



**APPLICATION FOR THE POSITION OF
EVENTS AND COMMUNICATIONS OFFICER
FULL TIME PERMANENT CONTRACT
*37 HOURS PER WEEK***

1. PERSONAL DETAILS

Surname:	Forenames:
Address:	
Postcode:	
Telephone Number:	
Mobile:	
Email:	

2.

If you are related to, or have a close personal relationship with an elected member or an employee of the Council, please state their name and the nature of the relationship:

3. DRIVING QUALIFICATIONS

Do you hold a current, valid full driving licence?

YES / NO

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OFFICER VACANCY

4. RELEVANT TRAINING AND QUALIFICATIONS

Name of School / College / Institution	Qualifications attained / Membership gained	Date Awarded

5. PRESENT EMPLOYMENT

Please give details of your current employment. If you are unemployed, please leave this section blank.

Job Title	
Name and Address of Employer	
Start Date	
Salary	
Period of Notice	
Outline of Duties and Responsibilities	

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6. PREVIOUS EMPLOYMENT

Please list all your previous employment to date. You should start with your most recent employer and work backwards:

Employer's Name and Address	From / To	Brief Description of Job Title and Duties

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7. LEISURE INTERESTS AND HOBBIES

Please give details of your current leisure interests and hobbies

8. ADDITIONAL INFORMATION

Please explain how your skills, abilities and experience to date would make you a suitable candidate for this position. Please also include why you would like to work for Malvern Town Council (you may continue on up to one additional A4 sheet if you wish).

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9. AVAILABILITY

Are you available for weekend / evening work when required for Town Council Events?

Please give details.

10. UNSPENT CONVICTIONS

Do you have any unspent convictions as defined by the Rehabilitation of Offenders Act 1974 or as amended by the Legal Aid Sentencing and Punishment of Offenders Act 2012?

YES / NO

If yes, please outline details:

11. REFERENCES

Please give details of two people from whom a reference can be obtained, one of whom should be your current or most recent employer.

Referees will not be contacted until after the interview stage.

	Reference 1	Reference 2
Name		
Position		
Organisation		
Address		
Telephone		
Email		

12. DECLARATION

I hereby certify that the particulars given above and any attachments to this application are true and correct to the best of my knowledge and that I have not canvassed any councillor or officer at Malvern Town Council in relation to the appointment that I now seek. Furthermore, I understand that if I have provided false or misleading information, this will result in the termination of any contract of employment entered into, or, the withdrawal of any offer of employment.

Signature

Date

13. THE NEXT STEP

Please return this form to Mrs Linda Blake, Town Clerk, Malvern Town Council, 28-30 Belle Vue Terrace, Malvern WR14 4PZ or by email to townclerk@malvern-tc.org.uk. **Please include an up-to-date CV.** Applicants should note that only fully completed forms will be considered.

The closing date for applications is 12 noon on Monday 22 April 2024

If shortlisted, interviews will be held on Monday 29 April / Tuesday 30 April 2024. Interviews will be held at Malvern Town Council Offices, 28-30 Belle Vue Terrace.

Introduction

As part of any recruitment process, Malvern Town Council collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulation (GDPR).

The purpose of this privacy notice is to make all job applicants aware of how and why we collect and use your personal information, both during and after a job application process.

What information does the organisation collect?

The organisation collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number.
- details of your qualifications, skills, experience and employment history.
- information about your current level of remuneration.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers including information from criminal records checks. The organisation will seek information from third parties only once a provisional job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the organisation process personal data?

The organisation needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you. In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Malvern Town Council relies on legitimate interests as a reason for processing data and has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the Council, interviewers involved in the recruitment process, and IT contractors if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.