



HERTFORD TOWN COUNCIL

**THE CASTLE
HERTFORD SG14 1HR**

TEL: 01992 552885

APPLICATION FOR APPOINTMENT

POST: RECEPTIONIST & ADMINISTRATION OFFICER

PLEASE COMPLETE THIS FORM ELECTRONICALLY

CLOSING DATE FOR RETURN OF APPLICATION - 5PM ON FRIDAY 17TH FEBRUARY 2023

- **CANVASSING OF MEMBERS OR OFFICERS OF HERTFORD TOWN COUNCIL either directly or indirectly will disqualify you**

SURNAME (Mr/Mrs/Miss/Ms)		FORENAME(S)	
ADDRESS			

TELEPHONE	Daytime	
	Evening:	
	Mobile:	
EMAIL		

Please tick to confirm your eligibility to work in the UK	
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QUALIFICATIONS	DATES
<p>CERTIFICATES: You will be asked to produce copies of certificates, diplomas or other supporting documents relating to professional qualifications if invited to interview.</p>	

FULL TIME EDUCATION - SECONDARY SCHOOL/COLLEGE / UNIVERSITY

OTHER EDUCATION - PART TIME/DAY RELEASE/OTHER

PROFESSIONAL QUALIFICATIONS, SKILLS AND TRAINING

MEMBERSHIPS (e.g. Professional bodies - denote * if by examination)
DETAILS OF ADDITIONAL QUALIFICATIONS CURRENTLY BEING SOUGHT:

CAR OWNER / REGULAR ACCESS TO A CAR	YES / NO
FULL CURRENT CLEAN DRIVING LICENCE	YES / NO

CURRENT APPOINTMENT			
JOB TITLE & DETAILS			
PRESENT SALARY			
ADDITIONAL ALLOWANCES			
DATE APPOINTED		PERIOD OF NOTICE	
GRADE			
EMPLOYER'S NAME AND ADDRESS			

PREVIOUS APPOINTMENTS (Last Appointment first)				
JOB TITLE & DETAILS	Employer's Name and Address	From	To	Reason for leaving

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)
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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 form 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 General Data Protection Regulation, recording and processing the information detailed in this application.

Signed:

Date:

PLEASE RETURN THIS FORM TO:

Jackie Haynes, Hertford Town Council, The Castle, Hertford, SG14 1HR

Alternatively, Email Jackie.Haynes@hertford.gov.uk

By the closing date of **5pm on Friday 17th February 2023**

APPLICATIONS RECEIVED AFTER THIS DATE CANNOT BE CONSIDERED

FOR OFFICE USE ONLY:

Date Sent:		Interview Date:	
Date Received:		Appointed	Yes / No
Shortlisted		Scale, SP and Salary	
Notified		Commencement Date:	

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 1st floor of the 17th C Georgian Wing attached to the 15c Gatehouse. Because of its historic nature, there is no passenger lift in the Castle and access to 1st and 2nd 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.