



Lydney Town Council

APPLICATION FOR EMPLOYMENT

Please return your completed application form by e-mail to cllr.tsaunders@lydneytowncouncil.gov.uk by noon Wednesday 25th March 2026 by post marked **STRICTLY CONFIDENTIAL** for the attention of Cllr. Tasha Saunders,
Lydney Town Council

Please mark **'Private – Job Application'**

It is important that you read the Job Description and Personal Specification before completing this application form. Please complete the form fully using black ink or type. **CVs are not accepted.**
 Applications received after the closing date will not normally be considered.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE

Post applied for:	Town Clerk and Responsible Financial Officer	Available Start date:	
Where did you see this role advertised?			

Personal Details:

Surname:		Forename(s):	
Previous or other name:		Preferred Name:	
Address:			
Postcode:		National Insurance No:	
Home Telephone No:		Mobile No:	
Email address:			
Driving Licence – if relevant to post applied for.	Full <input type="checkbox"/> Provisional <input type="checkbox"/> None <input type="checkbox"/>		
Do you have any motoring convictions?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If Yes please specify:			
Please give details of any unspent criminal convictions that you may have (in accordance with the Rehabilitation of Offenders Act 1974):			
If offered this position will you continue to work in any other capacity?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes please provide details:			

Prevention of Illegal Working:

The Council has legal obligations to ensure that you can work legally in the UK. Prior to taking up any employment you will be required to provide evidence of a passport and/or other relevant documents on the approved list to satisfy the Council that you comply with this requirement.



Lydney Town Council

Do you require a work permit to take up employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you legally eligible for employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Employment History

Please list all employment in reverse chronological order, starting with your present or last position. Please continue on a separate sheet if you need to:

Name & Address of Employer:	
Date joined:	Date Left:
Job Title:	
Describe your duties and responsibilities:	
Salary:	Type of business:
Reason for leaving:	

Name & Address of Employer:	
Date joined:	Date Left:
Job Title:	
Describe your duties and responsibilities:	



Lydney Town Council

Salary:	Type of business:
Reason for leaving:	

Name & Address of Employer:	
Date joined:	Date Left:
Job Title:	
Describe your duties and responsibilities:	
Salary:	Type of business:
Reason for leaving:	

Name & Address of Employer:	
Date joined:	Date Left:
Job Title:	
Describe your duties and responsibilities:	



Lydney Town Council

Salary:	Type of business:
Reason for leaving:	

Education

Please give details of any educational, technical and/or professional qualifications.
If you are currently studying. please provide details of the qualifications you are studying for.

Examinations/Qualifications taken or to be taken	Subject	Results/ Grades	Awarding Body	Date Obtained (MMM-yyyy)

Training

Please list any course(s), which you have undertaken that are relevant to the job and/or specified on the person specification. Continue on a separate sheet if necessary.
Further and Higher Education (Degree, Diploma, BTEC, City and Guilds, NVQ etc)

Length of Course	Course Title	Certificates / Qualifications gained	Date (MM-yyyy)	Grade

Illness and /or accidents

Do you consider yourself to have any disabilities? If yes, please give details (this will enable the Council to make reasonable adjustments to help accommodate you):



Lydney Town Council

Additional competency information

Please provide specific examples in response to the following questions.

How do you feel your previous experience equips you well for this post?

Describe a project you have successfully managed. What did you do to ensure success and what challenges did you encounter?

Please give details of any outside interests or other information you feel will support your application:

Explain qualities you would bring to the role of Clerk and RFO in Lydney:

References

Please give the names and addresses of two referees. One should be your present or last employer if possible.

Referee 1

Referee 2

Name:

Name:-

Contact details (Address, phone and email)

Contact details (Address, phone and email)



Lydney Town Council

By giving these details you are permitting Lydney Town Council to contact them as part of the recruitment process. The above will only be used for successful candidates.

Council Relationships

Have you previously worked for this Council? Yes No

If YES, please give details of position held, dates of employment and main responsibilities:

Are you related to any employee or Elected Member of this Council? Yes No

If yes, please state the name of the person and the capacity in which you are known to them:

If appointed, do you have any business and/or financial interests which might conflict with the duties of the post? Yes No

If yes, please state the nature of interest:

IMPORTANT NOTICE

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

DECLARATION: I, the undersigned, declare that the information given by me on this application and any other form (including at interview) to the best of my knowledge is correct, and that I have not knowingly withheld any fact or circumstance which, if disclosed, would influence a decision to employ or not employ me.

I confirm that I have a legal right to work in the UK and if this application is successful. I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Council.

I accept that information within this application form will be used by Lydney Town Council for the purpose of processing my application. Further, should my application be successful and I am employed by Lydney Town Council, information about me, including that relating to my ethnic origin and health, will be retained and processed for the purposes of monitoring and employment procedures in accordance with the Data Protection Act 2018.

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your submitted form.

Signature:

Date:



Lydney Town Council

Recruitment Privacy Notice

Lydney Town Council is the Data Controller under the new data protection law and will only use your personal information for purposes relating to your employment with us.

Information Held About you

As part of the recruitment process it is necessary for us to collect and hold personal information about you. This information will include:

- Your name, address, home and mobile telephone numbers, email address and other relevant contact information;
- Previous employment details including qualifications, experience, employment history and interests;
- Equal Opportunity information including race, ethnic origin, gender, date of birth and disabilities;
- Information regarding any criminal record you may have;
- Details of at least two referees.

We may collect the following additional information after the shortlisting stage and before making a final decision to recruit:

- Information regarding your academic and professional qualifications;
- Information to enable us to verify your right to work and suitability for the position;
- A copy of your driving licence.

Who is processing my data?

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Lydney Town Council.

How will we use the Information we hold about you?

We will collect information about you (where applicable) to:

- Take steps to enter into a contract of employment;
- Comply with our legal obligations (salary payments, HMRC, pensions);
- Ensure that the information we hold about you is kept up to date;
- Deal with any Employee/Employer related disputes that may arise;
- Provide human resources support.

What is the legal basis for us to process your data?

The legal basis for processing the data is:

- Carrying out of a contract to which you are a party;
- Our legal obligation under employment legislation;
- The performance of a task carried out in the public interest; and
- For the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms.



Lydney Town Council

Who we will share your information with

We may share your information with partner organisations, including:

- Our Employees, agents and professional advisors;
- Local Government Pensions Service Provider - Gloucestershire County Council
- With other third party contractors who provide services to us;
- Where we are under a legal obligation to do so, for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order for example HMRC or the Police.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a 'need to know' basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How Long do we Keep your Records?

We will only keep your information for the minimum period necessary. If you are unsuccessful we will keep your information for six months. If you are employed your information will be kept for six years after termination of employment. All information will be held securely and destroyed under confidential conditions.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To exercise these rights, you will need to put your request in writing and provide proof of identification to the The Mayor, Lydney Town Council.

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Providing Accurate Information

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact Lydney Town Council, Council Chambers, Claremont House, High Street, Lydney, Glos, GL15 5DX in the first instance.

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>