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| **CONFIDENTIAL – Application for Independent Person** |

If you need assistance completing this form please telephone Patrick Davis, Democratic and Elections Officer on 01295 221742

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| **Personal Details** | | | | | | | | | |
| **Title** |  | | **Are you aged 18 or over?** | | **Yes** |  | | **No** |  |
| **Surname** |  | | **Forenames** | |  | | | | |
| **Full address including postcode** |  | | | | | | | | |
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| **Home Tel No** |  | | **Mobile No** | |  | | | | |
| **Email Address** |  | | **NI Number** | |  | | | | |
| **Daytime Telephone number** | | | | |  | | | | |
| Do you have a current driving licence? Yes or No | |  | | Licence Status – Full or Provisional | | |  | | |

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| **Qualifications**  Please list any qualifications which you think are relevant to the role of Independent Person. |
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| **Skills and Attributes**  Why do you wish to be considered for appointment as an Independent Person and what particular attributes do you believe you would bring to the role? |
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| **Additional Information**  Please provide any additional information you may wish to give in support of your application. |
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| **References** | | | | | | | | | | | |
| Please provide full details of at least two referees. You must not be related to your referees or have had any form of close personal relationship. Your referees cannot be Elected Members of the Council. | | | | | | | | | | | |
| May we contact this referee without further authority from you? – Yes / No | | |  | |  | May we contact this referee without further authority from you? – Yes / No | | | | |  |
| Name |  | | | |  | Name | | |  | | |
| Address |  | | | | Address | | |  | | |
|  | | | | |  | | | | | |
| Tel No |  | | | |  | Tel No | | |  | | |
| Email |  | | | |  | Email | | |  | | |
| In what capacity does this person know you? | | | | | In what capacity does this person know you? | | | | | |
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| **Declaration – Criminal Convictions and Cautions** | | | | | | | | | | | |
| **Rehabilitation of Offenders Act 1974.** Candidates need not give details of spent offences except where the post is exempt from the Rehabilitation of Offenders Act 1974. If you are applying for a post which is exempt from the Rehabilitation of Offenders Act 1974 this will be specified in the Information for Applicants and a criminal record or ISA registration check may be required before an appointment is confirmed. | | | | | | | | | | | |
| Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitationof Offenders Act (Exceptions) Order 1974" – Yes / No | | | | | | | |  | | **If YES**, please give brief details below: | |
| Are you currently the subject of any Police investigations following allegations made against you? – Yes / No | | | | | | | |  | | **If YES**, please give brief details below: | |
| Date | |  | | Nature of offence | | | |  | | | |
| Court | |  | | Sentence | | |  | | | | |

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| **Declaration – Independent Person Eligibility:**  I wish to apply to be an Independent Person and in submitting this application, I declare that: |
| * I am not related to, or a close friend of, any Member or Officer of Cherwell District Council. * I am not currently an Officer or Member of any other relevant authority (this includes parish, borough, district, county and unitary council and Police and Fire Authorities. * I am not actively engaged in local party-political activity. * I do not currently have and must not enter into any contractual relations with the Council under which I will gain personally * I have disclosed and agree to continue to disclose to the Council any matter in my background which, if it became public, might cause the Council to reconsider the appointment. * I understand that this is a voluntary role which attracts an annual allowance of £900.  I will not be an employee of Cherwell District Council and confirm that I therefore not do not have the rights of employees or workers of the authority. |

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| **Signed** |  | **Date** |  | |
| (Electronic signature acceptable)  Please return this application form by midnight on 22 April 2025 to [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk) with the subject title: **Independent Person Application**, or in an envelope marked **Confidential** to Patrick Davis, Democratic and Elections Officer, Law and Governance, Cherwell District Council, 39 Castle Quay, Banbury, OX16 5FD.  Receipt of your form will be acknowledged by email or if using the postal service will only be acknowledged if you enclose a stamped addressed envelope or include an email address on your application form. | | | |

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| **Privacy Notice: Recruitment Application** |
| **What information do we collect?**  As part of any recruitment process, Cherwell District Council collect and process personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and meets its data protection obligations.  Personal information is any information about an individual from which that person can be directly or indirectly identified.  **How we use your information collected**  The information you provide will be used to confirm your identity and process your application.  The Council will only seek personal information from third parties during the recruitment process where consent is given to contact your references and also once an offer of engagement has been made to you. We will inform you that we are doing so.  **Who will have access to my personal data?**  The information you provide will only be used by the Council and will not be shared with any other organisation without obtaining your consent.  The Council take all precautions to ensure your personal data is secure and used only for the purposes for which it was obtained, unless permitted by law to process it for other purposes.  **What information is processed?**  The Council process a range of personal information about you during the recruitment process. This includes:  • your name, address, contact details and NI number  • personal information included in a CV, any application form, cover letter or references we obtain  • any disability, for which the Councils needs to make reasonable adjustments  If you fail to provide certain personal information when requested, we may not be able to process your job application.  **Retention period**  Unless required for an ongoing investigation, the information provided will be retained for 6 months after which time the information will be securely destroyed. Information retained for an ongoing investigation will be securely destroyed as soon as it is no longer required.  **Contact details specific to this recruitment**  If you have any queries that are specific to how your personal data is used as part of this recruitment process contact: [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk) or write to Democratic and Elections, Cherwell District Council, 39 Castle Quay, Banbury, OX16 5FD |