



## **Job Information Pack**

Chard Town Council is an ambitious, people focused organisation that is aiming for excellence. We work with the Community for the Community.

We are an equal opportunities employer and aim to ensure that all employees and job applicants are treated fairly.

If you require advice or assistance on completing your application form then please contact us on 01460 239567.



Thank you for your interest in a job at Chard Town Council.

Chard Town Council is an organisation that is ambitious, people focused and aiming for excellence in all that we do. We are an equal opportunities employer and aim to ensure that all employees and job applicants are treated fairly. We serve a diverse and growing community.

Recruiting and retaining the best staff is important to us.

### **Completing your application**

Your application form plays a vital part in our recruitment process.; it gives you the opportunity to provide us with key information about your skills, qualifications and experience to help us to create a shortlist of people to interview.

Key documents for you will be the job description and person specification. You can use this to help you match your skills and experience to the job requirements and help you to tailor your application.

Application can be received for any job up to 23.59 hours on the closing date stated on the job advert. Unfortunately, we are not able to accept late applications.

The application form is formatted into sections and all sections must be completed.

**Personal Details:** Please complete this section fully. This is the information we use to contact you throughout the recruitment process.

You will be asked to provide information about yourself including; if you have a disability, require any reasonable adjustment to assist you with the job you are applying and if you drive. Some posts at the Council require the successful applicant to have a valid driving licence as the post involves travel.

**Professional Registration:** The job description will say if the job requires any particular professional registrations or memberships, for example. If the post you are applying for requires this we request that you complete this section. If you are invited to interview please bring evidence of this to the interview

**Education History:** Please list all relevant qualifications you hold. The job description will specify if the job requires any particular qualifications. If you are invited to interview we will need to see evidence of essential qualifications and professional memberships.

**Employment History:** Current and Previous Employment; we want to hear about all the jobs you have done since you left full time education. List your jobs, with the most recent first, stating the day, month and year. We also want to hear about voluntary work, so we can have a full picture of your experience. We will require you to account for any gaps or anomalies in your application.



**Information in support of your application:** This is your chance to tell us how you are suited to the job you are applying for. Examine the skills and experience listed on the Job Description and Person Specification and give relevant examples of how you have met these criteria in your previous roles. Please also include relevant skills and experience you have gained outside of paid work. The maximum length of your statement is 10,000 characters. You may need to continue your personal statement on a separate sheet of paper.

**Relationships and Canvassing:** You will be asked if you have any outside business interests that may conflict with those of the Council's business. This may be an issue if; your private interests' conflict with the Council's business, you would be able to use your position or knowledge for personal gain, your private interests, if known publicly, would undermine the trust, confidence and integrity in the Council.

**References External Candidates:** You must supply full contact details for a minimum of two referees. One referee must be your current employer or, if you are currently out of work, your last employer. The second reference must also be a former employer. However, if you have never had an employer one referee must be a senior staff member from your last place of study. A referee must not be a relative or partner. If you are not able to do this you can supply a character reference from a professional person. You will need to state the length of time you have known the referee. If you do not consent to us contacting referees prior to interview, all references will be taken up once a conditional offer has been made. We recommend that you contact your referees in advance to check they are willing to act as a referee for you.

### **Additional Information**

**Illegal Substances:** Chard Town Council has a zero-tolerance policy on drugs. Where staff are using machinery (such as, grounds maintenance and cemeteries works) random drug testing is in place.

**Conditions of service:** (including salary) all roles at Chard Town Council are subject to the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (referred to as the Green Book).

Terms and conditions differ for relief staff and will be detailed in the advert text of the vacancy.



**Pension:** Depending on the job you may pay into the Local Government Pension Scheme. Eligible employees are automatically enrolled into the pension scheme. Successful candidates can choose to opt out of the pension scheme once they have commenced employment. Further details will be supplied on appointment.

**Leave:** The entitlement to annual leave starts at 23 days per annum, plus 2 extra 'statutory' days, plus public holidays. Holiday entitlement is pro rata for part time employees. The holiday year is 1 April to 31 March.

**Probation:** All new employees at Chard Town Council are subject to a probationary period, as outline in the employment contract, before an appointment is confirmed. This may be extended following discussions with the Town Clerk and employee concerned.

### **Further information on our Equality and Diversity commitments**

When applying for a job, we will make sure no-one receives less favourable treatment on any grounds including:

- Age
- Disability
- Race
- Religion or Belief
- Sex
- Sexual Orientation
- Gender Reassignment
- Marriage and Civil Partnerships
- Pregnancy and Maternity
- Any other unjustifiable criteria or requirement

We will do all we can to ensure you work in a safe environment. This includes protecting you from bullying, harassment and discrimination. Equally, we expect all our employees to:

- act the same towards colleagues;
- follow set standards of behaviour;
- demonstrate our values by being professional, respectful, resourceful and reflective
- behave in a way which supports our anti-discrimination legislation or policies.

We wish you luck with your application.