



**BINGHAM TOWN COUNCIL**

Dear Candidate,

Bingham Town Council is committed to providing equality of opportunity in terms of employment. This applies to all staff and applicants, regardless of race, gender, marital status, colour, nationality, religion or belief, ethnic origin, sexual orientation, age or disability. This commitment applies to all issues affecting recruitment, training & conditions of service.

To assist us in assessing the effectiveness of our equality and diversity policy, and only for this reason, please complete the following details. Your answers will be treated confidentially and will not affect your job application in any way.

Thank you in advance for your co-operation.  
Please place a tick in the box which applies to you.

<b>GENDER</b>	<b>MALE</b>	<b>FEMALE</b>					
	<input type="checkbox"/>	<input type="checkbox"/>					
<b>DATE OF BIRTH</b>	<b>DAY</b>	<b>MONTH</b>	<b>YEAR</b>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>DISABILITY</b>	Disability - Section 1 of the Disability Discrimination Act 1995 defines a person as having a disability if he or she has a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activity.						
	Do you consider yourself to have such a disability?		<table border="1"> <tr> <td><b>YES</b></td> <td><b>NO</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<b>YES</b>	<b>NO</b>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>YES</b>	<b>NO</b>					
	<input type="checkbox"/>	<input type="checkbox"/>					
If yes is there any information you want to tell us about your disability?							
<input type="text"/>							
<b>ASIAN OR ASIAN BRITISH</b>	<b>INDIAN</b>	<b>PAKISTANI</b>	<b>BANGLADESHI</b>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
			<b>OTHER ASIAN BACKGROUND</b>				
			<input type="checkbox"/>				
<b>BLACK OR BLACK BRITISH</b>	<b>CARIBBEAN</b>	<b>AFRICAN</b>	<b>OTHER</b>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>CHINESE OR OTHER ETHNICITY</b>	<b>CHINESE</b>	<b>OTHER ETHNICITY</b>					
	<input type="checkbox"/>	<input type="checkbox"/>					
<b>MIXED</b>	<b>WHITE &amp; BLACK CARIBBEAN</b>	<b>WHITE &amp; BLACK AFRICAN</b>	<b>WHITE &amp; ASIAN</b>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>WHITE</b>	<b>BRITISH</b>	<b>IRISH</b>					
	<input type="checkbox"/>	<input type="checkbox"/>					

**BINGHAM TOWN COUNCIL**

**ADMINISTRATIVE STAFF**

**12HRS PR WK**

**(Monday – Thursday)**

**SALARY DEPENDENT ON QUALIFICATIONS & EXPERIENCE**

**Scale 2/3**

**RANGING FROM £15,207-17,372 FTE (pro rata)**

**£7.88 - £9.00 per hr**

**CLOSING DATE 12 noon 1<sup>st</sup> Aug. 2015**

**INTERVIEW DATE FRIDAY 14<sup>th</sup> Aug. 2015**

**TEL. 01949 831445 for application form**

**Or email [info@bingham-tc.gov.uk](mailto:info@bingham-tc.gov.uk)**

## Bingham Town Council

### Part time Administration Clerk

#### Person Specification

##### Essential

Good communication skills  
Use a PC confidently (Word, Access, Publisher and Excel)  
Flexible about working pattern  
Good typing and keyboard skills

##### Desirable

IT skills, particularly DTP  
Administrative experience

#### Job Description

Post Title: Administration Clerk  
Responsible to: Town Clerk  
Hours of work: 12 hours per week  
Grade: 2/3  
Salary: SCP 11 - 17 pro rata

#### **General Duties**

Town Office Administration to include:

Preparation of payroll – weekly and monthly. Completion of returns to Inland Revenue (Tax and N.I.) , Nottinghamshire County Council (Superannuation) & Additional Voluntary Contributions (AVC). Including maintenance of sickness, holiday records and any other records relating to payment of wages and salaries.

Answer general telephone enquiries

Arrange burials with funeral directors, grave-diggers/monumental masons/Council's groundsmen.

General routine maintenance of office equipment ie. ink, paper etc. contacting engineers when & where appropriate.

To assist with organisation of Promotional Events :

Christmas Fair  
Christmas Lights  
Festive Window Competition  
Mayor's Christmas Carols  
Town Summer Fair  
Town Guide bi-annual  
Any other Promotional Events

Reception Duties - public enquiries eg. General and inspection of planning applications, accounts, consultations, displays etc. along with customers reports/complaints.

Booking in of mail and distributing accordingly.

Preparation of weekly cheques or bank payments, updating accounting system.

Administration tasks associated with activities undertaken by the Council e.g. Allotments, Cemetery, Planning, Environment, Promotion and Recreation.

Other administrative tasks as allocated including typing a variety of documents.

Attendance at Civic Functions & Promotional activities as and when required.



Bingham Town Council

Application Form

Please complete in black ink

Post Applied For Administration Clerk

1. Personal Details

National Insurance No:

.....

.....

Last Name .....

Forename(s) .....

Address .....

.....

.....

Post Code .....

Telephone (Work) ..... (Home) .....

E-mail .....

.....

Do you have a full driving licence?

Yes

No

Licence type (eg Car/LGV)

.....

Current endorsements

.....

2. Present or Most Recent Employment

Employer's Name and Address	Dates	Current Salary
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Position Held	Notice Required	Wks/Mths
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3. Brief Description of Duties

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8. **Supporting Information**

Please refer to any additional information including, for example, important details of previous experience gained, particular skills and abilities that you could bring to the post, gained from both previous career and/or voluntary and leisure activities. Please continue on a separate A4 sheet if necessary.

9. **Recruitment Monitoring**

An effective equalities policy necessitates the collection of information about applicants as we need to be able to monitor the number of people applying for and starting jobs with us. Please help us by completing the enclosed monitoring form. Any information gathered will not identify individuals, but will only be used for statistical purposes.

Please state where you saw this vacancy advertised: .....

Please confirm if you are available for interviewing on 14<sup>th</sup> August 2015:

.....

**10. Relationships**

Are you related to either a Bingham Town Councillor or an employee of the Council?

Yes

No

If yes, please state relationship: .....

.....  
If you ask a councillor or an employee to use their influence to help you get this job, you will be disqualified. If we discover evidence of this after your appointment, you could be dismissed without notice.

**11. Criminal Convictions**

Do you have any criminal convictions?

Yes

No

If yes, please give details .....

.....

**12. References**

Please give the names and addresses of two people, not related to you, to whom we may apply for a reference, one of which will normally be from your present employer. Please indicate for both references whether or not we can contact them prior to an interview. Once you have attended an interview, references will automatically be sent for if you are the successful candidate.

Name .....

Name .....

Position .....

Position .....

Address .....

Address .....

.....

.....

Contact prior to interview Yes  No

Contact prior to interview Yes  No

**13. Declaration**

I hereby confirm that all the information given in this application is correct to the best of my knowledge, that all questions related to me have been accurately and fully answered and that I am in possession of the qualifications I claim to hold. Also, I declare that I am legally eligible for employment in the U.K.

YOU CAN ASSUME THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL IF YOU HAVE NOT BEEN CONTACTED WITHIN FOUR WEEKS OF THE CLOSING DATE.

**Signed:** .....

**Date:** .....

Please return to the Town Clerk, Bingham Town Council, The Old Court House, Church Street, Bingham, Nottingham NG13 8AL.

**14. Data Protection Statement**

The information provided on this form may be held on computer. We will observe strict confidentiality and disclosures will only be made for payroll, personnel administration and statistical purposes.



LOCAL COUNCIL  
AWARD SCHEME  
FOUNDATION