



APPOINTMENT OF TOWN CLERK

REDRUTH TOWN COUNCIL



WE ARE HIRING

- £57,854 - £64,335
- Captivating Cornwall
- Full time 37 hours
- Redruth Civic Centre
- Local Government Pension Scheme



FIND OUT MORE

- Contact Louise Cantrill
- 07808 277767
- louise@skylite-associates.co.uk
- More on www.redruth-tc.gov.uk
- Closing date 8th January 2024



Appointment Of Town Clerk

INTRODUCTION

Thank you for responding to the Town Council's recent advertisement for this post. We trust that you will find this Recruitment Information Pack, including the Job Description and Person Specification of assistance when deciding to apply.

The information is arranged as follows:

1. Introduction by Town Mayor
2. Role of the Town Clerk
3. About Redruth
4. Redruth Town Council
5. Staff Structure.
6. Job Description & Person Specification
7. Key Terms and Conditions of Employment
8. Application and Selection process
9. Application Form

If you wish to apply for this role, please complete the attached application form (CV's alone will not be accepted) and submit it by email or print and post (marked " Private & Confidential) arrive by no later than 9:00 a.m. on Monday 8th January 2024 to the email/postal address at the bottom of this page. Please note all queries should be directed to the contact details below.

This Recruitment Package will not form part of any subsequent contract of employment.

If you have any questions regarding the recruitment or selection process, require any further information on the role please contact Louise Cantrill, or would like an informal discussion about the Council please contact Claire Coomber, Admin Manager, details as shown below.

Contact: Louise Cantrill, Skylite Associates
Mobile: 07808 277767
Email: louise@skylite-associates.co.uk

Redruth Town Council
Administration Manager
Civic Centre
Alma Place
Redruth TR15 2AT
Phone: 01209 210038

Welcome from the Mayor of Redruth

Dear Candidate,

On behalf of Redruth Town Council, I would like to thank you for showing an interest in the position of Town Clerk.

I hope this pack gives you a brief overview and introduction to the town and what it has to offer. Redruth is a small market town which is rich in heritage, whilst it retains its community spirit. Despite the downturn in the market, the town continues to grow, and the Town Council plays a key role in supporting its future development. It acts as custodian and guardian of some of the town's most important assets and supports a wide range of local community groups that deliver activity across cultural, heritage, and increasingly the environment.



As a council we look forward to working with the successful candidate to develop our vision for Redruth's future and what that means for the services we deliver to meet the towns' needs. We are looking to recruit someone with the skills, knowledge, and creativity to build on what is already in place and take the Council and the town forward during its next phase of development.

We are set up financially and have a capable team of staff and councillors. We are looking for someone who is an excellent communicator who can offer unbiased advice and leadership and has the ability to develop the role the Town Council plays in the town.

If you think that you fit the bill, I encourage you to apply. You will be challenged and rewarded in equal measure.

Councillor Stephen Barnes
Town Mayor

ROLE OF THE TOWN CLERK

It is the responsibility of the Clerk of Redruth Town Council to ensure that the Council operates legally and is in charge of the council's administration and staff.

The Town Clerk ensures that the decisions of the Council are carried out and is responsible for advising the Council to assist the Council in making informed decisions.

A local council is required by S112 of the Local Government Act 1972 to appoint such officers as it considers necessary for the proper discharge of its functions. The number of officers depends on the size of the council. The 1972 Act and other legislation entrust a number of responsibilities and duties to the Proper Officer of the Council (another title of the Clerk). The Standing Orders of the Council designate the Clerk to be the Proper Officer of the Council so that the public is aware of the extent of the Clerk's authority. Whilst Section 151 of the 1972 Act also requires local councils to ensure that one of its officers has overall responsibility for the administration of its financial affairs, Redruth Town Council has a separate Responsible Financial Officer.

The Clerk can only be appointed and removed from appointment by the Council, and he/she is accountable to the Council as corporate body. The Clerk cannot be line-managed by any one councillor.

Together with the Mayor (Chairman of the Council) the Clerk is the face of officialdom in the community. The Clerk is often called the Second Citizen in view of the advisory and ceremonial role played alongside the First Citizen (Mayor/Chairman).

The role is important, both for the Mayor to be supported by a very senior officer and for the dignity of the Office of Town Clerk. The Mayor meets important people, and the Town Clerk should have access to such people as well as being able to advise the Mayor and Council on the public front which the council wishes to promote on a range of issues. Although the Town Clerk is not entitled to precedence as such (except for royal visits), he/she should be very close to the Mayor, both as the Council's senior officer and as the main officer support for the Mayor.

A constructive partnership between the Clerk, chairman and elected members is essential for the proper and efficient functioning of the Council.

As Head of the Administration the Clerk advises the Council on new developments in procedures, law, and local council work and covers all areas such as Employment, Health & Safety, Legal and all other matters relating to employment and council work. The Clerk should be supported by all members of the Council and great care should be given to respect the role of the Clerk and fully understand the position the Clerk has in standing between the Council, its Members and the Public when he/she has to encourage, guide, and sometimes warn the Council on certain matters and decisions it wishes to take.

The Clerk, not individual councillors, is responsible for all Council staff and it is the Clerk that should be approached if a Councillors has any concerns over staffing or individual staff members.

There are many responsibilities of the Clerk, and the Town Clerk has the ear of all Councillors regardless of political persuasion.

The Clerk is independent and serves the Council as a corporate body.

About Redruth

Redruth (Cornish: Resrudh) is a town and civil parish in Cornwall. The population of Redruth was 15,634 at the 2021 census. In the same year the population of the Camborne-Redruth urban area, which also includes Carn Brea, Illogan and several satellite villages, stood at 55,400 making it the largest conurbation in Cornwall. Redruth lies approximately at the junction of the A393 and A3047 roads, on the route of the old London to Land's End trunk road (now the A30) and is approximately 9 miles (14 km) west of Truro, and 11 miles (18 km) northwest of Falmouth.

The name Redruth derives from its older Cornish name, Rhyd-ruth. It means Red Ford (literally forded). The first syllable 'rhyd' means ford. The second 'ruth' means red.

History

Traditionally in the Penwith Hundred, the town has developed away from the original settlement, which was near where the present Churchtown (around St. Euny's Church) district of Redruth stands today. This location is a steeply wooded valley, with Carn Brea on one side and the now-called Bullers Hill on the other. The presence of shallow lodes of tin and copper lying east to west made it an advantageous site for extracting metals, including, tin, lead, and copper. The first settlers stayed by a crossing in the river and started extracting metal ores, and this process turned the colour of the river red.

Historically, Redruth was a small market town overshadowed by its neighbours until a boom in the demand for copper ore during the 18th century. Copper ore had mostly been discarded by the Cornish tin-mining industry but was now needed to make brass, an essential metal in the Industrial Revolution. Surrounded by copper ore deposits, Redruth quickly became one of the largest and richest mining areas in Britain and the town's population grew markedly, although most miners' families remained poor.

In the 1880s and 1890s the town end of Clinton Road gained a number of institutions, notably a School of Mines and Art School in 1882–83, St. Andrew's Church (replacing the chapel in Chapel Street) in 1883 and, opposite, the Free Library, built in 1895. The Mining Exchange was built in 1880 as a place for the trading of mineral stock. By the turn of the 20th century, Victoria Park had been laid out to commemorate the Golden Jubilee and this part of town had taken on its present appearance – a far cry from the jumble of mining activity that had taken place there in the early 19th century. Redruth was making its transition from a market town dominated by mines and industry to a residential centre.

By the end of the 19th century, the Cornish mining industry was in decline and Britain was importing most of its copper ore. To find employment, many miners emigrated to the newer mining industries in the Americas, Mexico, Australasia, and South Africa. Cornwall's last fully operational mine, South Crofty at Pool between Redruth and Camborne, closed in March 1998, though work is on-going to restore the facility which will provide much needed materials for the IT industry.

Today, Redruth suffers like many other market towns with empty retail units, however, refurbishment projects currently underway will hopefully turn this situation around. We do, however, have a good number of independent traders which helps the town centre to thrive. The town has good schools and excellent communication links to the rest of the County and beyond. There is a good range of affordable housing both old and new. The town has easy access to the countryside and coastal areas of the County making it ideal for outdoor pursuits such as walking and cycling.

Transport

Redruth is an important transport hub. The mainline railway station is a railhead for both Helston and the Lizard, and there are frequent buses connecting the three places. The railway station is served by Great Western Railway (GWR) operated trains from Paddington, South Wales, and the Midlands, as well as a daily CrossCountry service to and from the North. Bus services to the town are frequent and to/from the other towns in the area, all provided under the Transport for Cornwall scheme. Redruth is next to the main A30 road and thus has access to the main route through the county.

Redruth Town Council

Part of the Camborne and Redruth parliamentary constituency, Redruth until the late 1800s comprised the Redruth Urban District and Redruth Rural District. The urban district was merged with that of Camborne and parts of Redruth Rural District and Helston Rural District (both of which were being abolished) in 1934 to form the Camborne-Redruth Urban District. The urban district persisted until it was merged into the Kerrier District Council under the Local Government Act 1972. With Kerrier District Council looking to create parishes within the district, the Town Council was formed in April 1985 and is made up of three wards: Redruth North, Redruth Central, and Redruth South. The Council has 14 councillors covering the three wards.

Employing around 23 members of staff, the Town Council manages high quality public amenities, a thriving library service, a busy community events programme (including four main festivals a year) a Youth Council, a Skatepark, and much more. A diagram of the Staffing Structure is included after this section.

The Council meets on the last Monday of each month, and has five committees Planning, Operations; Engagement; Staffing; and Finance, also meeting on other Monday evenings.

The Town Council adopted the General Power of Competence at its Annual General Meeting in May this year and therefore has the powers to operate within this as a "first resort".

The Town Council's MISSION STATEMENT is: "Working at the heart of our community, providing leadership and vision."

OUR VISION is: "By working together, listening and being creative, we can continue to build a Redruth that will be:

A Good Place To Have Fun; For Nature To Thrive; To Learn; To Grow Up; To Start and Run A Business; To Retire; To Live; And To Visit. Providing A Safer, Healthier, And More Socially Inclusive Community."

OUR VALUES are: "Trust and Respect; Collaboration; Accountability; Engaging; Positivity; Honesty and Integrity".

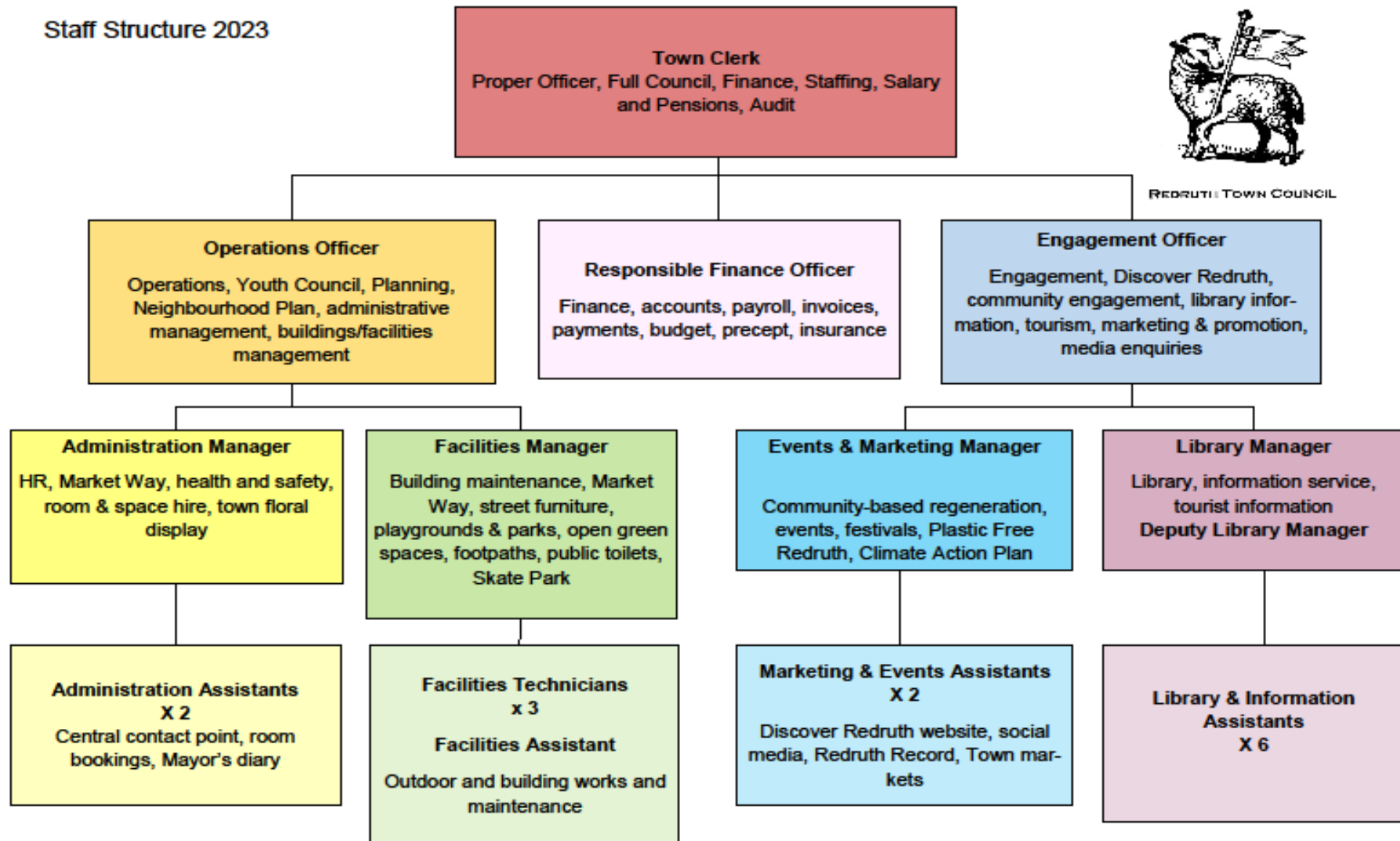
OUR STRATEGIC OBJECTIVES are:

1. Create a shared vision & strategic plan joined up with other key stakeholders
2. Create capacity across the team
3. Increase responsiveness and efficiency
4. Engage the community
5. Increase engagement with businesses
6. Create capacity for creativity

Staff Structure 2023



REDRUTH TOWN COUNCIL





TOWN CLERK

SCP 48 - 52 (£57,854 - £64,335) (37 Hours per week)

JOB DESCRIPTION

Overall Responsibilities

This role leads the work of the council staff in the provision of high-quality services to the public in Redruth's three wards. Working with the elected council members the post holder ensures that the Council's vision and objectives are agreed and that plans are implemented to achieve those objectives using the appropriate agreed resources. Furthermore, to review on a regular basis, the achievements and objectives with the Council, and develop action plans for the delivery of short, medium, and long-term objectives. The post holder will ensure that the work of the council is communicated clearly to all members of the public and businesses and lead engagement with the community.

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

The Clerk is responsible for ensuring that the lawful instructions of the Council in connection with its functions 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. The Clerk is responsible for producing all the information required for making effective decisions and for implementing all decisions of the Council. The role is accountable to the Council for the effective management of all its resources and will report to the Council on them as and when required.

As Head of Paid Services to supervise and manage (directly and indirectly) members of staff as appropriate, in line with Council policy and undertaking all necessary action(s) in connection with the management of salaries, job evaluation, performance, conditions of employment and work of other staff. To ensure the effective delegation and allocation of responsibilities to members of staff.

Scope

The four key areas of service provision are currently:

- Library and tourist information management.
- The management and maintenance of Council owned property, facilities, and services.
- The maintenance of public realm, open spaces, parks/play areas, and footpaths.
- Running of events and marketing of the Town
- 3 Direct reports

Specific Responsibilities

- To ensure that legal, statutory, and other provisions, governing or affecting the running of the Council, are observed.
- To ensure that the Town Council's obligations to insure are properly met.
- To prepare, in consultation with appropriate Members as necessary, agendas for meetings of the Town Council and its committees; to attend such meetings and deliver minutes for approval.
- To receive correspondence and documents on behalf of the Town Council and to deal with the correspondence or documents or bring such items to the attention of the Town Council. To issue correspondence as a result of the instructions of, or the known policy of, the Town Council.
- To study reports and other data on activities of the Town Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in relevant fields.
- To draw up, both on his/her own initiative and as a result of suggestions by Members and Staff, proposals for consideration by the Council and to advise on the practicability and the likely effects of specific courses of action.
- To manage and supervise other members of staff in keeping with the policies of the Town Council and to undertake all necessary activities in connection with the level of the salaries, conditions of employment, discipline, and work of other staff in accordance with any current or future employment legislation.
- To ensure staff are trained and developed to enable them to fulfil their duties and that systems of performance and succession management are in place and operate effectively.
- To ensure properties and facilities owned or operated by the Town Council are managed in accordance with the directions or policies of the Town Council.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.
- To act as a representative of the Town Council as required.
- To issue notices and supervise the preparation of agendas and minutes for the Annual Town Meeting; to attend the assemblies of the Town Meeting and to implement the decisions made at the assemblies.
- To attend meetings of the Town Council and meetings of its committees, sub-committees and working parties.
- To attend training courses on the work and role of the Clerk as required by the Town Council.
- To be responsible as an officer and employee under the Health and Safety at Work Act for his/her safety at work and to take reasonable care for his/her health and safety and that of other persons who may be affected by his/her acts or omissions at work.
- To have an overview of all financial and budgetary matters pertaining to the Council.

Key Accountabilities

Leadership

- Lead and develop a robust senior management team, with clear accountabilities.

- Develop a culture of continuous improvement and innovation and act as a role model to inspire all employees, to promote the values of the Town Council and present a positive image to the community.
- Develop and periodically review the strategic vision and associated objectives and implement effective plans which will achieve those objectives.
- Provide strong and effective leadership and direction to all Town Council employees, promoting, coordinating, and ensuring a consistent approach across the Town Council.
- Develop a performance management culture throughout the organisation and driving a continuous improvement of services towards the Town Council's vision and objectives.
- Promote the effective management and development of all the Town Council's employees.
- Fulfil the statutory responsibilities required of this role, accountable to the Town Council.

Partnership Working

- To develop a positive approach to partnership working, which supports the aims of the Town Council, furthers local priorities, working with a broad range of stakeholders and organisations to achieve this.
- Act as an ambassador for the Town Council working with the Engagement Officer on key stakeholder engagement, ensuring that the Town Council is recognised as a significant and major organisation in any matters of local affairs or consequence and is represented accordingly.
- Ensure the Town Council fulfils its role by determining the key priorities for the local community in partnership with Members and other partners.
- Promote and manage a positive and constructive interface between Members and Officers, support democratic processes, and act as the Town Council's principal advisor on strategic policy options and professional matters.

Valuing Diversity

- Ensure that all service delivery is customer focused and delivered within a framework that recognises and respects the diverse nature of the community, with an emphasis on inclusion and access.
- Ensure the Town Council's commitment to equality of opportunity for all employees within a culture of openness and respect is implemented through the effective implementation of policies.

Management of Resources

- Lead the development, implementation and monitoring of robust planning and implementation processes in order to meet the Town Council's priorities, ensuring a cost-effective approach.
- Secure the staff and other resources needed to deliver high-quality, cost-effective services.
- Continually streamline policies and improve accessibility.

TOWN CLERK – PERSON SPECIFICATION

	Essential Attributes	
Educational Qualifications	<p>Holder of the Certificate in Local Council Administration (level 3) or completion within 12 months of appointment.</p> <p>Evidence of a commitment to continuing professional development.</p>	
Skills and Knowledge	<p>Management</p> <p>Evidence of ability to provide leadership to enable, motivate and develop staff.</p> <p>Evidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectively.</p> <p>Effective delegator.</p> <p>Evidence of ability to organise and manage resources effectively.</p> <p>Evidence of experience in successful partnership working.</p> <p>Evidence of good negotiating skills.</p> <p>Good understanding of accounting practise.</p> <p>Knowledge of current employment legislation.</p> <p>Ability to assess and manage risk effectively.</p> <p>Previous experience as a Town or Parish Clerk, or Deputy, or in a senior position in a principal local authority, with a clear focus on community service, partnerships, and outcomes.</p> <p>Communication</p> <p>Excellent oral and written communication skills, including an ability to relate to and communicate with</p>	

	<p>Information Technology</p> <p>Meetings and Administration</p> <p>Finance</p>	<p>councillors, staff, members of the public and external agencies.</p> <p>Experience of managing PR issues and handling media enquiries.</p> <p>Experience of leading engagement with the public.</p> <p>Ability to provide objective advice to councillors in a timely and coherent manner, including analytical report writing and analysis.</p> <p>Good level of ability in using standard software systems including MS Office [Word, Excel, Publisher & Power Point] and Outlook in the production of Agendas, Papers, Reports, Minutes, Publicity and Financial reports.</p> <p>Ability to use databases and spread sheets to produce budget and inventories.</p> <p>Effective meeting management.</p> <p>Practical experience of servicing committees, report writing and standing orders.</p> <p>General knowledge of the law as it affects local councils.</p> <p>Knowledge of civic protocol</p> <p>Understanding of planning legislation.</p> <p>Experience of budget setting and financial management.</p> <p>Experience of bidding for external funds and other fund-raising as appropriate.</p>
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Other	<p>Able to work out of office hours in order to attend Council meetings and Civic Events (evenings and weekends).</p> <p>Ability to operate with complete impartiality in a political environment.</p> <p>Possession of a current driving licence and the ability and willingness to travel across the region and beyond.</p> <p>Accuracy and attention to detail.</p> <p>Understanding and commitment to the principles underlying equal opportunities</p> <p>Understanding of effective customer care, especially in confrontational circumstances</p>	
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KEY TERMS AND CONDITIONS

General

The terms and conditions of employment are generally in accordance with the National Joint Council Scheme of Conditions of Service and the provisions of the National Association of Local Council and the Society of Local Council Clerks, or as amended by Council.

This statement outlines the key elements contained within the Contract of Employment. Please note that this statement is for guidance purposes only and is not exhaustive nor as comprehensive as stated in the main Contract of Employment which will form part of the contract with Redruth Town Council if appointed.

Your period of continuous service for statutory employment rights dates from your commencement with Redruth Town Council.

If you have previous continuous service with an organisation covered by Redundancy Payments (Local Government) (Modification) Order (which covers local authorities and related bodies) this will be included in calculating your entitlement to redundancy pay and sickness allowance.

Working Week

The normal working week is 37 hours per week, plus some evening and weekend work.

The days of work are normally Monday to Friday with office hours of 9 am to 5 pm Monday to Thursday and 9 am to 4:30 pm on Fridays. In addition, attendance at evening meetings and occasional weekend work is required for which time off in lieu will be agreed.

Annual Leave 24 working days plus public holidays, increasing to 29 days after 5 years' continuous service.

Pension

You will automatically be enrolled as a member of the Local Government Pension scheme unless you choose to opt out. The rate of contribution, based on full time pensionable pay is 8.5% with the Town Council contribution currently levied at 19.6%

Probationary Period

A six-month probationary period will be in place which will be reviewed after 1 month, 3 months, and 6 months.

Code of Conduct and Staff Handbook

Redruth Town Council abides by the Code of Conduct, in accordance with the policies outlined in the staff handbook. A copy of the Staff handbook is made available to every member of staff.

Salary Payment Method

Salary is paid on the penultimate working day of the month, directly by credit transfer to a bank or building society.

Salary Review

The salary is subject to any revisions agreed nationally by the National Joint Council on behalf of NSLC and SLCC as a result of pay negotiations which are usually effective from 1 April.

Other Terms

All staff are required to operate within the Council's code of practice on confidentiality.

A no smoking policy is in operation within the Council's buildings and vehicles.

Work Location

Your normal work location will be:

Redruth Town Council
Civic Centre
Alma Place
Redruth TR15 2AT

with attendance at other locations as required and when necessary.

Notice Period

After completion of the probationary period, 3 months on either side in writing to terminate the employment. Unless your employment is terminated on grounds of gross misconduct when summary dismissal will apply.???

Application and Selection Process

The timetable for the recruitment of new Town Clerk will be as follows:

Closing date for applications _ 9:00 a.m. Monday 8th January 2024

Shortlisting – 10-12 January 2024

Interviews – Wednesday 24th January 2024 and Friday 26th January 2024

Psychometric Testing – w/c 29th January 2024

Presentations/Interviews by the Town Council – Monday 12th February 2024 at 7:00 p.m.

Start date as soon as possible after notification of appointment and acceptance of role.

Application procedure

You **MUST** complete the Town Council's Application Form in full and not disregard any section. CVs are not acceptable as an alternative to completing the Application Form but may be attached along with any supplementary information or documentation in support of your application.

When submitting your application you should address the requirements of the Job Description and Person Specification for the post and ensure that your relevant key experiences, knowledge, skill, and personal style are clearly described to give you the best opportunity in the short-listing process. Please note that you will be required to show documentary proof of qualifications claimed at interview, along with positive identification that you are able to work within the United Kingdom.

Completed Application Forms should be headed "Confidential – Application for post of Town Clerk" and received no later than 9:00 a.m. on Monday 8th January 2024 via email to louise@skylite-associates.co.uk or via posted (marked "Private & Confidential") to:

Redruth Town Council
(Attn: Administration Manager)
Civic Centre
Alma Place Redruth
Cornwall TR15 2AT

Selection Process

The formal interviews will be undertaken by the Council's Interview Panel at the address given above.

The interviews will be structured to assess your competency and suitability for the post. It will likely include:

- a. A formal interview of relevant questions by the panel

b. A short presentation, no longer than ?? minutes about “Redruth town and council in 5 years’ time – where you would look to take the council in 5 years”, – prepared by you and given in whatever format you feel comfortable.

Those candidates selected to go beyond the initial interview process will then be expected to complete a psychometric test, prior to giving a further presentation to the full Council outlining the operational plan of how you would achieve your aims outlined in your initial presentation.

References

If you are shortlisted, references will normally be requested in advance of the interview unless you indicate in the application form that you do not give the Council permission to do so. If appropriate, the authenticity of referees may be checked by direct confidential contact if you are offered the post.

Proof of Eligibility to Reside and Work in the UK

In accordance with its legal obligations the Council will require you to provide proof that you are legally able to reside and work within the United Kingdom if you are successful in your application before commencing employment.

DBS Check

The Council does require a criminal record check processed through the Disclosure and Barring service to be carried out as part of its recruitment process.

Canvassing

Canvassing, either directly or indirectly will disqualify you from appointment. Sending copies of, or extracts from your completed Application Form, or testimonials to any Member of the Council will be regarded as canvassing.

Equal Opportunities

The Council wholeheartedly supports the principle of equal opportunities in employment opposing all forms of unlawful and/or unfair discrimination on grounds of protected characteristics in accordance with the Equality Act 2010. You are invited to complete and return the enclosed Equality Monitoring Information Form and return it with your application form. The completed form will be treated as strictly confidential, kept separately from and in no way used, or affect the outcome of your application for employment.

Equality positive Acton (where applicable)

The new positive action terms means that it is not unlawful to recruit or promote a candidate who is of equal merit to another candidate if the employer reasonably thinks that:

The candidate has a protected characteristic that is underrepresented in the workforce;

People with that characteristic suffer a disadvantage connected with that characteristic.

However, positive action does not allow an employer to appoint a less suitable candidate just because that candidate has a protected characteristic that is underrepresented or disadvantaged.

Further Information

We hope that the information contained within this Recruitment pack is helpful and sufficiently thorough to enable you to submit your application which we look forward to receiving.

However, if you have any questions on the information provided or any aspect of the recruitment or appointment process, please do hesitate to contact Claire Coomber or Louise Contrill as set out earlier in the Introduction provided.

This recruitment Pack has been prepared on behalf of and agreed with Redruth Town Council, purely for the appointment of a Town Clerk and does not form part of any future contract of employment.



Civic Centre, Alma Place, Redruth, Cornwall TR15 2AT
Tel No: 01209-210038

APPLICATION FORM FOR EMPLOYMENT
CONFIDENTIAL ONCE COMPLETED
(Please complete this form using black ink)

Post Applied for:	Grade:
Town Clerk	SCP 48-52 (£57,854 - £64,335) (37 hrs p.w.)

PERSONAL DETAILS

Surname:	Forenames:
Preferred title (e.g., Mr/Mrs/Miss/Ms/Dr/Other):	
Address:	
Post Code:	
Telephone Numbers	
Home:	Mobile:
Work:	
Personal Email:	
(This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview, and outcomes where appropriate)	

IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. As part of the recruitment process you will be required to provide evidence of a passport or other documentation on the approved list to satisfy us that the Immigration, Asylum and Nationality Act 2006 is being complied with

Do you require a permit to work in the United Kingdom?

YES/NO

If yes, please provide details:

ADDITIONAL INFORMATION

Do you hold a full and current Driving Licence?

YES/NO

Are you able to provide your own transport?

YES/NO

To your knowledge, are you related to any Member or Officer of Redruth Town Council?

YES/NO

If 'Yes' please give details:

Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed you may be dismissed without notice.

REFERENCES

Please give details of TWO Referees – One of whom SHOULD be your present employer (or last employer if unemployed) who will be contacted prior to interview if you are short listed unless you specify not to do so. PLEASE DO NOT USE RELATIVES.

Name:

Name:

Address:

Address:

Post Code:

Post Code:

Tel. No.:

Tel. No.:

Email:

Email:

CURRENT OR MOST RECENT APPOINTMENT

Name and address of present or most recent employer:

Position held:

Date of appointment:

Period of Notice required:

Brief outline of duties/responsibilities:

PREVIOUS EMPLOYMENT (in chronological order)

Employers Name & Address	Nature of Post (Job Title)	From	To	Salary/ Grade	Brief Details of Post and Reason for Leaving

QUALIFICATIONS/COURSE/MEMBERSHIP OF PROFESSIONAL BODIES

School/College	Year Obtained	Qualifications

PREVIOUS EXPERIENCE

Please give a description of your previous achievements and experience which qualify you for this post:

REASONS FOR APPLYING FOR THIS POST

Please outline your reasons for applying for this post:

OUTSIDE INTERESTS/HOBBIES

Please give a brief description of your hobbies/interests:

INTERVIEW ARRANGEMENTS AND AVAILABILITY

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

Are there any dates when you will not be available for interview?

When could you start working for us?

DATA PROTECTION

All information contained within this form will be treated as strictly confidential when used for recruitment. Please refer to our Privacy Notice for further information. However, we have a duty to protect the public funds we handle so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations who handle public funds.

DECLARATION

I declare that, to the best of my knowledge, the information I have provided on this form is complete and correct, and that it may be used for purposes registered by the Town Council under the Data Protection Act 2018. I understand that the withholding of relevant information or providing deliberately false or misleading information could result in the withdrawal of an offer of employment or dismissal without notice.

Signature:

Date:

2023