

# ROYSTON TOWN COUNCIL

## Application for Appointment (Please use black ink)

Royston Town Council is an equal opportunities employer. The aims of the Equalities Policy are to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, gender, sexual orientation, marital status, age, religion or any disability nor disadvantaged by conditions or requirements which cannot be shown to be justifiable.

<b>Position applied for</b>
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### PERSONAL DETAILS

SURNAME	FORENAME(S)	
HOME ADDRESS ..... ..... ..... ..... Post Code .....	TELEPHONE Nos.  Home .....  Work .....  Mobile .....	National Insurance Number  .....
Post Code .....	Email.....	

Do you ordinarily enjoy good health? <b>YES/NO</b> (If NO, please give details on a separate sheet)
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Have you ever been convicted of a criminal offence? <b>YES/NO</b> (If YES, please attach details – subject to the ‘Rehabilitation of Offenders Act – 1974’) Checks may be made with the Disclosure and Barring Service if appointed.
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**PRESENT EMPLOYMENT** – If not currently employed please indicate (x)

Employer’s Name and Address	Position held	Date commenced

Current basic salary £ .....	Length of notice required .....
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**PREVIOUS EMPLOYMENT** – Please give details of all employment with most recent first (*Continue on separate sheet if necessary*)

Employer's Name and Address	Job Title	Dates From/To	Final Salary or Grade and Reason for leaving

**EDUCATION AND TRAINING**

Secondary Schools attended	Dates	Certificates Obtained	Grades
Further Education	Dates	Mode of attendance (day release, etc.)	Qualifications obtained

Short Courses attended:

Studies in Progress:

## INTERESTS OUTSIDE WORK

## REFERENCES

Please give names and addresses of two referees, one of whom should be your present or last employer or in the case of a School leaver, the last Headmaster.

If you do not wish me to seek references prior to the interview please indicate (x)

(i) PRESENT OR LAST EMPLOYER	(ii) OTHER REFEREE
Name .....	Name .....
Address .....	Address .....
.....	.....
Post Code .....	Post Code .....
Email .....	Email .....
Position .....	Position .....

## OTHER INFORMATION

a) Do you hold a current full driving license? YES/NO

b) Do you own a car which can be used for work if necessary? YES/NO

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If you are related to a member or an officer of the Council please state the relationship:

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Please state where you saw the vacancy advertised:

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## EXPERIENCE

Please state why you wish to be considered for this post and explain the relevance of your experience to date. (Further sheets may be attached as necessary, or you may wish to expand this section by submitting a C.V.).

## DISABILITY DISCRIMINATION ACT 1995

This Act protects people with disabilities from unlawful discrimination. If we know you have a disability we will make adjustments to the working environment provided it is reasonable in the circumstances to do so.

- Do you have a disability or long term health problem you wish us to know about at this stage? **YES/NO**

If yes, to assist us in considering your application, please let us know if you believe there are any reasonable adjustments we should be making.

## ASYLUM & IMMIGRATION ACT 1996

Under the Asylum & Immigration Act 1996, we can only offer you a job if you have the right to live and work in the United Kingdom. You will therefore be requested to produce appropriate documentation at interview.

Are you legally entitled to live and work in the United Kingdom **YES/NO** and are you able to produce documentation? **YES/NO**

I certify that the information given on this form is factually correct to the best of my knowledge. I understand information from this form may be computerised for personnel/employee administration/equal opportunities monitoring purposes in accordance with the Data Protection Acts 1988 and 2018. In addition, in accordance with this Act, this information may also be used for the prevention and detection of fraud and crime. **WARNING:** any person appointed to the Council having given false information will be liable to dismissal without notice.

I understand that canvassing of Officers or Members of Council, directly or indirectly, for any appointment would disqualify my application.

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

Please return the completed form to:

The Town Clerk,  
Royston Town Council,  
Town Hall, Melbourn Street,  
Royston, Herts.  
SG8 7DA



# ROYSTON TOWN COUNCIL



**Town Clerk:** Miss Caroline Mills PSLCC

## **Royston Town Council**

### **Job Application Privacy Notice**

When you apply for a vacancy with Royston Town Council and have sent us your application and CV: The information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence and provide information relating to the application process and interviews. Your personal information will not be shared with any third party.

### **The Councils Right to Process Information**

GDPR Article 6 (1) (a) (Data Protection Act)

Processing is with consent of the data subject

### **Information Security**

Royston Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies. We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

### **Your Rights**

#### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: [town.clerk@roystontowncouncil.gov.uk](mailto:town.clerk@roystontowncouncil.gov.uk)

#### **Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: [town.clerk@roystontowncouncil.gov.uk](mailto:town.clerk@roystontowncouncil.gov.uk)

#### **Information Deletion**

If you wish Royston Town Council to delete the information about you, please contact: [town.clerk@roystontowncouncil.gov.uk](mailto:town.clerk@roystontowncouncil.gov.uk)

#### **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object, please contact [town.clerk@roystontowncouncil.gov.uk](mailto:town.clerk@roystontowncouncil.gov.uk)

#### **Rights Related to Automated Decision Making and Profiling**

Royston Town Council does not use automated decision making or profiling of personal data.

#### **To Sum Up**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

#### **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Royston Town Council Data Information Officer: [town.clerk@roystontowncouncil.gov.uk](mailto:town.clerk@roystontowncouncil.gov.uk) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113