



# Wimborne Minster Town Council

## Recruitment of Deputy Clerk

### Application Form

Thank you for your interest in the above post.

The closing date for applications is **12 noon on Monday 12 December 2022**. Formal interviews will take place week commencing **19 December 2022** (please let us know of any adaptations you may require during the interview process if shortlisted, to accommodate any disability).

Application forms and the Equality and Diversity Monitoring Form are to be submitted by post or by email marked 'Private and Confidential' addressed to the Town Clerk at Wimborne Minster Town Council, Town Hall, West Borough, Wimborne Minster, BH21 1LT, [louise.harrison@wimborne.gov.uk](mailto:louise.harrison@wimborne.gov.uk)

The job description and person specification are attached for information. For an informal discussion about this role please contact the Town Clerk by email at the above email address or call 01202 022831.

Application form guidance:

- Please complete all sections of the application form to the best of your ability and only append additional sheets when you have run out of space. If you have any additional needs, please tell us about any adjustments we may need to make to assist you with the selection process.
- Information in support of your application - this is your opportunity to tell us why we should offer you the position so please give your reasons for applying for this post and explain how you meet the person specification, in particular the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is needed, please continue on a separate A4 sheet.
- A minimum of two references is required and we would prefer them to be your two most recent employers including your current employer if you are in employment. References will be taken up if you are the successful candidate following the interviews and will be conditional on your appointment to the post.
- CVs will not be accepted.

*Wimborne Minster Town Council is committed to equality of opportunity and actively welcomes applications from all suitably qualified candidates.*

Please complete the form in **black** ink, complete all sections, additional sheets may be attached where necessary

**Post applied for**

**Where did you see the post advertised?**

This will help us with advertising future posts

### 1. Personal Details

Surname .....

Best telephone number for contact

Initials .....

.....

Address .....

Personal email

.....

.....

.....

This email address will be used to communicate with you throughout the recruitment process.

Post Code .....

### 2. Immigration, Asylum and Nationality Act 2006

It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy us that the Asylum and Immigration Act 1996 is being complied with.

Do you require a work permit to work in the UK?

Yes

No

If yes, please provide details:

.....

.....

### 3. Relationship to any councillor/employees of Wimborne Minster Town Council

To your knowledge, are you related to any member or employee of the above council?

Yes

No

If Yes, please provide details:

.....  
.....

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

#### 4. Professional Membership

Organisation	Membership Status	Date Awarded

#### 5. Education and Qualifications (Secondary/College/University etc)

School/College/University etc	Qualifications (State level and subject)	Dates	Grades

## 6. Present/Most Recent Employment

Name and address	From	To

Job Title:

Notice period required:

Current salary:

Key responsibilities:

**7. Previous Employment** (most recent first)

Name and Address of Employer	From	To	Job Titles	Reason for Leaving

**8. Training**

This includes trade/professional training, government training schemes, apprenticeships, short courses, and secondments

Course Title	Organisations	Date

**9. Membership of Professional Institutes**

Institute	Level of membership	Year of award

**10. Other experience**

Details should be given for any period not accounted for by full-time employment, education and training, e.g. unemployment or voluntary work.

Experience	To / From

## 11. Information in support of your application

If further space is needed, please continue on a separate A4 sheet

## 12. Other experience and interests

Please include any voluntary work you undertake which may be relevant to this post, interests and details for any period not accounted for by full-time employment, education, and training.

Experience	To / From

## 13. References

Please note that referees will not be contacted prior to interviews. References will be taken up once an offer has been accepted by the successful candidate.

Name:	Name:
Address:	Address:
Telephone Number:	Telephone Number:
Occupation:	Occupation:

How long have you known this person and in what capacity?	How long have you known this person and in what capacity?
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**14. Rehabilitation of Offenders Act 1974**

Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position permits our Interview Panel to ask questions about your entire criminal record we only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining a position with the council.

**15. Additional information**

Do you hold a current driving licence?  Yes /No  If YES, please state the type of licence you hold:	Are you a car owner?  Yes/No  If no, do you have access to a car?  Yes/No
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Do you have any current endorsements? Yes/No  
  
 If YES, please specify:

**16. Declaration**

I declare that the information contained in the application form is true and correct and I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.

Data Protection - if I accept employment with Wincanton Town Council, I consent to my personal information being held by them for the administration of my Contract of Employment.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_



## 1. Equality and Diversity Monitoring Form

Council wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. Council needs your help and co-operation to enable it to do this but filling in this form is voluntary. The information you provide will stay confidential and be stored securely and limited to only some staff in Council's HR process.

**Gender:** Man  Woman  Non-binary  Prefer not to say

If you prefer to use your own term, please specify here:.....

Are you **married or in a civil partnership**? Yes  No  Prefer not to say

### Age

16-24  25-29  30-34  35-39  40-44  45-49  50-54  55-59   
60-64  65+  Prefer not to say

What is your **ethnicity**?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box.

White: English  Welsh  Scottish  Northern Irish  Irish  British  Gypsy or Irish Traveller  Prefer not to say  Any other white background: .....

Mixed/multiple ethnic groups: White and Black Caribbean  White and Black African  White and Asian  Prefer not to say  Any other mixed background:.....

Asian/Asian British: Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say  Any other Asian background:.....

Black/ African/ Caribbean/ Black British: African  Caribbean  Prefer not to say  Any other Black/African/Caribbean background:.....

Other ethnic group: Arab  Prefer not to say  Any other ethnic group: .....

Do you consider yourself to have a **disability or health condition**? Yes  No   
Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? .....

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment,' then please discuss this with Council.

What is your **sexual orientation**?

Heterosexual  Gay woman/lesbian  Gay man  Bisexual  Prefer not to say

If you prefer to use your own term, please specify here:.....

What is **your religion or belief**?

No religion or belief  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  Prefer not to say  If other religion or belief, please write here:.....

What is your **current working pattern**?

Full-time  Part-time  Prefer not to say

What is your **flexible working arrangement**?

None  Flexitime  Staggered hours  Term-time hours  Annualised hours

Job-share  Flexible shifts  Compressed hours  Homeworking  Prefer not to say

If other, please write here:.....

Do you have **caring responsibilities**? If yes, please tick all that apply:

None  Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over)  Primary carer of older person

Secondary carer (another person carries out the main caring role)  Prefer not to say

## GDPR Privacy Notice

As part of any recruitment process, Council collects and processes personal data relating to job applicants. Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulation (GDPR). The purpose of this privacy notice is to make all job applicants aware of how and why we collect and use your personal information, both during and after a job application process.

What information does the organisation collect?

Council collects a range of information about you. This includes your name, address, and contact details, including email address and telephone number; details of your qualifications, skills, experience, and employment history; information about your current level of remuneration; whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; information about your entitlement to work in the UK, and equal opportunities monitoring information. Council collects this information in a variety of ways. For example, data might be contained in application forms, your passport or other identity documents, or collected through interviews or other forms of assessment. The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers including information from criminal records checks if appropriate. Council will seek information from third parties only once a conditional offer of employment has been made and will inform you that it is doing so. Data will be stored in a range of different places, including on HR management systems and on other IT systems (including email).

Why does Council process personal data?

Council needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you, for example to comply with the legal obligations in relation to eligibility to work in the UK before employment starts. 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 Council to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Council may also need to process data from job applicants to respond to and defend against legal claims. Council relies on legitimate interests as a reason for processing data and has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not. Council processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment. For some roles, Council is obliged to seek information about criminal convictions and offences to carry out its obligations and exercise specific rights in relation to employment. Council will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the Council, interviewers involved in the recruitment process, and IT contractors if access to the data is necessary for the performance of their roles. Council will not share your data with third parties unless your application for employment is successful and it makes you an offer of employment. The organisation will not transfer your data outside the European Economic Area.

How does Council protect data?

Council takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does Council keep data?

If your application for employment is unsuccessful, Council will hold your data on file for six months after the end of the relevant recruitment process. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

Your rights

As a data subject, you have a number of rights. You can access and obtain a copy of your data on request; require Council to change incorrect or incomplete data; require Council to delete or stop processing your data (for example where the data is no longer necessary for the purposes of processing); object to the processing of your data where Council is relying on its legitimate interests as the legal ground for processing, and ask Council to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Council during the recruitment process. However, if you do not provide the information, Council may not be able to process your application properly or at all. **[end]**