



# Application for Employment Form

## How we use your data:

As part of any recruitment process, Arlesey Town Council collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

## What information do we collect?

As part of this process, Arlesey Town Council will collect a range of information from you. This includes your:

- Name
- Address
- Contact details, including email address and telephone number
- Qualification details
- Skills, experience and employment history
- Disability status (for any reasonable adjustment during the recruitment process)
- Information about your entitlement to work in the UK.

This information may be collected in a number of ways including from your:

- Application form
- Certificates
- Interview and assessment
- Passport and identifying information.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer has been made and will inform you that we are doing so.

## Why does Arlesey Town Council process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you. In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

The Council has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.

Arlesey Town Council may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

## Application for the post of Town Clerk/RFO, Arlesey Town Council

### Personal Details

<b>Last name:</b>		<b>First name:</b>	
<b>Address:</b>		<b>Tel No (home):</b>	
		<b>Tel No (business):</b>	
		<b>Tel No (mobile):</b>	
		<b>E-Mail:</b>	

The law on preventing illegal working is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (the 2006 Act) and sections 24 and 24B of the Immigration Act 1971. You will be required to provide appropriate documentation for us to check your right to work in the UK.

If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit

<b>Do you need a work permit to be employed in the UK?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you already have a work permit, when does it expire? (Please note that your current work permit may not be valid for this post)		

### Rehabilitation of Offenders Act 1974

Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Depending on the role applied for, Ampthill Council may refer to the Disclosure and Barring Service to assess applicants’ suitability for positions of trust. Unless the nature of the position allows Ampthill Parish Council’s interviewers to ask questions about your entire criminal record we only ask about “unspent” convictions.

## Education and Professional Qualifications

Original documents as proof of qualification for essential requirements will be needed at interview

Name of School or Educational Establishment	Dates		Qualification	Result
	From	To		

Membership of Professional Bodies		
Institute	Level of Membership	Year of Award

Other relevant education or training courses, with dates

Present (or most recent) Post		
<b>Title of Post:</b>		
<b>Name of Employer:</b>		
<b>Address</b>	<b>Salary/Grade:</b>	
	<b>Business of Employer:</b>	
	<b>Start Date:</b>	
	<b>End Date (if applicable):</b>	

**Please outline your present responsibilities, to whom you are responsible and the type and level of staff responsible to you (if applicable):**

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<b>Reason for leaving or wishing to leave:</b>	
<b>Period of notice required to terminate present employment:</b>	
<b>Please notify us of any dates you are unavailable for interview:</b>	

## Previous Employment (most recent employment first)

Please use continuation sheet, if needed

<b>Name of Employer:</b>		<b>Position held:</b>	
<b>Address:</b>			
<b>Start date:</b>		<b>End date:</b>	
<b>Reason for leaving</b>		<b>Final grade/salary:</b>	
<b>Description of duties:</b>			
<b>Name of Employer:</b>		<b>Position held:</b>	
<b>Address:</b>			
<b>Start date:</b>		<b>End date:</b>	
<b>Reason for leaving</b>		<b>Final grade/salary:</b>	
<b>Description of duties:</b>			
<b>Name of Employer:</b>		<b>Position held:</b>	
<b>Address:</b>			
<b>Start date:</b>		<b>End date:</b>	
<b>Reason for leaving</b>		<b>Final grade/salary:</b>	
<b>Description of duties:</b>			

## Relevant Skills, Knowledge and Abilities

This information is used in the shortlisting of candidates for interview.

Using the Essential Skills and Desirable Skills contained in the Person Specification, please give details of how your skills and experience meet the requirements of this post, ensuring that you address each of the points listed as essential.

Continue on additional paper, if needed, but please do not attach a CV as this will not be used for shortlisting.

## Your reasons for applying for the Town Clerk position

### Driving

Do you hold a current driving licence? (Whilst this is not an essential requirement, this would be useful)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Do you have daily access to a car? (Whilst this is not an essential requirement, this would be useful)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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### Disability

If selected for interview, are there any special arrangements to be made on account of a disability	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfil our obligations under the Equality Act 2010:

## References

Please provide two references, one should be from your current or most recent employer  
Note that references will not be taken up without your express permission

<b>Title (Mr, Mrs, Ms):</b>		<b>Title (Mr, Mrs, Ms):</b>	
<b>Full name:</b>		<b>Full name:</b>	
<b>Job title:</b>		<b>Job title:</b>	
<b>Organisation:</b>		<b>Organisation:</b>	
<b>Address</b>		<b>Address:</b>	
<b>Tel no:</b>		<b>Tel no:</b>	
<b>Email:</b>		<b>Email:</b>	

## Declarations

Are you related to a Councillor or Officer of the Council?

Yes

No

If yes, please provide their name and describe their relationship to you:

**Name:**

**Relationship:**

I can confirm that, to the best of my knowledge, the information I have given in this application form is correct. I accept that providing deliberately false information could result in my dismissal.  
I understand that information from this form may be computerised for the purposes of employee administration and record-keeping and that this will be carried out in line with the Data Protection Act 1988 and the GDPR Regulations 2018.  
I understand that this information may also be used for the prevention and detection of fraud and crime.  
I understand that if I have signed this document electronically, I will be required to provide a written signature at interview.

**Signed:**

**Date:**

**Please return your completed application to:**

**Private and Confidential – Town Clerk**

Arlesey Town Council  
Arlesey Community Centre  
High Street, Arlesey  
Bedfordshire SG15 6SN

or by email to: [townclerk@arleseytc.co.uk](mailto:townclerk@arleseytc.co.uk)

**N.B. PLEASE ENSURE THAT YOU HAVE COMPLETED AND RETURNED AN EQUAL OPPORTUNITIES MONITORING FORM WITH YOUR APPLICATION – Thank you.**