



Community Centre . Bullenshaw Road . Hemsworth . Pontefract . West Yorkshire . WF9 4NE  
Tel: (01977) 617617 Fax: (01977) 610494 Email: [clerk@hemsworthcouncil.co.uk](mailto:clerk@hemsworthcouncil.co.uk) Web: [www.hemsworthcouncil.co.uk](http://www.hemsworthcouncil.co.uk)

Date as postmark

Dear

Thank you for your recent enquiry concerning the above position with Hemsworth Town Council. Please follow the procedures detailed if you wish to make a formal application for this post. You should return your application to the above address before the closing date stated in the advertisement.

If you have any questions please call on 01977 617617.

### **Application Form**

When completing the application form please make full use of all sections and continue on a separate sheet if necessary. Under "Supporting information" provide your reasons for applying and demonstrate how your experience, skills and training make you a suitable candidate. Please complete your application form in your own handwriting using black ink.

### **Equal Opportunities Monitoring Form**

Please ensure that this form is completed and returned with your application form. The Equal Opportunities Monitoring Form is important to us as we use this information to monitor fairness in dealing with all applicants. The information you provide will be treated as strictly confidential and will be used for monitoring purposes only. We are committed to a policy of equal opportunities to ensure that no unlawful discrimination occurs in the recruitment and selection process and to ensure that the selection of new employees is based on their skills, abilities and experience.

### **Disability Discrimination Act**

We welcome applications from people with disabilities and aim to be supportive in their employment. Under the Disability Discrimination Act, a disabled person is someone with a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. Long term is taken to mean the impairment would reasonably be expected to last, or has lasted, twelve months or more. This covers a wide range of impairments of varying type and severity, from the obvious, such as severe mobility restrictions requiring wheelchair use, to less obvious "invisible" impairments like diabetes or dyslexia.

Where you have indicated a disability, the information you have given will be used to consider arrangements for selection methods and will help us to provide adequate support for your particular needs.

Visit Hemsworth Water Park, Playworld and Lakeside Café for a great value for money family day out.

## References

It is normal Council practice to take up references at the shortlist stage.

## Checks

There are severe civil and criminal penalties for employers who employ illegal migrant workers. For this reason successful applicants will be asked to provide an original document or combination of original documents from List A or List B overleaf before starting employment to show that they are legally entitled to work in the UK. This is asked of all successful applicants in accordance with our non-discriminatory recruitment practices.

In addition to the above, as part of the Town Council's Recruitment Procedures we may undertake a Disclosure check.

## Interviews

We would usually expect to interview within fourteen days of the closing date and if you are called for interview, we would normally give you at least seven days notice.

If you have not been contacted within four weeks of the closing date you have not been successful with your application.

We look forward to receiving your completed application and thank you for your interest in working for Hemsworth Town Council.

Yours sincerely

Rachel Middleton  
Deputy Clerk



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