



Draethen Waterloo Rudry

community council

APPLICATION FORM

(This form will be photocopied for each member of the selection panel, so please type your answers or write clearly **in black ink**, using the same size (A4) paper for any additional pages).

Personal Details		
Name		
Address		
Address	Post Code	Telephone
Mobile	email	

Reason for Applying
Please tell us why you are applying for this position and what attracts you to working for the Community Council

Education and Training				
(Please give details of your present or most recent employment/voluntary work first and work backwards. Include all periods of unemployment; travel etc. in the space provided so there are no gaps in the record. You may include continuation sheets if necessary).				
Dates		Employer	Position/Responsibilities	Reason for Leaving
From	To			

Please describe briefly your main areas of responsibility in your current/recent/ most relevant post		
Period of notice required in current position:		Days/weeks/months

Covering Statement/Additional Information

Please describe how your skills and experience gained in a paid or unpaid capacity relate to the employee specification and the responsibilities required of this post. (You may include continuation sheets if necessary). Maximum of 750 words allowed

Competency Based Questions

Question 1 Briefly describe your approach to team engagement and provide an example of how you have assisted a team in achieving its set goal (*Maximum 300 words*)

Question 2 Briefly describe your understanding of effective governance and accountability in the public sector and give one example of where you have been directly involved in such a process.
(Maximum 300 words)

Question 3 How do you deal with workload pressures when there appears to be insufficient hours in a day to achieve your targets. Please give an example of how you have dealt with such a situation.
(Maximum 300 words)

Administrative Details

Do you require a Work Permit to enable you to work in the UK?

Yes/No

Rehabilitation of Offenders Act 1974:

Have you ever been convicted of a criminal offence?

Yes/No

If yes, please give details with date and result)

(Declarations are subject to the provisions of the Rehabilitation Act 1974 as amended)

The role may involve some financial responsibilities and the council may require you to successfully pass a credit check as part of the recruitment process. Please provide relevant details of your financial history such as county court judgements and bankruptcy orders (if any)	
Do you hold a current driving licence?	Yes/No
Do you have access to a car?	Yes/No
Are you prepared to travel to meetings involving occasional long distances?	Yes/No
Are there any adjustments that may be required should you be invited to attend for interview? If yes, please give details:	

References

Please give the names of two referees, the first of whom should be your present or most recent employer. References will only be taken up on the preferred candidate for appointment.			
Reference 1		Reference 2	
Name		Name	
Address		Address	
Position		Position	
Telephone		Telephone	
Email		Email	
I declare that to the best of my knowledge the information given on this form is correct. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable for dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and if considered appropriate a medical report all of which must be deemed by the Council as being satisfactory. Please note that if you succeed in your application and take up employment with the Council, the information you have provided in this application form will be used for the administration of your employment and to provide information about you to a third party via your payslip. We will also use the information if there is a complaint or legal challenge relevant to the recruitment process.			

IMPORTANT: You must declare any personal or professional relationship with staff or councillors from Draethen, Waterloo & Rudry Community Council (*Failure to disclose such a relationship and or canvassing will result in your disqualification from the selection process*)

Signed _____

Date _____

Please sign and return (*marked confidential*) to
Brian Hancock, Acting Clerk
DWR Community Council, C/o 62 Clyde Street, Pontymister, Risca, NP11 6BG
or Email: clerk@dwrcouncil.co.uk

By the advertised closing date: 15th October at 5.00pm