



**Delivering Quality Services to
Coxhoe & Quarrington Hill**

All correspondence to:
Claire Llewelyn, Parish Clerk
Coxhoe Parish Council
Coxhoe Village Hall
Front Street East
Coxhoe
Durham
DH6 4DB

Tel. 07988 283287

Email: clerk@coxhoeparishcouncil.gov.uk

Web: www.coxhoeparishcouncil.gov.uk

Application for Administration Officer

Please complete in black ink/print where possible

<i>Position applied for:</i> Administration Officer	<i>Closing date of application:</i> 23 July 2021 12.00pm
<i>Surname:</i>	<i>First names and title:</i>
<i>Address:</i>	<i>Telephone:</i> <i>Home:</i> <i>Mobile:</i> <i>Email:</i>

<i>Personal Details:</i>	
Do you require a work permit to take up employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you hold a current clean driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Employment Record - Please list all employment in reverse chronological order, starting with your present or last position. Please continue on a separate sheet if you need to.

<i>Date From/To</i>	<i>Position Held/Duties</i>	<i>Name and address of Employer</i>	<i>Reason For Leaving</i>

Education (since age 11)

Date From/To	Name of School, College or University	Qualifications Gained

Please give your reasons for applying for this position, say what experience you feel you have which would enable you to do it well. Please refer to the Job Description and Person Specification for guidance and use a separate sheet if necessary.

Please give details of any outside interests or other information which you feel support your application. Include here memberships of professional bodies and service on voluntary organisations etc. Use a separate sheet if necessary.

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References. Please give the names and addresses of two referees. One should be your present or last employer if possible.

<i>Referee 1</i>	<i>Referee 2</i>
<i>Name</i>	<i>Name</i>
<i>Address</i>	<i>Address</i>
<i>Email Address</i>	<i>Email Address</i>
<i>May we approach them now?</i>	<i>May we approach them now?</i>
<i>Yes/No</i>	<i>Yes/No</i>

<i>I apply for the above position and confirm that this is a true and complete record</i>	
<i>Signature</i>	<i>Date</i>

Please return your completed application together with the Equal Opportunities Monitoring Form and any other supporting documentation to C Llewelyn (Parish Clerk) using the details above. Email is accepted.

Coxhoe Parish Council Equal Opportunities

Interview Requirements

If you were to be invited for interview, please state below if you have any particular requirements.

Please contact the Parish Clerk for any further information.

Monitoring Information

We would be grateful if you could complete and return this form. The information you have supplied will be kept confidentially and will only be used to provide an overall profile analysis for Coxhoe Parish Council. Please choose one option from each of the sections listed below and then circle appropriate items.

A. Your Age & Gender

16 – 24
25 - 34
35 – 44
45 - 54
55 – 64
65+

Male

Female

B. Any disability

The Disability Discrimination Act 1995 (DDA) protects disabled people. The DDA defines a person as disabled if they have a physical or mental impairment, which has a substantial and long term (i.e. has lasted or is expected to last at least 12 months) and has an adverse effect on the person's ability to carry out normal day-to-day activities. Applicants with disabilities will be invited for interview if the essential job criteria on the person specification are met.

Do you consider yourself to have a disability according to the terms given in the Equality Act 2011?

Yes / No

C. Your ethnic group - (These are based on the Census 2001 categories)

Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh

Bangladeshi
Indian
Pakistani
Any other Asian background

Black, Black British, Black English, Black Scottish, or Black Welsh

African
Caribbean
Any other Black background (specify below if you wish)

Chinese, Chinese British, Chinese English, Chinese Scottish, or Chinese Welsh, or other Ethnic Group

Chinese
Any other ethnic background (specify below if you wish)

Mixed

White and Asian
White and Black African
White and Black Caribbean
White and Chinese
Any other Mixed background (specify below if you wish)

White

British
Irish
English
Scottish
Welsh
Any other White background (specify below if you wish)