



## APPLICATION FORM

<b>Position applied for:</b>	Deputy Clerk to Lenham Parish Council
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### Personal Details

<b>Name</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Email</b>	
<b>Date of birth</b>	

### Reason for Application

Please tell us why you are applying for this position and what attracts you to working for Lenham Parish Council in the capacity of Deputy Clerk.

### Education and Training

Dates		Qualifications <i>(Please state awarding institute or professional body)</i>	Further / Higher Education / School
From	To		

<b>Other Training</b> (eg. short courses)

## Employment Details

Please give details of your present or most recent employment / voluntary work first and work backwards. Include all periods of unemployment; travel etc. in the space provided so there are no gaps in the record. (please continue on a separate sheet if necessary).

Dates		Employer	Position/Responsibilities	Reason for Leaving
From	To			

Please briefly describe your main areas of responsibility in your current post or most recent / relevant post.



Are you prepared to travel to meetings?	Yes / No
Do you consider yourself to have a disability?	Yes / No
Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process.	
If appointed, date available to commence	

### References

Please give the names of two referees, the first of whom should be your present or most recent employer. References will only be taken up on the preferred candidate for appointment.

Reference 1		Reference 2	
Name		Name	
Position		Position	
Address		Address	
Telephone number		Telephone number	
E-mail		E-mail	

All the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, and by the referees you have noted, for recruitment purposes only. The Council will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of contractual necessity to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

### Declarations

Are you, to your knowledge, related to any staff member or Councillor of Lenham Parish Council?	Yes / No
If successful, you will be required to complete a Declaration of Interests Form. Are you aware of any interest which may cause conflict?	Yes / No
If yes, what is that conflict?	

I declare that to the best of my knowledge the information given on this form is correct. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable for dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and if considered appropriate a medical report all of which must be deemed by the Council as being satisfactory.

Signed	
Date	

**Please return to:**

The Clerk  
clerk@lenhamparishcouncil.org.uk

or by post to:

Lenham Parish Council  
1A High Street  
Lenham  
Kent  
ME17 2QD

By the advertised closing date: Friday 26 April 2024 17:00h