



Working with you. For you.

## HERTSMERE BOROUGH COUNCIL

### APPLICATION FOR THE POSITION OF INDEPENDENT PERSON AND SUBSTITUTE

Individuals who wish to be considered for appointment as an Independent Person or Substitute Independent Person are requested to provide the following information to support their application.

All information provided will be treated in the strictest confidence and will only be used for the purposes of selecting and appointing an Independent Person and Substitute Independent Person.

Please read the Privacy Notice attached to this Application Form.

Please use a separate continuation page if you wish to expand upon your answer to any question outlined below.

#### **1. PERSONAL DETAILS:**

**Name:**

**Address:**

**Postcode:**

#### **Contact details:**

**Daytime Telephone Number:**

**Evening Phone Number/mobile:**

**e-mail Address:**

## **2. QUALIFICATIONS**

(Please list in particular any qualifications which you think are relevant to the position(s) for which you are applying)

**3. SUMMARY OF EXPERIENCE**

(Please give a brief account of your experience including career, public and voluntary work together with the nature of your current or most recent occupation)

*(Continue on a separate sheet of paper if necessary)*

#### **4. RELEVANT KNOWLEDGE EXPERTISE AND SKILLS**

(Please outline briefly any knowledge or expertise which you believe would be particularly relevant to the role(s) for which you are applying, having regard to the job description for the role)

*(Continue on a separate sheet of paper if necessary)*

**5. References may be taken up for all applicants who are invited for interview**

Your referees knowledge of you should be relevant to the person specification for the role(s) for which you are applying.

1. Name: .....	2 Name: .....
Address: .....	Address: .....
.....	.....
.....	.....
.....	.....
Telephone no. ....	Telephone no. ....

I wish to apply to be an Independent Person/Substitute Independent Person.

In submitting this application, I declare that: -

- I am not and have not during the past five years been a Member or Officer of Hertsmere Borough Council or of any Town or Parish Council within the Borough's area
- I am not related to, or a close friend of, any Member or Officer of Hertsmere Borough Council.
- I do not have a public profile in party politics including a role on the management or selection committee(s) of a registered political party, nor have I been a candidate or canvasser for a registered political party at a local or national election.
- I do not have an existing contractual or commercial relationship with Hertsmere Borough Council that could cause a potential conflict of interest.
- I have not been convicted of a criminal offence (excluding minor traffic offences) in the last five years
- I have read the privacy notice attached to this Application Form.

Signed .....

Date .....

Please return your completed application form to:

The Monitoring Officer  
Hertsmere Borough Council  
Civic Offices  
Elstree Way  
Hertfordshire WD6 1WA

e-mail: harvey.patterson@hertsmere.gov.uk

## **Privacy Notice**

### **General Data Protection Regulations 2016 and Data Protection Act 2018**

Your personal information will only be used by the Council:

- to contact you;
- to help determine your suitability for the role(s) applied for.

To enable the Council to do this we may also share your personal information with your nominated referees. Other than this, the Council will hold your personal information securely and in the strictest confidence.

If your application is successful and the Council appoints you to the role of Independent Person/Substitute Independent Persons, the Council will retain your personal information, other than information relating to the payment of allowances or expenses, for the term of your office plus one year, whereon it will be securely destroyed. Information relating to the payment of allowances or expenses will be kept for six years or such longer period as may be required by HMRC.

If your application is unsuccessful, the Council will securely destroy your personal information within three months of the date of the letter or e-mail notifying you that you were unsuccessful.