



HERTFORD TOWN COUNCIL

**THE CASTLE
HERTFORD SG14 1HR**

TEL: 01992 584322

APPLICATION FOR APPOINTMENT

**POST: TOWN AND TOURIST
INFORMATION CENTRE ASSISTANT**

**PLEASE COMPLETE THIS FORM USING BLACK INK. IF ANY SPACE PROVIDED IS INADEQUATE PLEASE
USE A SUPPLEMENTARY SHEET AND ATTACH IT TO THIS FORM.**

CLOSING DATE FOR RETURN OF APPLICATION: Tuesday 1st December 2020

INTERVIEWS:

**Thursday 3rd December 2020 and
Friday 4th December 2020**

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

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

TELEPHONE	Private:		
	Business:		

National Insurance Number	
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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

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 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

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

I declare that the information contained in this application form is correct.

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:

JENNY BULLEN, HERTFORD TOWN & TOURIST INFORMATION CENTRE, 10-12 THE WASH, HERTFORD, SG14 1PX
ALTERNATIVELY, EMAIL JENNY.BULLEN@HERTFORD.GOV.UK

BY THE CLOSING DATE OF Tuesday 1st December

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. Due to 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.

Hertford Town & Tourist Information Centre is located in a shop unit in 10-12 The Wash, Hertford. The shop area, "back office" and toilet are all on the ground floor.