Text

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**APPLICATION FORM for PART-TIME ADMINISTRATIVE ASSISTANT**

**(CVs not accepted)**

**CONFIDENTIAL**

Please use **BLOCK CAPITALS** and continue on separate sheet(s) if space is inadequate.

**PERSONAL DETAILS**

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| **YOU** | | | | |
| Forename(s): | Surname: | | | |
| Address: | | | | |
| Email: | Postcode: | | | |
| Telephone: | Mobile: | | | |
|  |  | | | |
| Do you have a current valid driving licence? | Yes | No |  | |
| Do you have access to a car? | Yes | No |  | |
| If you have a driving licence, is it: | PROVISIONAL | | FULL | HGV |
| How did you learn of this vacancy?  Are you to your knowledge related to or know any member or officer of Keynsham Town Council? If so, please give details:  ………………………………………………………………………………………………… | | | | |

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| Please tell us what skills and personal qualities you have to enable you to work successfully in this role. |

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| **EDUCATION DETAILS** | | |
| Please give details of all secondary education including examinations taken *(with results).* | | |
| Schools/Colleges | Courses/Exams | Qualifications obtained date |
| State any other achievements during education.  ……………………………………………………………………………………………………………………………………………  *Please be prepared to provide certificates of pass. etc.* | | |

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| **FURTHER/HIGHER EDUCATION DETAILS** | | |
| Please give details of any university course or other further education undertaken (including youth training, technical courses, vocational studies, correspondence courses, etc.) | | |
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| *Please be prepared to provide certificates of pass. etc.*  **Other training and courses attended in the past five years;** | | |

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| **PUBLIC OR VOLUNTARY COMMITMENTS** |
| Please give details of membership of any public or voluntary body and indicate the approximate time commitment entailed. |
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| **EMPLOYMENT DETAILS** |
| Please give details of relevant previous employment/key achievements that might help us assess your suitability for the job for which you are applying, starting with the most recent employment and working backwards. |
| **CURRENT/LAST EMPLOYER:**  Dates from to  Name:  Address:  Postcode:  Position(s) held: Salary/Wage:  Reason for leaving:  Notice period:  Does your current contract of employment contain any restrictions that prevent you from competing with your current employer or soliciting its customers after you have left? YES NO  ***If YES,*** *please supply a copy of your contract of employment.*  **Contact for reference 1 - current employer,** if possible:  **Telephone:**  **Contact for reference 2:**  **Telephone**:  *Please note that we will not contact your present employer for a reference without your permission. However, any job offer made will be subject to receipt of satisfactory references. It is our policy to contact ALL named referees.*  May we contact your current employer for a reference? YES NO |

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| **PREVIOUS EMPLOYMENT (1):**  Dates From To  Name: ………………………………………………………………………………………………………………………  Address:  Post Code:  Position(s) held: Salary/Wage:  Outline of duties/key achievements:    Reason for leaving: |

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| **PREVIOUS EMPLOYER (2):**  Dates from .to  Name: ……………………………………………………………………………………………………………………  Address:  Position(s) held: Salary/Wage:  Outline of duties/key achievements:  Reason for leaving: |

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| **RIGHT TO WORK IN UK** |
| Are you legally entitled to work in the UK? YES NO  *We will require evidence of this prior to commencing employment* |

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| **CRIMINAL RECORD** |
| Have you ever been convicted of a criminal offence? YES NO  Declaration subject to the rehabilitation of Offenders Act 1974  **If YES,** please give details: ……………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………….. |

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| **SAFEGUARDING**   |  | | --- | | Previous experience/knowledge of safeguarding: |   **INTERESTS, HOBBIES AND SPORTS** |
| Please give details of all your spare time interests and hobbies including details of membership of bodies, committees, voluntary work: |

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| **HEALTH** |
| Do you require any reasonable adjustments for the interview and selection process?  **If YES,** please give details: ………………………………………………………………………………………………….  ………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………… |

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| **DATA PROTECTION** |
| The Data Protection Act 1998 (“the Act”) sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent, we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application (“the information”) will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.  I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.  Signed: Date: |

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| **UNDERTAKING** |
| Please read and sign the following undertaking:  *I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form my future employment can be terminated without notice.*  Signed: Date:  **Note: We are an equal opportunities employer and will not tolerate discrimination in any form.** |

**Please note the closing date is Monday 31st March 2025 at 5.00 p.m. and interview dates will be confirmed after short-listing.**

**Email to:** [**townclerk@keynsham-tc.gov.uk**](mailto:townclerk@keynsham-tc.gov.uk)

**Or deliver/post to Keynsham Town Council, 15-17 Temple Street, Keynsham. BS31 1HF. Tel: 01179 868683**

**Job description**

To work within the administrative team of the Town Council to ensure the smooth running of the Council.

To be a key member of the first point of contact team for the Council.

**DUTIES AND RESPONSIBILITIES**:

**General – To be undertaken by all members of the administration team (as and when required).**

An essential feature of the post is the requirement to join with other members of staff in providing administrative support and reception duties on behalf of the Town Council. This means that the post holder is required to be able to cover a wide range of administrative tasks that form the basis of much of the office activity. This includes regular contact with the public both over the telephone and in person.

**Post Duties**

1. Handling/registering post (in and out).
2. Purchase of stamps, as and when required.

**Administration duties**

1. Produce/distribute agendas packs, minutes, letters, notices and other documents (as and when required).
2. Provide back up for the administration officer and other administration staff in their absence, or support in times of peak workloads.
3. Undertake administrative tasks and support in the annual organisation of the Spring Show, Winter Festival, Grants Presentation Evenings, Annual Town meeting (as and when required).
4. Contact suppliers to report breakdowns and arrange servicing of Town Council equipment.
5. Place orders for supplies (administration and grounds maintenance supplies).
6. Undertake one off projects (as and when) by senior officers (on request).
7. News articles and Arts Newsletter proof reading.
8. Taking telephone calls in respect of bookings of the Town Council’s football pitches.
9. Recording bookings and dealing with paperwork relating to the Bandstand performances between April – September annually.

**Receptionist Duties**

1. Reception duties including dealing with enquiries and issues arising from the public by phone, email or face-to-face; taking and passing on messages; receiving visitors to the office and providing refreshments. *Please note some enquiries relate to the operation of the Cemetery and will need to be dealt with discretely and empathetically.*
2. Ensuring the office is clean, tidy and welcoming to visitors
3. Purchase of refreshments for the office and any cleaning products etc.
4. Report matters of concern raised by residents, and that are outside the control of the Town Council to outside bodies including B&NES Council
5. Handling sales of events tickets via an electronic ticketing system (as and when required)

Note: The nature of Town Council business makes it necessary on occasions for the post holder to attend certain functions/events outside normal office hours.

Note: Holidays must not be taken at the same time as the other admin assistant, unless with prior approval from the Town Clerk. This job description is a guide only and whilst it covers most aspects of the post, the post holder will be required to carry out other duties commensurate with the post.