



HERTFORD TOWN COUNCIL

**THE CASTLE  
HERTFORD SG14 1HR**

**TEL: 01992 552885**

**APPLICATION FOR APPOINTMENT**

**POST: EVENTS CO-ORDINATOR – MATERNITY COVER**

**PLEASE COMPLETE THIS FORM ELECTRONICALLY**

**CLOSING DATE FOR RETURN OF APPLICATION SUNDAY 21<sup>st</sup> MARCH 2021**

**INTERVIEWS MONDAY 29<sup>th</sup> and TUESDAY 30<sup>th</sup> MARCH 2021**

|                                     |  |                    |  |
|-------------------------------------|--|--------------------|--|
| <b>SURNAME<br/>(Mr/Mrs/Miss/Ms)</b> |  | <b>FORENAME(S)</b> |  |
| <b>ADDRESS</b>                      |  |                    |  |

|                  |                 |  |
|------------------|-----------------|--|
| <b>TELEPHONE</b> | <b>Daytime</b>  |  |
|                  | <b>Evening:</b> |  |
|                  | <b>Mobile:</b>  |  |
| <b>EMAIL</b>     |                 |  |

|  |  |
|--|--|
| <b>Please tick to confirm<br/>your eligibility to work<br/>in the UK</b> |  |
|--|--|





**INFORMATION RELEVANT TO THE PERSON SPECIFICATION - Please provide details, with examples, of how you believe you meet the criteria in the person specification (continue on a separate sheet if required)**

**FURTHER INFORMATION - Please provide any further information, which you consider, is relevant to your application.**

**INTERESTS AND LEISURE ACTIVITIES**

**REFERENCES** Please give names and addresses of two referees; one must be your current or most recent employer.

May contact prior to Interview Yes / No

May contact prior to Interview Yes / No

- If you have applied on any former occasion for an appointment with this Council please give date, nature of appointment and result of application:

- If you are related to any Member or Officer of the Council, please state Member/Officer's name and relationship. (Failure to disclose such a relationship will result in disqualification or, if appointed, liability to dismissal without notice):

- Please indicate where you saw the advertisement for this post:

- **EQUAL OPPORTUNITIES POLICY** - Hertford Town Council supports equal opportunities in employment. The aim of its policy is to ensure that no applicant or employee receives less favourable treatment on the grounds of sex, marital status, age, race, colour, creed, nationality or ethnic or national origins, disability, or is disadvantaged by any conditions or requirements which cannot be shown to be justified

### **Declaration of Criminal Offences**

Please list all your unspent and spent cautions and criminal offences. Do not forget to include any pending convictions and indicate that they are pending. If you have no convictions please write 'None' and sign the form below.

| Nature of Offence(s) | Name of Court and Date of Conviction | Sentence(s) |
|----------------------|--------------------------------------|-------------|
|----------------------|--------------------------------------|-------------|

All information will be treated in the strictest confidence. Following receipt of this form you may be contacted to discuss the information you have given.

I declare that the information contained in this application form is true and accurate. I understand that if the information is false, misleading or complete in anyway, it may automatically disqualify me from the appointment or may render me liable to instant dismissal without notice.

I consent to Hertford Town Council, conditional on complying with their obligation under the Data Protection Act 1998, recording and processing the information detailed in this application.

Signed:

Date:

PLEASE RETURN THIS FORM TO:

KATHERINE CRAFER, HERTFORD TOWN COUNCIL, THE CASTLE, HERTFORD, SG14 1HR

ALTERNATIVELY, EMAIL KATHERINE.CRAFER@HERTFORD.GOV.UK

BY THE CLOSING DATE OF SUNDAY 29<sup>TH</sup> MARCH 2021

**APPLICATIONS RECEIVED AFTER THIS DATE CANNOT BE CONSIDERED**

**FOR OFFICE USE ONLY:**

|                       |  |                             |                 |
|-----------------------|--|-----------------------------|-----------------|
| <b>Date Sent:</b>     |  | <b>Interview Date:</b>      |                 |
| <b>Date Received:</b> |  | <b>Appointed</b>            | <b>Yes / No</b> |
| <b>Shortlisted</b>    |  | <b>Scale, SP and Salary</b> |                 |
| <b>Notified</b>       |  | <b>Commencement Date:</b>   |                 |

**Notes for applicants**

Hertford Castle is a Grade 1 Listed building situated just off the A414, a few minutes from the Town Centre, surrounded by gardens and the River Lee (or Lea). The Town Council is located on the ground and 1<sup>st</sup> floor of the 17<sup>th</sup> C Georgian Wing attached to the 15c Gatehouse. Because of its historic nature, there is no passenger lift in the Castle and access to 1<sup>st</sup> and 2<sup>nd</sup> floors is by spiral staircase from the entrance hall and by steeper spiral back stairs. Cloakroom and Tea Point facilities serving the offices are on the ground and first floors both with level access. The entire building is designated a **No Smoking** area.

Hertford Town & Tourist Information Centre is located in a shop unit in Market Place, Hertford. The shop area, "back office" and toilet are all on the ground floor and the basement is used for storage. The basement is accessed by a small spiral staircase and it is necessary for staff to collect items several times a day.