



| 1. Contact details | | | |
|---|-------------------------------|------------------------------------|--|
| Full name and preferred title | | | |
| Home address | | | |
| Daytime telephone | | Evening telephone | |
| Mobile | | E-mail 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) | |
| | | | |
| | | | |

| 3. Membership of professional institutions and training | |
|--|---|
| 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, organisation and salary | Duties and achievements (include reason for leaving) |
|-------|------------------------------------|--|
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| | | |
| Current notice period required | | |

5. Additional information

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

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Please state where you saw the post advertised:

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

| | |
|--|--|
| Name: Address: Post code: Telephone: E-mail: | Occupation: Relationship: How long known: years |
| Name: Address: Post code: Telephone: E-mail: | Occupation: Relationship: How long known: years |

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.

9. Driving licence

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

10. Criminal convictions

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

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 send your completed form to: the Town Clerk, Berkhamsted Town Council, 161 High Street, Berkhamsted, HP4 3HD. You may also fill in your form electronically and e-mail it to: townclerk@berkhamstedtowncouncil.gov.uk.

Closing date: Friday 15 July 2022 at 12 noon.

Interviews: Week beginning 25 July 2022.