Applicant No.

LYTCHETT MINSTER & UPTON TOWN COUNCIL
APPLICATION FOR EMPLOYMENT – MONITORING FORM

CONFIDENTIAL
Please complete in black ink or type

THIS FORM IS NOT PART OF THE SELECTION PROCESS
(The information you provide will be treated in the strictest of confidence and will not be seen by the selection panel)

Application for the post of: Town Clerk & Responsible Finance Officer

Personal Details

Surname:		Forename:	
Preferred Name:		Preferred Title:	
Address:		Email:	
Daytime Phone No.:		May we contact you on this number during the application process? Yes / No	
Evening Phone No.:		National Insurance No.:	
Do you need a work permit for permanent employment in the UK?	Yes / No	If Yes do you have one?	Yes / No

Relatives / Other interests

Are you, to your knowledge, related to, or do you have a close personal relationship with any Member or Officer of Lytchett Minster and Upton Town Council?	
Yes / No	If yes, please state the name of the person and the capacity in which you are known to them.

If appointed, do you have any business and/or financial interests which might conflict with the duties of the post?	
Yes / No	If yes, please give brief details

Rehabilitation of Offenders Act 1974

Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs that are not ‘spent’. The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as ‘spent’.

Supplementary Information

Flexible Working

Do you wish to apply for this job on the basis of flexible working?	Yes / No
If yes please give details of your preferred work pattern or other request	

Recruitment Monitoring

How did you find out about this vacancy? Where appropriate, please give specific details of the website or publication.

Declaration

I declare that that the information in this form and the accompanying application form has been completed by me and all the information I have given is accurate and complete to the best of my knowledge. I accept that if I have given any information which I know is false or if I withhold any relevant information it may lead to my application being rejected or if I have been appointed to my dismissal.

I consent that under the General Data Protection Regulation and the Data Protection Act 2018 the information contained in this form and my application form may be processed by You can contact the Town Council's Data Protection Officer, the Town Clerk via clerk@lytchettminsterandupton-tc.gov.uk or 01202 632070 who will ensure the information will be stored on a computer fairly and lawfully and will not be disclosed to any person/s for any other purposes.

I give my permission for Lytchett Minster and Upton Town Council to process and retain information about me contained in this form in accordance with the General Data Protection Regulation and the Data Protection Act 2018.

Signed…….. Date: ……..

Name: .....

(If you submit an application electronically, you will be asked to sign the form before interview)