i>Please give details of any "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974, including dates and sentences. Unless the nature of the position allows the Council's interviewing panel to ask questions about your entire criminal record we only ask about "unspent" convictions. A criminal record will not necessarily be a bar to obtaining a position at Seaford Town Council. We will treat the information you provide as strictly confidential.</i>	

Equality Act 2010	
<i>The Equality Act 2010 defines a person as having a disability if he/she "has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day activities". In order for the Town Council to meet its obligations as an employer, please complete the following section.</i>	
Do you consider yourself to have a disability? Yes / No	
If yes, please explain the nature of your disability:	
Wherever possible and reasonable we will make adjustments and offer alternatives to help a person with a disability through the application and selection process. Please provide details of any information you would like us to take into account with regard to your disability in order to offer you a fair selection interview:	

Personal Transport	
Do you hold a current driving licence? Yes / No	Are you a car owner or do you have access to a car? Yes / No
If YES, please state the type of licence you hold:	
Do you have any current endorsements? Yes / No	
If YES, please specify:	

Eligibility to Work in the UK

The Immigration, Asylum and Nationality Act 2006 requires all employers in the UK to make basic document checks on every candidate, before they commence employment.

Are you eligible to work in the United Kingdom and are you able to provide proof of this? Yes / No

If selected for interview, you will be required to bring along original documents to provide evidence that you are eligible to live and work in the UK and copies will be taken at interview. If unsuccessful these copies will be destroyed in accordance with the Data Protection Act 1998. If you are offered the post these original documents will be retained on your personnel file.

If you are currently working in the UK with VISA restrictions, please provide the following information:

Visa Number:

Expiry Date:

Declaration

I declare that the information contained in the application form is true and correct.

I confirm that I have not deliberately withheld any relevant information that could affect the Council's decision to employ me.

I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.

Data Protection:

If I accept employment with Seaford Town Council, I consent to my personal information being held by the organisation for the administration of my Contract of Employment.

Signed:

Date:

Name:

Submitting this completed application form electronically signifies your acceptance of ALL of the above declaration.

Please state where you were made aware of this post as advertised:

Seaford Town Council website

Sussex Society of Local Council Clerks (SLCC)

Sussex Association of Local Councils (SALC)

Chris Rolley Associates

Other, please state:

Please return the application form electronically to georgia.raeburn@seafordtowncouncil.gov.uk or by post in an envelope marked 'Private & Confidential' to Georgia Raeburn, PA to the Town Clerk, Seaford Town Council, 37 Church Street, Seaford, East Sussex, BN25 1HG.

For any assistance with the form or process, please contact 01323 894 870.