



Church Stretton Town Council

Please complete this application form

Full Application Pack available on: www.churchstretton-tc.gov.uk

The completed application form to be emailed to: locumclerk@churchstretton-tc.gov.uk

Or mailed to the Locum Town Clerk at: 60, High Street, Church Stretton, SY6 6BY Phone: 01694 722113

Closing date for applications: April 30th 2021

POST APPLIED FOR: TOWN CLERK

FIRST NAME(S):	SURNAME:
ADDRESS:	Do you have a car available for use at work? YES NO (please delete)
	Do you have a current driving licence? YES NO (please delete)
POSTCODE:	
CONTACT NO(S):	
EMAIL ADDRESS:	

CRIMINAL CONVICTIONS

In accordance with the Rehabilitation of Offenders Act 1974, please give details of any criminal convictions, which may be relative to your application.

RELATIONSHIP TO COUNCIL MEMBER OR COUNCIL EMPLOYEE

To your knowledge, are you related to any member or employee of the Council? (please delete).

YES **NO**

If YES, please provide details:

NB: Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed, may be dismissed without notice.

EDUCATION & TRAINING (from age 11) Please provide details of qualifications achieved

QUALIFICATIONS (Type & Subject)	NAME OF COLLEGE, UNIVERSITY.	GRADE / LEVEL ATTAINED

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TRAINING

Please give details of any training you may have undertaken which may be relevant to the post applied for:

MEMBERSHIP OF PROFESSIONAL BODY

NAME OF PROFESSIONAL BODY	LEVEL OF MEMBERSHIP	DATE ACHIEVED MM/YY

WORK HISTORY

PRESENT EMPLOYER:

NAME & ADDRESS OF EMPLOYER	POSITION HELD & BRIEF OUTLINE OF DUTIES	PRESENT SALARY, SCALE/GRADE & REASON FOR LEAVING

PREVIOUS EMPLOYERS – Most recent first. Show any gaps in employment and indicate what you were doing in that time, including voluntary work, if you wish.

NAME & ADDRESS OF EMPLOYER	POSITION HELD & BRIEF OUTLINE OF DUTIES	PRESENT SALARY, SCALE/GRADE & REASON FOR LEAVING

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Continue on a separate sheet, if necessary.

Please tell us why you consider you are a suitable candidate for this appointment.

Please make it clear why you are interested in the position, what relevant skills you have and what relevant experience you have to offer. Make sure you state your skills and experience in relation to the main duties and responsibilities in the Job Description and the key criteria in the Person Specification, giving examples of your work. (Continue on a separate sheet if necessary.)

Diversity Monitoring

At Church Stretton Town Council, we acknowledge that everyone is different. The diversity of our people, our partners and the communities we work in is reflected by their range of differences, qualities and needs.

We are committed to creating a workforce that reflects the society we live and work in. We are also committed to creating an inclusive workplace culture that supports diversity and inclusion allowing all colleagues to bring their whole selves to work, without fear.

We are proud to be an equal opportunities employer that values and respects the people who work for us. Our aim is to be an employer of choice, enabling everyone to reach their full potential.

We believe achieving equality, diversity and fairness of opportunity is our shared responsibility and we work hard to ensure that as an organisation, we are all accountable for its delivery.

In order to assist us to monitor and evaluate the delivery of our vision we would appreciate it if you will complete this monitoring form by placing a ✓ in the appropriate box within each category. If you do not wish to complete any section of this form, please leave it blank.

This monitoring form will not be seen by those involved in the recruitment process, only your contact details will be passed on if you are being invited to an interview. The other information provided will be used for statistical purposes only to ensure that our recruitment processes uphold our commitment to equality of opportunity.

Church Stretton Town Council is committed to protecting the privacy and security of your personal data.

GENDER IDENTITY

What is your gender identity? Please tick the appropriate box.

Male (including trans male)	<input type="checkbox"/>	Female (including trans female)	<input type="checkbox"/>	Non binary	<input type="checkbox"/>	Other	<input type="checkbox"/>
If Other, please specify:							

Is your gender identity the same as assigned to you at birth?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
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MARITAL STATUS

Single	<input type="checkbox"/>	Divorced	<input type="checkbox"/>	Widowed	<input type="checkbox"/>	Married	<input type="checkbox"/>	Civil Partnership	<input type="checkbox"/>	Dissolved civil partnership	<input type="checkbox"/>
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ETHNIC GROUP

Which category best describes your ethnicity? Please tick the appropriate box to indicate your ethnic background.

<i>White</i>	British	<input type="checkbox"/>
	Irish	<input type="checkbox"/>
	Other white background	<input type="checkbox"/>

<i>Black or Black British</i>	Caribbean	<input type="checkbox"/>
	African	<input type="checkbox"/>
	Other black background	<input type="checkbox"/>

<i>Mixed</i>	White & Black Caribbean	<input type="checkbox"/>
	White & Black African	<input type="checkbox"/>
	White & Asian	<input type="checkbox"/>
	Other mixed background	<input type="checkbox"/>

<i>Asian or Asian British</i>	Indian	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>
	Other Asian background	<input type="checkbox"/>

<i>Chinese</i>	<input type="checkbox"/>
<i>Prefer not to say</i>	<input type="checkbox"/>

<i>Other ethnic group, please specify:</i>	<input type="checkbox"/>
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DISABILITY

Do you consider yourself to have a disability or impairment that has (or would have without treatment) a long term adverse effect on your ability to carry out one or more day to day activities?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
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If yes, please advise of any reasonable adjustments you require for the purposes of the recruitment exercise:

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SEXUAL ORIENTATION

Which of the following options best describes your sexual orientation?

Heterosexual	<input type="checkbox"/>	Bi-sexual	<input type="checkbox"/>	Questioning/Unsure	<input type="checkbox"/>	Asexual	<input type="checkbox"/>
Gay	<input type="checkbox"/>	Lesbian	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>	If Other, please specify:	<input type="checkbox"/>

RELIGION OR BELIEF

Which category best describes your religion or belief? Please tick the appropriate box.

Atheist	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	Christian	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	No Religion	<input type="checkbox"/>
Judaism	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Other	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
If Other, please specify:									

General Data Protection Regulations (Service)

Consent to hold Contact Information

Your personal information is being processed by Church Stretton Town Council. We are committed to managing personal information in line with current legislation and best practice, this includes the new General Data Protection Regulation (GDPR) which is active from May 25th, 2018. Whenever you provide personal information, we will treat information in accordance with our privacy policy.

Description of processing

The following is a broad description of the way this council processes personal information:

Reasons for processing information

We process personal information to enable us to complete our recruitment process.

Type of information processed

We process information relating to the above purposes. This information may include personal details such as:

- Personal details
- Education details
- Employment details

Who the information is processed about

We process information about prospective employees.

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and with other organisations. Where this is necessary we are required to comply with all aspects of GDPR. We may need to share some of the personal information we process with for one or more reasons. Where necessary or required we share information with:
Business associates, professional advisers:

- Family, associates and representatives of the person whose personal data we are processing
- Local and central government
- Financial organisations
- Ombudsmen and regulatory authorities
- Credit reference and debt collection agencies

- Healthcare professional, social and welfare organisations
- Current, past or prospective employers

Retention Period	For unsuccessful applicants, personal data will be held for a period of six months following the conclusion of the recruitment process. For successful applications, personal data will be retained throughout their employment and for six years after employment ceases. Financial information will be held for 13 years in respect of pension provision.
Where stored:	Electronic, paper
Authority:	Church Stretton Town Council
Information Asset Owner:	Church Stretton Town Council
Location Held:	Electronically and Secure File
Permanent Preservation:	No
Sensitive Personal Data:	Yes

Rights of Data Subjects

The right to be informed	Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed.
The right of access	Data subjects have the right to learn what PII is held on them by whom and why
The right of rectification	Data subjects can request corrections to their PII
The right to erase	Data subjects can request to be forgotten
The right to restrict processing	Data subjects can ask organisation to stop processing their PII
The right to data portability	Data subjects can ask for their PII in machine readable format or to have it sent to another organisation
The right to object	Data subjects can object to organisation processing their PII
Automated decision making and profiling	Protection against targeted marketing and decision making

If you wish to receive more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website or for more specific enquires at:

locumclerk@churchstretton-tc.gov.uk

Please sign and date below to confirm you understand and agree with our privacy policy.

Signature:

Date: