



**AYLESBURY**  
TOWN COUNCIL

**Application form for the role of Deputy Town Clerk**

Aylesbury Town Council is an Equal Opportunities employer.

**Personal details**

<b>Surname:</b>		<b>Previous name(s):</b>		<b>Title:</b> (Miss, Mr, Mrs, Dr. etc.)		
<b>First name(s):</b>		<b>National Insurance number:</b>				
<b>Address:</b>						
<b>Email address:</b>						
<b>Telephone number:</b>	<b>Home:</b>		<b>Mobile:</b>		<b>Work:</b>	

**Are there any restrictions or conditions affecting your ability to take up or remain in employment in the UK?**  
e.g., do you require a work permit? Are you a highly skilled migrant or a working holidaymaker?

Yes  No

**If yes**, please give details (including, if you are already in the UK, details of your current employer, visa/leave to remain, expiry date, certificate of sponsorship number and tier under which you are employed? You must be able to provide the Council with the relevant documents if you are appointed).

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**Are you currently working anywhere else within Aylesbury Town Council or for another organisation?**

Yes  No

**If yes**, please give an average number of hours you work per week: [Click or tap here to enter text.](#), and the maximum number of hours you work per week: [Click or tap here to enter text.](#)

**Do you have a valid driving licence** Yes  No

### **Periods of non-employment**

Please indicate nature/reasons for any periods of non-employment including relevant dates (dd/mm/yyyy) and continue on a separate sheet if necessary, attaching it to your form.

### **Skills and Experience**

**Please give details of any skills and experience you have together with any interests which are relevant to your application. You should use the information in the job description to help you demonstrate your suitability for the post.**

*Continue on a maximum of two separate A4 sheet if necessary*

### Relationships/ connections to the Council

Are you related to, or do you have a friendship with or close personal/business association with, any Councillor OR any employee of Aylesbury Town Council? Yes  No

If yes, please complete this section. You may attach an additional sheet if necessary.

Councillor's name:		Employee's name:	
Relationship:		Position:	
		Relationship:	

### Your requirements

Do you have any requirements to allow you to take part in an interview? Yes  No

If yes, please specify:

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### Referees

Please provide full details of two referees: one must be your present or most recent employer and the other should be a previous employer. If you have not been in paid employment please give the name of the head of education or training establishments that you attended and/or the manager of a voluntary group for whom you have worked. The Council reserves the right to seek a reference from any previous employer/school/college or university and, take up more than two references.

The council prefers to take references up prior to interview. If you do not wish your referees to be contacted, please tick the box. Reference 1

Name of referee:	
Job title:	
Organisation:	
Address:	
Date of employment or study (dd/mm/yyyy):	
Relationship with referee e.g., line manager	
Telephone number:	
Email address:	

*The council prefers to take references up prior to interview. If you do not wish your referees to be contacted, please tick the box.* Reference 2

Name of referee:	
Job title:	
Organisation:	
Address:	
Date of employment or study (dd/mm/yyyy):	
Relationship with referee e.g., line manager	
Telephone number:	
Email address:	

Where did you see this post advertised?

### Prevention of illegal working and previous convictions

The Council has obligations under the Asylum and Immigration Act. Please confirm that if appointed you will be able to provide a relevant document to meet this obligation, e.g., birth certificates, passport, P45 or payslip.

Yes  No

### Privacy notice

Aylesbury Town Council is the “controller” of the personal data you provide to us, our address is Town Hall, 5 Church Street, Aylesbury, Buckinghamshire HP20 2QP, telephone 01296 425 678.

The Data Protection Officer is Judith Priest, the contact details are the same as above.

We administer public funds and it is in the public interest for us to ensure that we employ the best person for the job. We are also obliged under health and safety and employment law to ensure our staff are capable and suitably qualified. This is why we need your education, qualifications, employment history and personal statement, to assist in the shortlisting and interview process. Your contact details are required for us to take steps to enter into a contract with you e.g., to inform you of the outcome of the shortlisting process and invite you to an interview if your application is successful.

Providing the requested data is not a statutory or legal requirement however if you do not provide it then we will be unable to consider your application, for the reasons outlined above.

Your personal data will be processed by Aylesbury Town Council employees only for the purposes above. We will not share your personal data with a third party unless we are legally obliged to do so.

If you are unsuccessful, we will retain your information for one month in case of any queries. If you become employed by us then your application will be retained for six years from the date your employment ends.

You have the right to access your personal data held by us, the right to rectification of inaccurate personal data, the right to request erasure of your personal data, the right request restriction of processing, the right to receive or have your personal data sent to another controller in a portable format, and the right to object to us processing your personal data. You have the right to lodge a complaint with the Information Commissioner’s Office by calling 0303 123 1113 or via their website [ico.org.uk](http://ico.org.uk)

*I declare to the best of my knowledge and belief all statements contained in this form are correct and I understand that if I conceal any material fact, I will, if engages, be liable to the termination of my contract of employment.*

<b>Signature of applicant:</b>		<b>Date:</b>	
<b>Print name:</b>		<b>Date available to work:</b>	

Please send your completed application form marked “Private and Confidential” together with your CV to:

Aylesbury Town Council  
FAO Sue Carpenter  
PA to the Town Clerk  
Town Hall  
5 Church Street  
Aylesbury  
HP20 2QP

Or via email at: [sue.carpenter@aylesburytowncouncil.gov.uk](mailto:sue.carpenter@aylesburytowncouncil.gov.uk)

**Closing Date for applications is 5pm on Friday 17 May 2024**

**Interviews will be taking place on Wednesday 29 May 2024**