

**BERKHAMSTED TOWN COUNCIL
 APPLICATION FORM
 DEPUTY TOWN CLERK (MATERNITY COVER)
 JUNE 2021**



1. Contact Details			
Full Name and preferred title			
Home address			
Home number		Mobile number	
Email address			

2. Education and qualifications (excluding primary school)			evidence of qualifications will be sought
School/college/university etc	Dates (indicate if part time)	Examination(s) passed and grade(s)	

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3. Membership of professional	
Date membership started	Name of institution(s) and level of membership as appropriate
Additional relevant courses attended	Details and dates

4. Employment history in date order (include current or most recent first)		
Dates	Post Held and salary	Duties and achievements (include reason for leaving)

Section 4 continued on the next page



5. Additional information

Referring to the job description and person specification please explain how you match the criteria

Please state where you saw the post advertised:

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6. References

Please give two referees one of which should be your current or most recent employer

Name:	Occupation:	
Address:	Relationship:	
Telephone:	How long known	years
Email:		

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Address:	Relationship:	
Telephone:	How long known	years
Email:		

7. Right to work in the UK

Please confirm that you have the right to work in the UK by inserting Y in the box.

Please note that before any offer of employment can be confirmed original documents must be provided for examination as set out in Home Office right to work guidance.

8. Relationship to councillors or employees of the council

Are you related to any councillors or employees of this council?

Yes

No

Please note that canvassing of members or officers of Berkhamsted Town Council is not permitted

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9. Driving licence

Do you hold a current full UK driving licence? Yes No

10. Criminal convictions

Do you have any unspent convictions?
If yes please give details: Yes No

11. Interests outside work – please detail below

12. Declaration

I declare that the information on this form is correct to the best of my belief and knowledge. I understand that attempting to unfairly influence any councillor or employee of the council or giving false information will make my application unacceptable and if I am appointed may lead to my dismissal. I consent to my personal information being held by the council for the purpose of recruitment, selection and future employment under the General Data Protection Regulations.

Signed..... Date.....

Please fill the form in electronically and email it to: townclerk@berkhamstedtowncouncil.gov.uk

Or post it to Tony Noakes, Town Clerk, Berkhamsted Town Council, 161 High Street, Berkhamsted, HP4 3HD.

Closing date: 7th July 2021 at 12 noon