

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place FARINGDON,
Oxfordshire, SN7 7HL

Telephone 01367 240281

office@faringdowntowncouncil.gov.uk

www.faringdowntowncouncil.gov.uk

Clerk: Sally Thurston



Faringdon Town Council

requires a full time

Town Clerk and Responsible Financial Officer

**Salary Scale LC3 (SCP42- 45) £50,512 - £54,017
plus LGPS pension (additional points awarded for qualifications)**

Faringdon Town Council is looking to appoint a Town Clerk and RFO to replace our, retiring, long-standing Clerk.

This is an exciting and demanding full-time job requiring vision, leadership, local government expertise and excellent communication skills.

Flexibility is essential as the post includes evening and weekend work.

Closing Date: 15th April 2024 Noon

First interviews week commencing: 22nd April 2024

For further details please visit

www.faringdowntowncouncil.gov.uk

or contact

Sally Thurston on 01367 240281 or by email

sally@faringdowntowncouncil.gov.uk

Recruitment Pack

Welcome from Cllr. Peter Castle, Town Mayor

I am delighted to extend a warm welcome to you as you explore the exciting opportunity to join our team as Town Clerk. This information pack has been compiled to provide you with comprehensive details about the role and what is involved in being a vital part of our town administration.

Nestled in the picturesque Vale of the White Horse, Faringdon is a small, historic market town renowned for its panoramic views and rich cultural heritage. From its pretty perch atop a golden limestone ridge, Faringdon overlooks two beautiful river valleys, the Ock and the Thames. Its prominent position at the junction of ancient roads has made it a historic centre for trade and travellers throughout the centuries.

Faringdon's Inns have been welcoming visitors for centuries, including Cotswold wool merchants and cloth traders. In the 18th century, Faringdon became a renowned staging post, beloved for its ales, good food, and many inns. Today, these inns, restaurants, and coffee shops continue to provide hospitality and comfort for locals, tourists, and walkers alike. The beautiful market place boasts independent retailers to discover and enjoy, while ramblers can explore the well-marked footpaths, many of which begin just moments from the town centre.

As the Town Clerk, you will play a pivotal role in preserving and enhancing the unique character and charm of our town. We are seeking to appoint a Town Clerk and Responsible Financial Officer to replace our retiring, long-standing Clerk. This demanding, but exciting, full-time position requires vision, leadership, local government expertise, and excellent communication skills. It is worth noting that Faringdon Town Council holds Quality Gold status, reflecting our commitment to excellence in governance and service delivery.

Finding the right fit for this role is essential, both for the successful candidate and for our community. Therefore, this information pack aims to provide you with a clear understanding of the expectations, qualifications, and benefits associated with the position.

I encourage you to carefully review the contents of this pack and consider how your skills, experiences, and aspirations align with the opportunities and challenges presented by the role of Town Clerk in our town. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for considering this exciting opportunity to contribute to the growth and prosperity of our community as a Town Clerk. We look forward to the possibility of welcoming you to our team and working together to achieve our shared goals.

You can find further information about our town and Faringdon Town Council on our website:

www.faringdowntowncouncil.gov.uk

Warm regards,

Cllr. Peter Castle

Town Mayor

Email: Cllr.castle@faringdowntowncouncil.gov.uk



JOB DESCRIPTION

Job Title: TOWN CLERK

Grade: SCP 42 – 45 (additional points awarded for qualifications)

Hours: 37

Responsible to: Town Council

Responsible for: All Town Council Staff

Direct reports: Facilities Manager, Facilities and Services Officer, Marketing and Communications Officer, Office Manager, Bookings Clerk, Town Clerk's Assistant, Cinema Supervisor

Budget responsibilities: Responsible Financial Officer. All Budgets.

General information:

Population: Recent years as seen the town expand rapidly. The population is current around 8,000 but this is set to rise to around 11,000 in the next two years.

Budget for 2024/25: £535,285

Number of Councillors: 14

Number of staff: 14

Main Duties:

The town clerk will be the proper officer of the council and as such is under a statutory duty to carry out all the functions and to serve or issue all the notifications required by legislation. The town clerk will be responsible for ensuring the instructions of the council are carried out.

The town clerk is expected to advise the council on, and assist in the formation of, overall policies to be followed in respect of activities and to produce all the information required for making effective decisions and to implement constructively all decisions. The post holder will be accountable to the council for the effective management of all its resources and will report to them as and when required.

The town clerk is also the responsible financial officer (RFO) and will be responsible for all the financial needs of the council and the careful administration of its finances in accordance with the financial regulations of the council.

Specific Duties:

- 1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.**
- 2. To act as the official representative of the council, as required by the council**

- 2.1 To receive correspondence and documents on behalf of the council and to prepare correspondence on the instruction of, or known policy of, the council
- 2.2 To act as press officer and maintain effective and helpful press and public relations and to prepare press releases about the activities of, or decisions of, the council.
- 2.3 To liaise and develop new and existing relationships with external bodies, including other Local Authorities, residents, businesses, and third-party organisations of all types. This will include the negotiation and delivery of partnership contracts and agreements.
- 2.3 To attend meetings of outside bodies as the council's representative or as a spokesperson to explain council policies and functions.
- 2.4 To be responsible for the organisation of civic functions and events
- 2.5 To work with the District Council to ensure that Section 106 monies arising from development in the town is invested in Faringdon.
- 3. To oversee delivery of all town council services. To advise the council on, and assist in the formulation of, overall policies, to produce information required to enable elected members to make effective decisions and to implement these constructively.**
- 3.1 Analyse and interpret external information such as nationally derived local government policy, local and national political, social and economic trends.
- 3.2 To prepare and develop with the town council, policies, strategies and business objectives.
- 3.3 To monitor the implemented policies of the council to ensure they are achieving the desired results and where appropriate suggest modifications.
- 3.4 To ensure within the policies laid down by the council, a cost conscious, efficient and effective utilisation of all council resources to ensure value for money.
- 3.5 To implement the council's strategic plan and ensure it is reviewed at the appropriate time.
- 3.6 To deliver high quality, value for money services which meet the needs and expectations of residents, in line with the direction given by elected members.
- 4. To be responsible for all the financial records of the council and the careful administration of its finances**
- 4.1 To prepare estimates of income and expenditure for each coming financial year, such estimates to form the basis for the annual budget, when approved by the council, and the basis for the precept to be submitted.
- 4.2 To prepare financial reports on all relevant matters, including the annual budget for the responsible committee and council.

- 4.3 To manage the ordering and payments of goods and services received by the council and any contracts as required by the council's financial regulations.
- 4.4 To prepare the annual report and accounts in accordance with the relevant regulations for submission to the council and external audit.
- 4.3 To maintain the town council payroll and pension administration
- 5. To act as leading clerk to the town meetings, town council, planning and highways, finance committee and other allocated committees and working parties.**
- 5.1 To be responsible for preparing agendas, reports etc for meetings
- 5.2 To attend meetings as required and ensure minutes are produced there of
- 5.3 To implement decisions of these meetings
- 6. To be responsible for all members of staff**
- 6.1 Where day-to-day supervision is undertaken by other managers, the town clerk will work closely with managers to ensure sound employment policies are maintained
- 7. To be responsible for overseeing and monitoring the contract to provide Family Services known as 'The Place'**
- 7.1 To provide support and guidance to The Place steering committee
- 7.2 Act as treasurer for The Place charity
- 7.3 To monitor the contract with the service provider in partnership with The Place steering committee
- 8. Charitable Trusts**
- 8.1 To be responsible for the Faringdon War Memorial Trust and associated management and administration
- 8.2 To be responsible for the Tucker Recreation Ground Trust and associated management and administration
- 9. To be responsible for ensuring all town council assets and buildings are maintained and recorded.**
- 10. To ensure that the council's obligations in respect of insurance are properly met.**
- 11. To ensure that all the council's obligations for health and safety and risk assessment are properly met.**
- 12. To attend training courses associated with the work and role as required by the town council, actively seeking continued personal development. To maintain membership of the Society of Local Clerks and attend at least one conference annually.**
- 13. To undertake specific projects, as and when required**
- 14. To undertake such other duties as may be required from time to time commensurate with the level of the post and to provide cover for other office staff**

For all staff - You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- Cooperate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety, or welfare
- Report any health and safety concerns to your line manager as soon as practicable

Person Specification

KEY CRITERIA	ESSENTIAL	DESIRABLE
Educational Qualifications	<p>High levels of literacy and numeracy</p> <p>GCSE English and Mathematics</p> <p>Minimum Level 3 qualification</p> <p>Evidence of commitment to continuing professional development</p> <p>A recognised qualification in local government administration (CiLCA or CertHE), or commitment to undertake the qualification immediately</p>	<p>Management, administration or professional qualifications</p> <p>Accountancy qualification</p> <p>Educated to degree level</p>
Team Management and Leadership	<p>Evidence of ability to provide leadership to enable, motivate and develop staff.</p> <p>Evidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectively, as well as the ability to organise and manage resources effectively.</p>	<p>Previous experience in a senior position in a local council, principal local authority or in business, with a clear focus on community service, partnerships, and outcomes.</p> <p>Knowledge of current employment legislation.</p> <p>Evidence of good negotiating skills.</p>
Communication Skills	<p>Excellent communication skills both written and oral and must possess and be able to demonstrate professional and constructive communication skills with Councillors, members</p>	<p>Understanding of and proactive communication with local press and other media. Including online and through social media.</p>

	of the public, contractors, and other public and private sector organisations.	
Financial Management	Proven experience of financial management including budget setting and budget monitoring.	Experience of local government / local council management accounting systems. Experience of fund raising and grant finding
Work Experience	Experience of using MS Word, Excel and PowerPoint. Experience of working in a business/council setting. Experience of dealing with members of the public in a helpful and appropriate manner. Experience of producing concise and accurate minutes of meetings. Experience of producing reports. Experience management of employees.	Previous local government experience. Experience of using accounts/payroll systems. Experience of producing or interpreting financial reports.
Skills/knowledge and aptitude	Excellent administrative and organisational skills. Excellent IT and presentational skills. Ability to problem solve and work on own initiative. Ability to understand the legal framework in which the town council operates including an understanding of health & safety, risk assessments, data protection and freedom of information legislation. Ability to provide sound and impartial advice to Councillors based on current legislation,	Understanding of the operating environment of a town council. Knowledge of and experience of compiling successful funding applications to various organisations.

	<p>including analytical report writing.</p> <p>Ability to form and maintain sound and productive working relationships with key internal and external stakeholders.</p>	
Motivation and Ethics	<p>Ability to work effectively and efficiently under pressure and unsupervised.</p> <p>Trustworthy with confidential information.</p> <p>Self-motivated with a flexible attitude to working.</p> <p>A track record of going above and beyond the basic job requirements to ensure that the council can operate efficiently, effectively and trouble free.</p> <p>Able to attend evening meetings, work weekends when required and demonstrate flexibility around the council's requirements.</p> <p>Ability to attend and stay overnight at conferences</p>	
Other	Ability to travel as required within the parameters of job description.	Full Driving Licence and access to a vehicle.

Further information and the Interview Process

Please complete the application form attached. Please demonstrate how you meet the person specification. Candidates will be shortlisted for interview using the key criteria.

There will be a two-stage interview process with interviews starting W/C 22nd April 2024.

The interviews will be with a panel of three councillors with the outgoing town clerk in an advisory capacity.

The first interview will include a presentation You will be asked to give a presentation on a particular topic. Details regarding the presentation will be provided with your interview letter.

On the day of the first interview - you will need to bring:

- Original qualifications relevant to the post
- Proof of eligibility to work in the UK (further guidance can be found at www.gov.uk/browse/visas-immigration/work-visas.)
- Two address verifications
- Driving licence

Pre employment checks

All offers of employment are made subject to pre-employment checks which could include:

- Receipt of at least two satisfactory references which must cover the last three years of employment.
- Verification of employment history through references provided and supporting explanation for gaps in employment.
- Academic qualification identified as essential for the post.
- Verification of professional qualifications and memberships
- Verification of identity/nationality and immigration status/right to work in the UK

Faringdon Town Council Information

Council Members

Cllr. Jane Boulton Cllr.boulton@faringdowntowncouncil.gov.uk	Cllr. Rufus Lunn Cllr.lunn@faringdowntowncouncil.gov.uk
Cllr. Peter Castle Cllr.castle@faringdowntowncouncil.gov.uk	Cllr. Kimberly Morgan Cllr.morgan@faringdowntowncouncil.gov.uk
Cllr. James Famakin Cllr.famakin@faringdowntowncouncil.gov.uk	Cllr. David Norris Cllr.norris@faringdowntowncouncil.gov.uk
Cllr. Julie Farmer Cllr.farmer@faringdowntowncouncil.gov.uk	Cllr. Chris Palmer Cllr.palmer@faringdowntowncouncil.gov.uk
Cllr. Angela Finn Cllr.finn@faringdowntowncouncil.gov.uk	Cllr. Gene Webb Cllr.webb@faringdowntowncouncil.gov.uk
Cllr. Alan Ford Cllr.ford@faringdowntowncouncil.gov.uk	Cllr. Mark Wild Cllr.wild@faringdowntowncouncil.gov.uk
Cllr. Steve Leniec cllr.leniec@faringdowntowncouncil.gov.uk	Cllr. Dr. Mike Wise Cllr.wise@faringdowntowncouncil.gov.uk

Town Mayor	Cllr. Peter Castle
Deputy Town Mayor	Cllr. Jane Boulton

Faringdon Town Council Committee Responsibilities

Facilities Committee

The Corn Exchange
The Pump House (& Old Theatre)
Oakwood Park,
Tucker Park Play area,
Town Park,
Land adjacent to Willes Close.
All Saints' Churchyard
Highworth Road Layby
The Elms Tennis Court
Tidy Team
Portwell Pump
Bus Shelters
Salt Bins
Christmas Lights
Allotments

Planning & Highways Committee

Planning: Statutory Consultee on all
planning issues
Neighbourhood Plan

Community and Partnerships Committee

Faringdon Regent Cinema
Community Events
Faringdon in Bloom
Community Engagement
Youth Grants
The Place Children's Centre

Finance & Audit Committee

Financial control and audit
Budgeting and Precept
Risk Assessment, Health & Safety
Faringdon Information Centre & Museum
Website
Grants sub-committee (Grants to Local
Groups)
Staff sub-committee

Sole trustee of Tuckers Recreation Ground

**Sole trustee of Faringdon War
Memorial/Old Town Hall**

Faringdon Town Council Strategic Plan 2023 – 2027

Vision

Our vision for Faringdon is of a sustainable town that meets the needs of its residents.

Mission

Our mission is to provide a representative voice for the community and offer practical support to maintain the sustainable economic and social wellbeing of the town.

Strategic Objectives

Engagement

- To consult and communicate widely to engage residents of all ages.
 - To promote and encourage public participation
 - Improve engagement with local businesses
 - To work in partnership with key stakeholders

Environment

- Improve the appearance of Faringdon, whilst celebrating its heritage and uniqueness.
- Connect and integrate the town by advocating safer cycling and walking routes
 - Support the economic development of the Town Centre.
 - Promote and support the FTC climate change agenda.
 - Work to ensure the shortage of leisure space is addressed

Economics

- Manage our finances transparently and adhere to legislation and policy
- Ensure adequate funding is allocated to maintain and improve our buildings and services
 - Expend CIL funding to mitigate the impact of an increasing population
- Ensure that objectives set are deliverable with adequate resources allocated
 - Seek grant funding to deliver objectives where possible
 - Make FTC grants available to assist and benefit Faringdon residents
 - To deliver services that are economic and efficient

Short Term Objectives (Jan 2024 – May 2025)

1. Support the Town Centre
2. Promote all town council good work and improve communication.
3. Climate change – continue to tackle with active working party.
4. To compile list for CIL spending to take to consultation with residents.
5. Consider ways to address lack of amenity space
6. Install a multi-use games area in Faringdon.
7. Support the production of a Local Cycling and Walking Infrastructure Plan (LCWIP)

Town Council main additional projects and events

Events 2024

Community Awards
Remembrance Parade and Exhibition
Transport exhibition
Regular Cinema events
Outdoor Cinema
Green Day
D-Day / 100 Years Royal British Legion
Civic Service
Christmas Light Switch On
Weekly Larder
Play Day

Major projects

Bench project
MUGA
Recreational Space - Folly Park
Pump House Improvements
Town Park regeneration
Town Centre support
Footpath survey
Cycling and Walking Infrastructure
Portwell renovations
Museum

3 Year Revenue Budget forecasts

The following revenue budgets are forecast. Each figure is a guide and will be subject to scrutiny during the annual budget setting process. Capital expenditure is considered annual on the recommendation of committees.

Detailed working figures are available.

2024.25	2025.26	2026.27
£535,283	£562,04	£590,149

Committee Priorities

Facilities Committee

PRIORITIES

1. Set an annual budget for consideration by the Finance and Audit Committee and monitor its financial performance against the budget previously agreed by the council.
2. Managing and maintaining the following venues
 - a. The Corn Exchange
 - b. The Pump House
3. Setting fees and charges to maximize income whilst maintaining the venues as community facilities.
4. Agreeing and reviewing terms and conditions of hire of the above venues.
5. Managing and maintaining the following public open spaces
 - a. Oakwood Park
 - b. Town Park
 - c. Tucker Park play area
 - d. Portwell Pump and Seat Area
 - e. Allotments for which the Council is responsible
 - f. All Saints closed churchyard
 - g. The Elms Tennis Court
 - h. The land adjacent to Willes Close – The Wilderness
 - i. Other spaces as allocated by council
6. Ensure that the children's play equipment located in Oakwood and Tucker Parks is maintained to a safe standard.
7. Ensure that the tools, machinery and vehicles available for staff use are insured and properly maintained.
8. Ensure all health and safety requirements are met.
9. Consider all matters referred to it by the council and, where appropriate, will recommend suitable courses of action on these.
10. Consider any future proposals for the acquisition or disposal of open spaces and venues within the parish of Great Faringdon and make recommendations to Council.

PRIORITIES

1. Coordinate and oversee community events and projects as directed by council.
2. To develop and deliver an annual programme of events
3. Oversee the work and programme of the community cinema.
4. Develop and manage partnerships with the community and outside bodies to benefit residents of all age groups and backgrounds.
5. Monitor The Place against agreed objectives.
6. Develop and oversee community engagement.
7. To deliver youth grants programme
8. Actively encourage the economic development of the town.
9. To explore reinstating the monthly Saturday market
10. To set up and manage snow and footpath warden scheme
11. Set a budget annually for consideration by the Finance and Audit Committee and monitor its financial performance against the annual budget previously agreed by the council.
12. Consider all matters referred to it by the council and, where appropriate, will recommend suitable courses of action on these.

Finance and Audit Committee

PRIORITIES

1. Management of the council's finances and reserves.
2. Consideration of leases and contracts.
3. Set an annual budget and monitor financial performance against the budget previously agreed by the Council for:
 - a. Office and Establishment
 - b. Direct Council Expenditure
 - c. Information Centre
4. Consider recommendations from committees for their annual budgets to form part of the annual precept request.
5. Make a recommendation to Full Council for the annual precept request.
6. To set up a Sub – Committee for the approval of grant applications.
7. Setting and managing policy and procedures for:
 - a. Audit – both internal and external
 - b. Health and Safety
 - c. Risk Management
8. Management of the Information Centre and Museum
9. The committee has overall responsibility for the management of Human Resources. This will be carried out via the town clerk and a Staff Sub Committee which will report to the Finance and Audit Committee.

Grants Sub Committee

PRIORITIES

1. To give careful consideration to the approval of grant applications.
2. Setting and managing policy and procedures for the awarding of grants
3. Monitor grants awarded against the annual budget set by the Finance and Audit Committee and approved by Full Council.
4. To report regularly to the Finance and Audit Committee

Staff Sub Committee

PRIORITIES

1. Be responsible for the employment and welfare of all employees.
2. Review staffing structures and levels and make recommendations to the council.
3. Agree and review annually contracts of employment, job descriptions, person specifications for staff
4. Review performance and annual appraisal of town clerk
5. Review staff salaries and terms of conditions and make recommendations to the Finance and Audit Committee.
6. To appoint a recruitment panel when necessary for the positions of town clerk and deputy town clerk and recommend appointments to council. Recruitment panels will normally include at least three members plus an officer.
7. To appoint, from its membership, members to act as a disciplinary panel as set out in the staff handbook and as an appeals panel in the case of any appeal against disciplinary action.
8. To appoint members to hear any formal grievance.
9. Review health and safety at work for all council employees.
10. Review all council policies that relate to staff employment on an annual basis.
11. To ensure the council complies with all legislative requirements relating to the employment of staff.

PRIORITIES

1. Consider all planning applications in respect of properties and developments in Faringdon sent to it by the District Council or the County Council by:
 - a) studying relevant documents including plans, visiting sites if appropriate and considering comments from members of the public;
 - b) applying local and national planning criteria, including the policies set out in the Neighbourhood Plan, to decide whether to support or object to the application and
 - c) notifying its decision to support or object to the application, together with its appropriate comments, to the District Council or the County Council
2. Consider consultations and correspondence regarding planning issues or issues, including the infrastructure of the town which may have an impact on planning at local, regional or national level, and to respond on the council's behalf as appropriate.
3. Liaise with the District and County Councils, and any other groups, subgroups or organisations regarding planning issues and other issues, including the infrastructure of the town and environmental improvement schemes which might have an impact on planning.
4. Organise and participate in working parties to consider the future development of the town, in both the short term and long term, and to report on the findings.
5. Keep up to date on legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and to participate in any relevant training.
6. Set an annual budget for consideration by the Finance and Audit Committee and monitor its financial performance against the budget previously agreed by the council.
7. Consider all matters referred to it by the council and, where appropriate, will recommend suitable courses of action on these.

FARINGDON TOWN COUNCIL

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Oxfordshire, SN7 7HL
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www.faringdowntowncouncil.gov.uk
Clerk: Sally Thurston



APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR	
How did you learn about this vacancy?	

ABOUT YOU

Title	
Name	
Address	
Telephone number	
Email address	
Driving licenses held (Where relevant to position applied for)	

WORK HISTORY

CURRENT/LAST EMPLOYER Employer Position held and responsibilities Reason for leaving, if applicable Notice period, if applicable

PREVIOUS EMPLOYER (1)

Employer

Position held

Reason for leaving

PREVIOUS EMPLOYER (2)

Employer

Position held

Reason for leaving

PREVIOUS EMPLOYER (3)

Employer

Position held

Reason for leaving

Please use a separate sheet if necessary for any further employment history.**EDUCATION AND TRAINING**

UNIVERSITY/ COLLEGE	QUALIFICATION (S) OBTAINED	DATE

YOUR APPLICATION FOR THIS POSITION

Give details of the experience, skills and personal qualities, with reference to the person specification that will enable you to undertake the position applied for successfully. Please use a separate sheet if necessary.

Continued

OUTSIDE INTERESTS

Please give brief details of your interests outside work

REFERENCES

Please provide two references one of which must be your current or most recent employer. Please indicate if the referees can be contacted before a job offer.

REFEREE 1	REFEREE 2

INTERVIEW ARRANGEMENTS

Faringdon Town Council are happy to make arrangements to enable candidates with specific needs to attend interview. If you need any particular arrangements to be made in order for you to be interviewed for this position at our premises, please give details

I confirm that to the best of my knowledge and belief the information I have given on this form is true and correct.

Signed	Dated
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Data Protection: The information provided on this form will be used by us for the purposes of assessing your application and, if your application does not result in your being employed by us, will be retained only for so long as is necessary. If you are employed by us, the information will form part of your personnel file and may be processed for any purpose in connection with your employment.

EQUAL OPPORTUNITIES MONITORING FORM

Faringdon Town Council is an equal opportunities employer. This form will not be seen by the Interviewer/Panel prior to interview and is not used in any decision-making.

You do not have to complete this form but doing so enables us to monitor the effectiveness of our Equal Opportunities Policy. We recognise the benefits of a diverse workforce. We are committed to treating all job applicants and employees with dignity and respect regardless of race, ethnic background, nationality, colour, gender, trans-gender status, pregnancy, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Please state which job you have applied for

1. How would you describe yourself? (Please tick one box)

- | | |
|---|--|
| A | <input type="checkbox"/> Asian or Asian British |
| | <input type="checkbox"/> Bangladeshi |
| | <input type="checkbox"/> Indian |
| | <input type="checkbox"/> Pakistani |
| | <input type="checkbox"/> Any other Asian background, please state |
| B | <input type="checkbox"/> Black or Black British |
| | <input type="checkbox"/> African |
| | <input type="checkbox"/> Caribbean |
| | <input type="checkbox"/> Any other Black background, please state |
| C | <input type="checkbox"/> Chinese or other ethnic group |
| | <input type="checkbox"/> Chinese |
| | <input type="checkbox"/> Any other, please state |
| D | <input type="checkbox"/> Mixed Heritage |
| | <input type="checkbox"/> White and Asian |
| | <input type="checkbox"/> White and Black African |
| | <input type="checkbox"/> White and Black Caribbean |
| | <input type="checkbox"/> Any other Mixed background, please state |
| E | <input type="checkbox"/> White |
| | <input type="checkbox"/> British |
| | <input type="checkbox"/> English |
| | <input type="checkbox"/> Irish |
| | <input type="checkbox"/> Scottish |
| | <input type="checkbox"/> Welsh |
| | <input type="checkbox"/> Any other White background, please write in box |
| F | <input type="checkbox"/> Prefer not to say |

2. What is your gender?

Male Female Prefer not to say

3. Is your present gender the same as at your birth?

Yes No Prefer not to say

4. What is your age group?

16-17	<input type="checkbox"/>	18-21	<input type="checkbox"/>	21-29	<input type="checkbox"/>	30-39	<input type="checkbox"/>
40-49	<input type="checkbox"/>	50-59	<input type="checkbox"/>	60 or over	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

5. What is your sexual orientation?

Heterosexual/straight	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Lesbian/gay woman	<input type="checkbox"/>
Homosexual/gay man	<input type="checkbox"/>	Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

6. What is your religious or belief system?

Buddhist	<input type="checkbox"/>	Christian	<input type="checkbox"/>	Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
No Religion	<input type="checkbox"/>	Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

7. Do you consider yourself to have a disability or long-term health condition?

Yes No Prefer not to say