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|  | *CHIGWELL PARISH*  | *COUNCIL* |  |

**CONFIDENTIAL**

Candidate Information Pack

CHIGWELL PARISH COUNCIL IS AN EQUAL

**OPPORTUNITIES EMPLOYER**

|  |
| --- |
| ***PLEASE COMPLETE THE FOLLOWING DETAILS*** |
| **NAME** |
| **POST APPLIED FOR****Full-Time Parish Clerk** |

When completed, this form should be returned to:

**Olga Linkeviciene**

**Finance Officer to the Council**

**Hainault Road**

**Chigwell**

**Essex**

**IG7 6QZ**

To facilitate photocopying, please complete this form in BLACK INK.

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1. Advertisement
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Recruitment of Parish Clerk

Salary Scale LC3 range 37-41 (depending upon experience and qualifications).

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1. **Advertisement**

**DETAILS**

**Job title**:  Parish Clerk
**Organisation**: Chigwell Parish Council
**Salar**y: SCP 37-41 pro-rata, depending on experience and suitability
**Application deadline:** 31 May 2024 at 4 pm.
**County:** Chigwell, Essex, on the borders with the London Boroughs of Havering and Redbridge
**Email address:** **olga.linkeviciene@chigwellparishcouncil.gov.uk****Phone number:** 020 8501 4275

**Interviews** are planned for Monday, 03 June 2024.

**Summary**

Chigwell Parish Council is seeking a forward-thinking and proactive a parish clerk to join their team and work with councillors for the good of the community.

**Main purpose of the Job:** To act as the Council’s Proper Officer. As the Proper Officer of the Council, the Parish Clerk is under a statutory duty to carry out the instructions of the Council and to serve or issue all the notifications required by law. The Parish Clerk will advise the Council on, and assist in, the formation of overall policies to be followed in respect of the Council’s activities and to produce all the information required for making effective decisions and the subsequent constructive implementation of all those decisions. The person appointed will be responsible for the management of other Parish Council staff and resources as well as taking the lead on the Council’s major projects. The Parish Clerk is accountable to the Council for the effective management of all its resources and will report on these as and when required.

**Working Arrangement:** Reporting to the Parish Council and Chair you will work for a total of 37 hours per week which will include some evening work. Core working hours and days to be agreed with the post holder.

**Requirements:** The successful Applicants must have significant experience in senior management with supporting wide ranging skills, will be an organised, conscientious, effective leader and manager of the six members of team, and have excellent communication and IT skills required to work successfully with diverse groups such as our 11 councillors, residents, other local councils, principal local authority departments, contractors, and others. A financial background would also be advantageous. Applicants should have a good legal knowledge of the statutory framework concerning the management and running of a Parish Council.

The ideal candidate will be CiLCA qualified, although the Council would give consideration to applicants who commit to becoming CiLCA qualified or are in the process of becoming so qualified.

**Application:**The application pack is on our website at [www.chigwellparishcouncil.gov.uk](http://www.chigwellparishcouncil.gov.uk). For an informal discussion about the post contact Chigwell Parish Council Hainault Road, Chigwell, IG7 6QZ, telephone 02085014275 or email: kevin.obrien@chigwellparishcouncil.gov.uk

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1. **Job Description**

**POST TITLE:** **Parish Clerk**

**GRADE:** National Association of Local Council Scale 37-41

**STANDARD HOURS:** 37 hours per week (Attendance at evening meetings required)

**ACCOUNTABLE TO**: The Council as a corporate body.

**LOCATION:** Chigwell Parish Council office, Hainault Rd., Chigwell, Essex, IG7 6QZ

**OBJECTIVE:** The Chigwell Parish Council strives to provide the community of Chigwell with good quality services and to maintain these services to a high standard. The Parish Clerk will ensure the delivery of these services.

**WORKING RELATIONSHIP:** Close working relationships will be maintained with the Council Chair, members of the Council, other councils, and statutory and non-statutory groups. Chair of the Personnel Committee as the day-to-day contact support for the Parish Clerk and for the approval of annual leave or sick leave in accordance with the Council policies. The Chair will also approve overtime payments in exceptional circumstances (within budget-approved parameters). In the absence of the Chair of the Personnel Committee, the Council Chair (or another member of the Personnel Committee) will act as the day-to-day contact support.

**OVERALL RESPONSIBILITIES:**

To act as the Council’s Proper Officer. As the Proper Officer of the Council the Parish Clerk is under a statutory duty to carry out the instructions of the Council and to serve or issue all the notifications required by law. The Parish Clerk will advise the Council on and assist in the formation of overall policies to be followed in respect of the Council’s activities and to produce all the information required for making effective decisions and the subsequent constructive implementation of all those decisions. The person appointed will be responsible for managing other Parish Council staff and resources and taking the lead on the Council’s major projects. The Parish Clerk is accountable to the Council for the effective management of all its resources and will report on these as and when required.

**Key Duties and Responsibilities:**

All duties and responsibilities will be carried out with strict regard for Health & Safety regulations, the Parish Council’s Standing Orders, regulations, policies, and procedures in place. This job description sets out the main duties of the post. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. This job description is not exhaustive, the post holder would be expected to carry out any reasonable duties prescribed by the council.

1. **Strategic, Statutory and Management Responsibilities:**
	1. To ensure that the Council’s administrative functions and services are performed professionally and in accordance with all relevant statutory obligations.
	2. To carry out all the functions required by law of a local authority’s Proper Officer in a timely manner and to issue all statutory notifications.
	3. To ensure that the Council’s Standing Orders and Financial Regulations are correctly observed, implemented, regularly reviewed and are kept up to date.
	4. To manage the Council’s employees effectively and to be the Council’s principal adviser on all policy matters. To be responsible for all aspects of Health and Safety, manage the provision of Council services, buildings, land, and resources and to promote the Council.
	5. To supervise any other members of staff as their line manager in keeping with the policies and procedures of the Parish Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and performance of other staff; to ensure that all the Parish Councils, property and land are maintained to a high standard.
	6. To arrange and/or undertake staff annual performance appraisals and be accountable for ensuring the appropriate training of staff and updating of skills to match their responsibilities and duties in the light of annual appraisals and regular monitoring.
	7. To be responsible for the day-to-day management of the Parish Council’s contractors, including managing the delivery of services and fulfilment of service level agreements, as well as all financial aspects of these contractual relationships.
	8. To be responsible and accountable for the management, maintenance and use of all the Council’s properties and facilities, whether through direct management or through contracts, agreements or partnerships with other parties or providers.
	9. To be responsible for ensuring that the instructions of the Council in connection with its function as a Local Council are carried out and to produce all the information required for making effective decisions and to implement constructively all decisions.
	10. To be accountable for ensuring that statutory and other provisions and notices governing or affecting the running of the Council are observed and to advise the Councillors on all meeting procedures and regulations.
	11. To have an understanding of planning and development issues as they affect the Council area, in particular the Local Development Plan and the Emergency Plan, and to advise Councillors accordingly. To be accountable for ensuring that the Council responds to consultations on these and similar matters and that these documents reflect the aspirations for Chigwell.
	12. To ensure councillors are fully supported in their responsibilities and relevant information and training is available.
2. **Parish Council Meetings and Correspondence Responsibilities:**
	1. To prepare, in consultation with appropriate members, agendas for meetings of the Parish Council and its Committees. To attend such meetings or ensure that such meetings are Clerked and to ensure that the minutes are prepared for approval as per Standing Orders.
	2. To ensure the confidentiality of those Parish Council matters which are not in the public domain; to ensure compliance with the Data Protection and Freedom of Information Acts.
	3. To act as the Data Controller for all Parish Council data matters.
	4. To ensure that all decisions of the Parish Council, its Committees and Sub-Committees are carried out promptly and accurately.
	5. To receive correspondence and documents on behalf of the Parish Council and to deal expeditiously with the correspondence and/or documents or to bring such items to the attention of the Council as appropriate. To issue correspondence as a result of the instructions of, or the known policy of the Parish Council.
	6. To evaluate reports and other data on activities of the Parish Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce appropriate summary reports for circulation and discussion by the Parish Council.
	7. To ensure that the Parish Councils obligations for risk management including risk assessments are properly met and where necessary risks are properly insured. To arrange risk assessments and other health and safety obligations to be conducted.
	8. To issue notices, prepare agendas and minutes for the Annual Parish Meeting called by the Chairperson of the Parish Council and to attend such assemblies.
	9. To advise the Parish Council on the practicability of its proposals: to draw up details of and manage ad hoc projects requested by the Parish Council; drawing on appropriate expertise as required; and to advise the Parish Council of the implications of policies.
	10. To monitor the implemented policies and procedures of the Parish Council to ensure they are achieving the desired result and where appropriate, suggest modifications.
	11. To ensure the confidentiality of those Parish Council matters which are not in the public domain; to ensure compliance with the Data Protection and Freedom of Information Acts.
3. **Financial Responsibilities:**
	1. In conjunction with the Responsible Financial Officer (RFO), to be accountable for ensuring that the Council's obligations for financial risk assessment and insurance are properly met and that health and safety obligations under the Health and Safety at Work Act and other related legislation are met.
	2. To support the RFO in the preparation and agreement by Council of annual budgets and longer-term financial plans. To support the RFO in the production of produce and forecasts on financial performance as required to enable the Council to undertake effective financial management.
	3. In conjunction with the RFO, to ensure that the councils finances are managed efficiently and ensuring best value for money.
	4. To have overall oversight of the Council’s financial dealings, as specifield in the Council’s Financial Regulations and Standing Orders.
	5. In conjunction with the RFO, to ensure that the Council’s income & expenditure is maintained in line with the approved budget; any exceptions being reported to the Council.
	6. To support the RFO in ensuring that the Annual accounts and VAT returns are correctly compiled and submitted in a manner that meets statutory accounting and audit requirements.
	7. In conjunction with the RFO, to ensure Council Internal audit is carried intime as agreed by the Council.
	8. In conjunction with the RFO, to advise the Parish Council on burial / allotment charges and any other matters that effect the running of the burial grounds and allotments.
4. **Other Key Responsibilities:**
	1. To support Councillors in their duties and to act as a representative of the Parish Council. To build effective relationships with the public, other local authorities and outside bodies and organisations including the media.
	2. To promote the Parish Council through its website and to ensure information is regularly and accurately updated including compliance with the Local Government Data Transparency Code.
	3. To ensure the effective management of the Parish Councils burial ground and all allotments and the maintenance of all appropriate records, including its financial management.
	4. To maintain all deeds, leases contracts and other legal or confidential documentation in a safe and secure manner appertaining to the Parish Council, equipment, property and land owned by the Council.
	5. To maintain such records and systems as are necessary for the effective administration of the affairs of the Parish Council.
	6. To provide effective day to day management of staff working at the Parish Council
	7. To prepare half yearly/annual performance reviews to be monitored by the Parish Councils Personnel Committee
	8. To ensure that the council notice boards are kept updated at all times and to ensure all details are accurate and agendas are posted in time for upcoming meetings.

**Supervision and Guidance**

The job is essentially self-supervising within the identified workload, which is planned and arranged to coincide with the dates and cycle of meetings. Therefore, priorities are set by the agenda and action required by the minutes of the meetings.

**Special Conditions of the Job**

To undertake job-related training courses as appropriate. The nature of the job means that it involves evening work. Due to the nature of the job the Parish Clerk will be expected to maintain total confidentiality in matters relating to the work of the Council. Where conditions of the job require, working outdoors for example, allotment site visits even during inclement weather.

**Required Skills and Personal Qualities**

* CILCA qualified preferred.
* Ability to communicate professionally and effectively with other Staff, Councillors and the General Public in order to maintain a constructive working relationship.
* Good legal knowledge of the statutory framework concerning the management and running of a Parish Council.
* Good general standard of education and numeracy.
* A good standard of IT literacy (knowledge of Microsoft Word, Excel) and other software packages used by the Council.
* Ability to be self-motivated and work with minimum supervision.
* To be a positive role model for employees, to inspire them, to promote the Council and to uphold and maintain a good reputation of the Council within the wider community.
* To work as a part of the Chigwell parish team whilst maintaining the hierarchy.
* People Management skills.

**STATEMENT**

**This job description will be agreed between the post holder and the Parish Council to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.**

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1. **Person Specification – Parish Clerk**

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| --- | --- |
| **Essential Knowledge and Skills**  | **Desirable Knowledge and Skills**  |
| **Experience and knowledge of Town and Parish Councils and Local Government**  |
| Considerable experience and/or knowledge of Town and Parish Councils with an appreciation of the role and strategic importance within Local Government  | Considerable direct experience working at a senior level within a Town or Parish Council  |
| A demonstrable commitment to public service and an ability to deliver appropriately within the current public service environment  |  |
| **Experience and knowledge of working in a similar working environment**   |
| Relevant work experience demonstrating the ability to work in a small organisation delivering a broad range of significant and successful outcomes  | Relevant work in a similar organisation linked directly to providing community services or assets  |
| Credibility and experience in delivering compliance work with successful implementation of risk management frameworks  | Experience as a Proper Officer (or similar) or as the person responsible for legal compliance in an organisation  |
| Credibility and experience of successful asset management  | Experience adopting and transforming a significant portfolio of assets  |
| Track record of successfully introducing and managing organisational change  | Experience of managing through to implementation a broad range of new services and assets  |
| Experience of managing successful projects  | Experience of project management in constructing and bringing into operation community facilities  |
| Qualifications or equivalent experience needed for credibility within this senior position.  | Significant qualifications and experience demonstrating high level legal and strategic thinking and other relevant competencies  |
| A willingness to undertake any necessary training to gain a greater understanding of relevant legal and procedural issues  |   |
| The Certificate of Higher Education in Community Governance or The Certificate in Local Council Administration (CiLCA) including the General Power of Competence module or commitment to undertake this as a priority in the first 12 months  |  Educated to degree level , HND or NVQ Level 4 or above. |
| A broad range of recent and relevant training demonstrating a commitment to learning and development  |   |
| **IT Literacy and Communication Skills**   |
| Demonstrable skills and experience to clearly impart information with the flexibility to adapt to different audiences through a range of means including written and in person; both formally and informally. |  |
| Strong and proven research and communication skills, in particular public engagement communications, reports, surveys and business and project plans  |   |
| Significant experience working with the media  |   |
| Competent user of standard IT software (Word, Excel, Publisher)  | Familiar with IT software for Local Government finance, payroll, facility bookings, HR management and mapping  |
| A strong appreciation of the value of modern communications  | Direct experience of successfully delivering website and social media content  |
| The ability to provide minutes, agendas, reports and a range of other written material using clear, concise and appropriate English  |   |
| **Team Leadership and Organisational Development**   |
| Significant experience managing and developing senior staff with proven outcomes  |   |
| Demonstrable support to develop the skills and knowledge of non-staff stakeholders  | Significant support to Councillors, Boards, Community Groups or similar  |
| High level ability to identify and secure developmental support of expertise where needed  | Track record of securing appropriate and successful external financial, legal or other expertise  |
| **Financial Skills**   |
| Experience delivering an organisation's business and projects efficiently to budget with significant individual authority  |  |
| Familiar with finance reporting using specialist software |  |
| Experience in budget setting and management  |   |
| Track record of securing funding and putting together business cases  | Experience of comprehensive responsibility for all stages and aspects of successful project delivery  |
| Efficient manager of resources with excellent risk management skills  |   |
| Track record of competently overseeing and reporting all finance matters  |   |
| **Event Management** |
| Experience of efficient management of events  | Broad experience of delivering events and community-based engagement activities  |

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1. **Chigwell Parish Council** -**Roles and Responsibilities of the Council**

Chigwell Parish Council is a local government body that represents the interests of residents within the Chigwell parish boundaries. The council's responsibilities include managing local amenities, providing community services, and representing the views of the local community to higher tiers of government.

The councillors of the Chigwell Parish Council are elected by residents in the parish and serve as representatives of their communities. They work together to make decisions on matters such as planning applications, local events, and the maintenance of public spaces. Councillors also act as a point of contact for local residents to raise concerns, share their views, and receive information about council activities.

In addition, councillors are responsible for ensuring that the council operates in accordance with the law and good governance principles, and that it is financially responsible and accountable to its constituents. They play a crucial role in shaping the future of the local community by representing the interests and views of residents and making decisions that benefit the community as a whole.

The Parish Council is composed of eleven members. All members are elected for a four-year term. The Chair and Vice Chair plus Committee Chairs are appointed at the Parish's Annual meeting each May.

The Parish Council has three members of staff based at the Offices in Hainault Road, Chigwell and three staff member are located at Chigwell Cemetery in Manor Road, Chigwell.

The Full Council convenes at least four times annually, typically beginning at 7:00 pm. The Planning Committee meets twice a month, generally on the second and fourth Thursdays, at 6:30 pm, to review planning applications.  All members serve on both the Full Council and the Planning Committee

The Finance and Governance Committee meets monthly while the Community Assets and Community Services Committee meet on an ad hoc basis. The Personnel Committee meets at least quarterly, although parts of the meeting may be closed to the public, press, and staff due to confidentiality. The times and dates for all meetings can be seen on the website along with agendas and minutes.

All meetings, including the Annual Parish Assembly, are held at the Parish Council offices located at Hainault Road, Chigwell. The Annual Parish Assembly is scheduled in May 2024.



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1. **Job Application Form - CONFIDENTIAL**

PLEASE USE **BLOCK CAPITALS** AND CONTINUE ON SEPARATE SHEET(S) IF SPACE IS INADEQUATE

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Forename(s): | Surname: |
| Address: Postcode: |
| Telephone: | Mobile: |
| Email: |
|  |
| *Please delete as appropriate:* Do you have a current valid driving licence? YES NO Do you have access to a car? YES NO If you have a driving licence, is it: PROVISIONAL FULL HGV |
|  |
| Details of position applied for: |  |
| How did you learn of this vacancy?  |  |
|  |
| **EXPERIENCE AND OTHER INFORMATION** |
| What skills and personal qualities do you have to enable you to work successfully in this role, relating your experiences, achievements, and abilities to the post. You may add up to 2 further sheets of A4 if you wish. |
|  |
| (EXPERIENCE AND OTHER INFORMATION continued….) |

**EDUCATION DETAILS**

|  |
| --- |
| Please give details of all secondary education including examinations taken (with results). |
| **Schools/Colleges** | **Courses/Exams** | **Qualifications Obtained\*Grade and Date** |
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|  |  |  |
|  |  |  |
|  |  |  |
| State any other achievements during education\*: |
|  |
| *\*Please be prepared to provide certificates of pass, etc.* |
| **FURTHER EDUCATION DETAILS** |
| Please give details of any university course or other further education undertaken (including youth training, technical courses, vocational studies, correspondence courses, etc.) |
| **University/FE College** | **Courses/Exams** | **Qualifications Obtained\*Grade and Date** |
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| *\*Please be prepared to provide certificates of pass, etc.* |
| **PROFESSIONAL BODY MEMBERSHIP** |
| Please give details of membership of any professional body, including the grade of membership and award date.  |
|  |
| **TRAINING** |
| Please give details of any courses you have completed which you think are relevant to this post.  |
|  |

**EMPLOYMENT DETAILS**

|  |
| --- |
| Please give details of relevant previous employment / key achievements that might help us assess your suitability for the job for which you are applying, starting with the most recent employment and working backwards. *Please continue on a separate sheet of paper if necessary.* |
| **CURRENT/LAST EMPLOYER** |
| Name: |
| Address: Postcode: |
| Email: | Telephone: |
| Position(s) held: |
| Salary/Wage: |
| Outline of duties/key achievements:  |
| **Notice period:** |
| Reason for leaving if role not current: |
|  |
| **PREVIOUS EMPLOYER 1** |
| Name: |
| Address: Postcode: |
| Email: | Telephone: |
| Position(s) held: |
| Salary/Wage: |
| Outline of duties/key achievements:  |
| Reason for leaving: |
| **PREVIOUS EMPLOYER 2** |
| Name: |
| Address: Postcode: |
| Email: | Telephone: |
| Position(s) held: |
| Salary/Wage: |
| Outline of duties/key achievements:  |
| Reason for leaving: |

**REFERENCES**

|  |
| --- |
| Please give the names and addresses of two people whom we may contact for a confidential assessment of your suitability for this post, one should be your current or most recent employer. References will not be contacted without your agreement.  |
| Name: |
| Address: Postcode: |
| Email: | Telephone: |
| Name: |
| Address: Postcode: |
| Email: | Telephone: |
| If you are shortlisted, may we contact your referees before the interview? YES NO*Please delete as appropriate:*  |

**RIGHT TO WORK IN UK**

|  |
| --- |
| Are you legally entitled to work in the UK? *Please delete as appropriate.* YES NO*We will require evidence of this prior to commencing employment.* |

**CRIMINAL RECORD**

|  |
| --- |
| Have you ever been convicted of a criminal offence? *Please delete as appropriate.* YES NO Declaration subject to the Rehabilitation of Offenders Act 1974  |
| **If YES**, please give details:  |

**INTERESTS, HOBBIES AND SPORTS**

|  |
| --- |
| Please give details of all your spare time interests and hobbies including details of membership of bodies, committees, voluntary work and so on.  |
|  |

**HOLIDAY COMMITMENT**

|  |
| --- |
| Please give details of any holiday commitment you have over the next 12 months.  |
|  |

**DATA PROTECTION**

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| --- |
| The Data Protection Act 1998 (“the Act”) sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application (“the information”) will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.  I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.  |
| Signed: | Date: |

**UNDERTAKING**

|  |
| --- |
| Please read and sign the following undertaking: I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form my future employment can be terminated without notice.  |
| Signed: | Date: |

Please return this application by email to olga.linkeviciene@chigwellparishcouncil.gov.uk before 4pm on the 31st of May 2024.

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1. **EQUAL OPPORTUNITIES MONITORING**

Chigwell Parish Council is striving for workplace equality and to do this collects data on the profile of job applicants and its workforce to support equality and inclusion. The data collected will enable the council to identify strategies and policies to ensure that no group of applicants or employees is adversely affected.

The information contained in this section will be treated in the strictest confidence and will only be accessed by authorised members for monitoring purposes.

The information collected is in line with the descriptions used in the current Census.

**First Name:**

**Last Name:**

**Date of Birth:**

**Post Applied for:**

**Please add a tick in the relevant boxes below**

**Religion Tick Box**

|  |  |
| --- | --- |
| No religion |  |
| Christian (all denominations) |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion |  |
| Prefer not to say |  |

**Ethnic origin**

|  |  |
| --- | --- |
| White - English / Welsh / Scottish / Northern Irish / British  |  |
| White - Irish |  |
| White - Gypsy or Irish Traveller  |  |
| White - Any other background |  |
| Mixed - White and Black Caribbean  |  |
| Mixed - White and Black African  |  |
| Mixed - White and Asian  |  |
| Mixed - Any other multiple ethnic background |  |
| Asian – British |  |
| Asian - Indian |  |
| Asian - Pakistani  |  |
| Asian - Bangladeshi  |  |
| Asian - Chinese  |  |
| Asian - Any other background |  |
| Black - African  |  |
| Black - Caribbean  |  |
| Black - British  |  |
| Black - Any other background |  |
| Other ethnic group - Arab  |  |
| Other ethnic group - Any other ethnic group |  |
| Prefer not to say |  |

**Nationality**

|  |  |
| --- | --- |
| **See Appendix 1** below and add the relevant nationality |  |

**Sex identifier**

|  |  |
| --- | --- |
| **Descriptions** |  |
| Female |  |
| Male |  |
| Gender fluid/gender queer/non-binary |  |
| Prefer not to say |  |

**Gender reassignment**

|  |  |
| --- | --- |
| Yes - I have gone through, or intend to go through, any part of a process to change my birth sex |  |
| No – I have not gone through, or intend to go through, any part of a process to change my birth sex. |  |
| Prefer not to say |  |

**Sexual orientation**

|  |  |
| --- | --- |
| Heterosexual/straight  |  |
| Gay woman/lesbian |  |
| Gay man |  |
| Bisexual |  |
| Prefer not to say |  |

**Considered to have a disability**

|  |  |
| --- | --- |
| Disabled |  |
| Not disabled |  |
| Prefer not to say |  |
| Please provide details of any adjustments/special requirements necessary to assist you should you be shortlisted for interview. |  |

**Marital status**

|  |  |
| --- | --- |
| Civil partnership |  |
| Married |  |
| Separated |  |
| Divorced |  |
| Widowed |  |
| Single |  |
| Prefer not to say |  |

**Appendix 1**

|  |  |  |
| --- | --- | --- |
| Afghanistani | Chilian | Honduran |
| Albanian | Chinese/Tibetan | Hong Kong |
| Algerian | CIS (Commonwealth of Independent States) | Hungarian |
| American | Comoros | Icelandic |
| American Samoa | Congo | Indian |
| Andorran | Costa Rican | Indonesian |
| Angolan | Cote d'lvore | Iranian |
| Anguillan | Croatian | Iraqi |
| Antiguan/Barbudan | Cuban | Irish |
| Argentinian | Cypriot | Isle of Man |
| Armenian | Czech | Israeli |
| Australian | Danish | Italian |
| Austrian | Djibouti | Jamaican |
| Azerbaijani | Dominican | Japanese |
| Bahaman | Dominican Republic | Jordanian |
| Bahrainian | Dutch | Kampuchean |
| Bangladeshi | Ecuador/Galapagos | Kazakhstani |
| Barbadian | Egyptian | Kenyan |
| Belarus | El Salvadorian | Kiribati |
| Belgian | English | Kuwaiti |
| Belize | Equatorial Guinea | Kyrgyz Republic |
| Benin | Eritrean | Kyrgyzstani |
| Bermudan | Estonian | Laos |
| Bhutani | Ethiopian | Latvian |
| Bolivian | Falkland Islands | Lebanese |
| Bosnian | Fijian | Leeward Islander |
| Botswana | Finnish | Lesothan |
| Brazilian | French  | Liberian |
| British (not Channel Islands or IOM) | French Overseas Territories | Libyan |
| British Antarctic Territory | Gabon | Liechtenstein |
| British Indian Ocean Territory | Gambian | Lithuanian |
| British Virgin Islands | Georgian | Luxembourg |
| Brunei | German | Macao |
| Bulgarian | German (East) | Macedonian |
| Burkina-Faso | Ghanan | Madagascan |
| Burma | Gibraltarian | Malawese |
| Burundi | Greek | Malaysian |
| Cameroon | Greenland/Faroe Islands | Maldives |
| Canadian | Grenada | Mali |
| Cape Verde Islands | Guatemalan | Maltese |
| Cayman Islander | Guinea | Marshall Islander |
| Central African Republic | Guinea-Bissau | Mauritanian |
| Chad | Guyanese | Mauritius |
| Channel Islander | Haiti | Mayotte |

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| Mexican | Slovakian | Yemeni |
| Micronesian | Slovenian | Zaire |
| Moldovan | Solomon Islander | Zambian |
| Monaco | Somali | Zimbabwan |
| Mongolian | South African |
| Monserrat | South Georgia & the South Sandwich Islands |
| Moroccan | South Korean |
| Mozambiquan | Spanish |
| Namibian | Sri Lankan |
| Nauru | St Kitts and Nevis |
| Nepalese | St Lucian |
| Netherlands Antilles | St Vincent & the Grenadines |
| New Guinea | Stateless |
| New Zealander | Sudanese |
| Nicaraguan | Surinamese |
| Niger | Swazi |
| Nigeria | Swedish |
| North Korean | Swiss |
| Northern Ireland | Syrian |
| Norwegian | Taiwanese |
| Omani | Tajikistani |
| Pakistani | Tanzania |
| Panamanian | Thai |
| Paraguay | Togan |
| Peruvian | Tongan |
| Philippino | Trinidadian / Tobagan |
| Pitcairn Islander | Tristan de Cunha |
| Polish | Tunisian |
| Portuguese | Turkish |
| Prefer not to say | Turkmenistani |
| Puerto Rican | Turks & Caicos Islands |
| Qatari | Tuvalu |
| Romanian | Ugandan |
| Russian | Ukrainian |
| Rwandan | United Arab Emirates |
| San Marino | Uruguay |
| Sao Tome & Principe | Uzbekistai |
| Saudi Arabian | Vanuatu |
| Scottish | Venezuelan |
| Senegalese | Vietnamese |
| Serbian | Welsh |
| Seychelles | West Indian |
| Sierra Leone | Westem Samoan |
| Singapore | Windward Islander |