

APPLICATION FOR EMPLOYMENT

Deputy Town Clerk

Ashington Town Council, LC3 SCP 33–36 - £44,075 – £47,181 per annum, Permanent/ Full Time

Please complete all sections of this form in full. Your responses will be used to assess your application against the person specification for this post. Please read the guidance at the start of each section carefully before responding.

The form has been designed to allow you to type beneath each answer without any unnecessary formatting.

Incomplete applications, or applications which do not address the criteria in the person specification, may not be progressed to shortlisting.

Please return your completed form to sarah.eden@ashingtontowncouncil.gov.uk by 10th April 2026.

Section 1: Personal Details

Full name

Preferred name (if different from above)

Address

Daytime telephone number

Mobile or evening telephone number

Email address

Right to Work

Do you have the right to work in the United Kingdom?

- Yes
 No

If you require a visa or sponsorship arrangement please give details below.

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Section 2: Qualifications and Professional Development

Please complete all parts of this section. This information will be used to assess your application against the Education and Qualifications criteria in the person specification.

Academic and Professional Qualifications

Please list your relevant academic and professional qualifications, beginning with the most recent. Continue on a separate sheet if necessary.

Qualification, awarding body, grade and year (most recent first)

Local Council Sector Qualifications

Please tick all that apply and give the date awarded where relevant.

CiLCA – Certificate in Local Council Administration

Date awarded:

ILCA – Introduction to Local Council Administration

Date awarded:

FILCA – Foundation in Local Council Administration

Date awarded:

PIALC – Professional Introduction Award for Local Councils

Date awarded:

Currently working towards one of the above – please specify below

If you do not currently hold CiLCA, please confirm your commitment to achieving it within 18 months of appointment.

I confirm I will work towards and achieve CiLCA within 18 months of appointment

Membership of Professional Bodies

Please list any relevant professional body memberships, for example SLCC, CIPFA, CIMA, CIPR, or other.

Professional body, grade of membership and year joined

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Continuing Professional Development and Other Training

Please list any relevant training, CPD activities or development programmes you have undertaken in the last five years, including training delivered by NALC, your county association, SLCC, or any other provider relevant to this post.

Course or activity, provider and year (most recent first)

Driving Licence

Do you hold a full current driving licence?

- Yes
 No

Do you have access to a vehicle for work purposes?

- Yes
 No
-

Section 3: Employment History

Please provide details of your employment history, beginning with your current or most recent post. Please account for any gaps in employment.

Current or most recent post

Job title

Organisation

Dates (from and to)

Reason for leaving or reason for seeking a new post

Brief description of main duties and responsibilities

Previous post

Job title

Organisation

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Dates (from and to)

Reason for leaving

Brief description of main duties and responsibilities

Earlier post

Job title

Organisation

Dates (from and to)

Reason for leaving

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Please continue Employment History if required.

If you are currently employed, what is your notice period?

Section 4: Knowledge and Understanding

This section asks you to demonstrate your knowledge against the essential criteria in the person specification. Please answer each question as fully as you can. Vague or general responses will not score well at shortlisting. Refer to specific legislation and examples from your own experience wherever possible.

4.1 Local government law and the Proper Officer

Describe your knowledge and understanding of local government law as it applies to town and parish councils, with particular reference to the role and statutory duties of the Proper Officer.

4.2 Financial management

Describe your understanding of the financial management framework within which a town council operates, including Financial Regulations, budget monitoring, and the requirements of internal and external audit. You may wish to refer to the AGAR process, internal controls, or financial reporting to committees.

4.3 Governance frameworks

Describe your knowledge of governance frameworks relevant to local councils, including standing orders, committee procedures, delegated authority, and the conduct of formal meetings.

4.4 Data protection and GDPR

Describe your understanding of GDPR obligations as they apply in a public authority context and how you have applied this in practice.

4.5 Events licensing and regulation

Describe your knowledge of licensing and regulatory requirements relevant to the delivery of public events, and any practical experience of applying this knowledge.

Section 5: Experience

Please use specific examples throughout this section. Avoid general or vague statements. Where relevant, describe your own individual contribution rather than what your team or organisation did collectively.

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5.1 Senior local government experience

Describe your experience of working in a senior administrative or officer role in a local authority or town or parish council. What were your main responsibilities and how does this experience prepare you for the Deputy Town Clerk role?

5.2 Events programme planning and delivery

Describe your experience of planning and delivering a public event(s). Please include your specific responsibilities, the scale of event(s) involved, and how you managed procurement, contractor relationships, licensing, risk assessment, and post-event evaluation. This is an essential criterion and a substantial response is expected.

5.3 Community engagement and communications

Describe your experience in community engagement and communication. What channels did you use, how did you assess effectiveness, and what did you learn from the process? This is an essential criterion and a substantial response is expected.

5.4 Committee work and formal reporting

Describe your experience of preparing committee reports, agendas and minutes. Give examples of the types of matters you have reported on and the committees or bodies you have supported.

5.5 Advising elected Members

Describe your experience of advising elected Members on procedural, governance or legal matters. How have you ensured advice was clear, timely, and appropriately evidenced, including where the advice may have been unwelcome?

5.6 Financial administration

Describe your experience of financial administration in a local authority context, including budget monitoring, payment authorisation, and preparing financial information for Members.

5.7 Project management

Describe your experience of managing or contributing to complex projects from inception through to delivery. How did you manage competing priorities, budgets, and stakeholder relationships?

5.8 Working in a politically sensitive environment

Describe a situation where you were required to maintain professional independence and impartiality in a politically sensitive or challenging environment. How did you handle it?

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5.9 Deputising and supervisory responsibility

Have you deputised for a senior officer, acted with delegated authority, or taken responsibility for directing or coordinating the work of colleagues? Please describe the circumstances and the functions you carried out.

Section 6: Skills and Abilities

6.1 Written communication

Describe a piece of written work you are particularly proud of, for example a committee report, a strategic document or a piece of public-facing communication. What made it effective and what feedback did you receive?

6.2 Analysis and professional advice

Describe a situation where you were required to analyse complex or conflicting information and provide clear professional advice to decision-makers. What was the situation, what did you recommend, and what was the outcome?

6.3 Organisational skills and workload management

Describe how you manage a heavy or competing workload. Give an example of a time when you had to reprioritise at short notice and explain how you handled it.

6.4 IT and digital skills

Please describe the IT and digital systems you use regularly in your work, including any council management software such as Scribe or Rialtas, financial systems, communications platforms, content management systems, or social media management tools.

Section 7: Personal Statement

Please use this section to explain why you are applying for this post and what you would bring to it. You should address any criteria in the person specification not already covered in Sections 4 to 6, and in particular your commitment to public service values, the Nolan Principles of public life, and your understanding of the community and environment in which Ashington Town Council operates.

Please aim for no more than one side of A4. Quality of response matters more than length.

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Section 8: References

Please provide the details of two professional referees. References will only be taken up for candidates to whom a conditional offer of appointment is made. At least one referee should be your current or most recent employer.

Referee 1

Full name

Job title

Organisation

Relationship to you

Address

Telephone

Email

Referee 2

Full name

Job title

Organisation

Relationship to you

Address

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Telephone

Email

May we contact your referees prior to interview?

- Yes
- No – please contact me first

Section 9: Additional Information

Availability

This post requires flexibility to attend evening meetings, typically once or twice per month, and occasional weekend working for events and civic functions.

Are you able to meet these requirements?

- Yes
- Yes, subject to reasonable adjustments – please give details below
- No

Details of any adjustments required:

Reasonable Adjustments for the Selection Process

Do you require any reasonable adjustments to participate in the selection process, for example at interview?

- No
 - Yes – please give details below
-

Declarations

Do you have any relationships with Ashington Town Council Members or staff that you wish to declare?

- No
 - Yes – please give details below
-

Are you subject to any current disciplinary proceedings, sanctions or prohibition orders imposed by a regulatory body?

- No
 - Yes – please give details below
-

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Section 10: Declaration

I confirm that the information given in this application is, to the best of my knowledge, true and complete. I understand that any false, misleading or omitted information may result in my application being rejected, or if discovered after appointment, may result in dismissal.

I understand that the information provided will be held and processed in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation, solely for the purposes of this recruitment exercise and any subsequent employment.

Signature (or typed full name if submitting electronically)

Date
