**A poster of a town clerk

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**Recruitment of**

**Town Clerk**

**Application Pack**

If you would like an informal chat about this vacancy, then Steve Milton will be happy to talk to you and answer any queries you may have. Steve may be contacted using the details given below.

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**Steve Milton**  
Local Government Resource Centre   
steve.milton@lgrc.uk   
07701032010

Application is strictly via the application form contained in this pack. Please do not send a generic CV. Completed applications should be returned to Steve. More information about the Council can be found at www.amesburytowncouncil.gov.uk.  
  
**CLOSING DATE 6TH OCTOBER 2023**

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Description automatically generated**Amesbury Town Council  
Vacancy for a Town Clerk**

**£43,516 - £47,573  
National Pay Scale LC3 (SCP 37 – 41)**(Full time – 37 h*ours per week*)

**Are you looking for a management role at the heart of the local community?  
Are you excited by the chance to support the community of Amesbury in Wiltshire?   
Are you a strong team player and experienced manager?   
Sounds like you? Read on, we have your perfect career opportunity…**

Amesbury is an ancient town of around 13,000 residents located in southern Wiltshire, seven miles (11 km) north of Salisbury on the A345. It sits in the Avon Valley on the southern fringes of Salisbury Plain. The town is claimed to be the oldest occupied settlement in Great Britain, having been first settled around 8820 BC. The parish includes the hamlets of Ratfyn and West Amesbury.

Amesbury Town Council is made up of sixteen councillors, supported by a Town Clerk leading a team of seven staff with an annual budget of around £625,000. The Council is now looking for a talented and hardworking individual to lead the Council into the future. The successful candidate will need to build a wide range of positive relationships with Councillors, volunteers, residents, local groups, and partner organisations. You will also manage all the Town Council’s legal and administrative functions.

In this important role, you will be responsible for looking after the Council’s facilities and services including Council staff, buildings, allotments, public spaces, civic events, public conveniences, and cemetery. You will also oversee the statutory functions of the Council including commenting on local planning applications. The Clerk is supported by an excellent team of officers, making this the ideal position for somebody with previous management experience. Strategic delivery is at the core of the role. Clerks come from a range of backgrounds, but they share an enthusiasm for serving the community. If you come from outside the sector then full support, training and mentoring will be provided.

**The salary starts at £43,516, progressing to £47,573 subject to satisfactory performance. The full-time role is based at The Bowman Centre in the town. The contracted 37 hours include some evening and occasional weekend working. You will receive 23 days annual leave plus bank holidays and 2 extra statutory days. The Council offers a contributory pension scheme.**

If you would like to find out more, please call or email our recruitment consultant at the Local Government Resource Centre - Steve Milton on 07701032010 or [email Steve](mailto:steve.milton@lgrc.uk?subject=Application%20for%20Postion%20of%20Clerk%20-%20Looe%20Town%20Council). A recruitment pack and application form (required for all applicants) can be obtained from Steve and is also available to download from the Town Council’s website.

**Closing date: 6th October. Interviews will be held over the following two weeks.**

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Description automatically generated**Welcome to Amesbury**

Amesbury is a town and civil parish in Wiltshire, England. It is known for the prehistoric monument of Stonehenge which is within the parish. The town is claimed to be the oldest occupied settlement in Great Britain, having been first settled around 8820 BC. The parish includes the hamlets of Ratfyn and West Amesbury, and part of Boscombe Down military airfield.

Amesbury is located in southern Wiltshire, seven miles (11 km) north-northeast of Salisbury on the A345. It sits in the River Avon valley on the southern fringes of Salisbury Plain and has historically been considered an important river crossing area on the road from London to Warminster and Exeter. This has continued into the present with the building of the A303 across the Avon next to the town. Originally the town developed around the water meadows next to several bends in the river, but in time has spread onto the valley hillsides and absorbed part of the military airfield at Boscombe Down.

With the establishment of the military Aeroplane and Armament Experimental Establishment at Boscombe Down in 1939, Amesbury began to expand. As it lies within the A303 commuter belt, Amesbury has seen substantial developments on the land between the old town centre and Boscombe Down. Several new housing estates have been completed, and the most recent one – Archers Gate – has taken its name from the discovery of the Amesbury Archer. At the Boscombe Down junction of the A303, a mixed business development known as Solstice Park has been built.

Amesbury offers a good range of shops and local amenities including hotels and restaurants. It has good schools and excellent communication links to the West Country and London with Grateley Station only 6m east of the Town. The recent growth of the town has seen the arrival of many major retailers and supermarkets. There is a good range of affordable housing both old and new. The town has easy access to the countryside including the World Heritage Site at Stonehenge and the beautiful Woodford Valley which makes it ideal for outdoor pursuits such as walking and cycling.

**About the role**The Town Council serves 13,000 permanent residents, many employed by the MOD which has a large presence around Salisbury Plain. The Council runs the modern Bowman Centre providing a community venue with a thriving programme of community, arts, and leisure activities. It is also responsible for Centenary Pavilion and Park, a large sports venue opened in 2015. The Amesbury Community & Visitor Centre is an access point for many local services and groups. The Centre is run by a dedicated group of around twelve volunteers and supported by Amesbury Town Council. It is a thriving hub for local groups and is open to the whole community and visitors to the local area, where they can access information about visitor attractions and facilities plus information on local walks, activities, clubs, and societies.

The Town Council has two allotment sites on Antrobus Road and Stockport Avenue and manages two local cemeteries as well as numerous parks and play areas at Bonnymead Park, Great Amber Way Park, Harvard Park, Centenary Park, Lords Walk, Raleigh Crescent Park, Disc Golf Field, Dunford Close Park, Redworth Drive Park, Glen Collier Skate Park and Haragon Drive Park.

Amesbury Town Council is made up of sixteen councillors, supported by a Town Clerk leading a team of seven staff with an annual budget of around £625,000. The new Clerk will need to build a wide range of positive relationships with Councillors, volunteers, residents, local groups, and partner organisations. You will also manage all the Town Council’s legal and administrative functions.

In this important role, you will be responsible for looking after the Council’s facilities and services including Council staff, public buildings, facilities, allotments, public spaces, civic events, and cemeteries. You will also oversee the statutory functions of the Council including commenting on local planning applications.

The Clerk is supported by an excellent team of officers, making this the ideal position for somebody with previous management experience. Strategic delivery is at the core of the role. Clerks come from a range of backgrounds, but they share an enthusiasm for serving the community. If you come from outside the sector then full support, training and mentoring will be provided.

The precept brings in over £500k and along with other income of nearly £200k the overall expenditure is around £650k per annum.

This post of Town Clerk would suit a dynamic, motivational, and forward-thinking person who wishes to work with a collaborative team for the benefit of our historic town, its residents, businesses, and visitors. We would prefer that the new post holder will have previously worked as a Clerk or Deputy Clerk in the UK and already have an in-date Certificate in Local Council Administration (CILCA) qualification or have the necessary local government experience to enable them immediately to start working to achieve it. Energy, diplomacy, leadership, accuracy, and people skills are among the essential qualities we are seeking.

**Recruitment Process**

The recruitment of the new Clerk will take place in late Summer 2023. The recruitment timetable is as follows:

* **Closing date** 6th October (Midnight)
* **Interviews**  Will be held during the two weeks beginning 9th October - details will be provided

to shortlisted candidates in advance.

**Applications must be made on the Town Council’s application form. An editable version of that application form is included with this pack. Please do not submit a CV.**

Completed applications should be sent to [**steve.milton@lgrc.uk**](mailto:steve.milton@lgrc.uk)by Midnight 6th October.

Please ensure that your application addresses how you meet the requirements of the job description and the person specification.

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Description automatically generated**Amesbury Town Council**JOB DESCRIPTION

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| JOB TITLE: | TOWN CLERK |
| REPORTS TO: | AMESBURY TOWN COUNCIL |
| PLACE OF WORK: | THE BOWMAN CENTRE, SHEAR’S DRIVE, AMESBURY SP4 7XT |
| DATE: | 23rd AUGUST 2023 |

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| MAIN PURPOSE OF JOB: |
| As Proper Officer and strategic manager of the Council, the Town Clerk is responsible for ensuring that instructions of the Council are carried out in accordance with statutory frameworks and that the Council is legally compliant in all matters. The jobholder leads the staff team, advises Councillors and works with external bodies to ensure that: sound policies are implemented; Council priorities are delivered and monitored; resources and services are well-managed; staff are effectively led and developed; and productive working relationships are maintained with key stakeholders for the benefit of the Amesbury community. |

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| KEY ACCOUNTABILITIES: | |
|  | To effectively manage the duties and actions of the Council and ensure legal compliance in all its activities so that the risk of any litigation is minimised, and the Council builds and maintains a good reputation |
|  | To lead the officer/staff team and create a supportive, collaborative culture in line with Council values so that employees are well-managed, appropriately rewarded, and able to make positive contributions to Council aims. |
|  | To ensure effective delivery and control of the Council's assets, services, and data, including formal quotes, tenders and contracts being in place as necessary, so that the needs of the town are met by the Council and all legal requirements are satisfied. |
|  | To build and maintain excellent working relationships with organisations in Amesbury, and other key stakeholders, to enable the delivery of town services and events for the benefit of residents and visitors. |
|  | To manage the delivery of projects on behalf of the Council, including the identification of sources of funding and applications for financial support, to continue developing the assets and services available in the town. |
|  | To organise and ensure effective management of civic and charity events in Amesbury, liaising with other organisations as necessary, so that the Council is well represented, actively contributing to the town, and ensuring the health & safety of residents and visitors at events. |
|  | To promote Council activities/events and ensure effective communication with the public through the management of websites, social media, and other forms of communication so that the public are well-informed about Amesbury and engaged with the Council. |
|  | To proactively contribute to development of Amesbury Town Council by maintaining an up-to-date knowledge of the council sector, local economy and statutory developments which may affect the organisation and reporting these to Council with recommendations for action as appropriate. |
|  | To demonstrate our corporate values in all tasks and activities: being Creative; Thoughtful; Efficient; Courageous; and Inclusive, as well as upholding the Nolan Principles of Public Life to ensure that Amesbury Town Council achieves its mission: to engage with our community and help lead positive change. |

Approved: 23/08/23

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Description automatically generated**Amesbury Town Council**PERSON SPECIFICATION

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| JOB TITLE: | TOWN CLERK |
| REPORTS TO: | AMESBURY TOWN COUNCIL |
| PLACE OF WORK: | THE BOWMAN CENTRE, SHEAR’S DRIVE, AMESBURY SP4 7XT |
| DATE: | 23rd AUGUST 2023 |

Person SpecificationYour application should demonstrate how you meet the following criteria:

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| PEOPLE MANAGEMENT | The jobholder is the Senior Officer of the Council and directly responsible for the management of staff allocated to the post. |
| CREATIVITY & INNOVATION | The Town Clerk is the Senior Officer of the Council who leads and manages the Officer/staff team to deliver services and organisational priorities.  As senior leader, the jobholder deals with wide-ranging issues, many of which will be ‘new’ problems without any established solutions. The Town Clerk is the main advisor to Councillors on the application of Local Government Regulations and other statutes/guidance so must interpret the available information and seek further advice as needed to ensure appropriate recommendations are made. As manager of the Town Council’s website and other media channels, the jobholder prepares copy and selects images which are appropriate to effectively promote the actions and the culture of the Council, and ensures other officers are enabled to exercise their creativity appropriately. |
| CONTACTS & RELATIONSHIPS | The Town Clerk is a primary ‘ambassador’ for Amesbury Town Council and needs to build excellent relationships with other town organisations, key stakeholders, and contacts at other councils. There is a need for the jobholder to work collaboratively with leaders of other organisations and this necessitates liaising, negotiating, and influencing others to represent the Council, protect our reputation and to ensure benefit for the town as a whole. As the Officer with overall responsibility for the statutory conduct of the Council, the jobholder works closely with Councillors and, in particular, the Mayor of Amesbury which can involve challenging discussions about high-level situations and, sometimes, legal rules and precedents that necessitate assertive but sensitive conversations. |
| DECISIONS  (DISCRETION & CONSEQUENCES) | The Town Clerk is the Senior Officer of Amesbury Town Council and has delegated authority to make decisions on behalf of Council including responding to letters and requests, spending to maintain services, and developing content/copy for website and media.  The Town Clerk is expected to monitor policies and practices of the Council to ensure that they remain legally compliant and achieve desired results. The jobholder will recommend policy additions or changes to Council and advise on the best course of action.  The Town Clerk manages the devolution of assets from others to the Town Council and needs to review strengths, weaknesses, opportunities, and threats of devolution before recommending to Council whether to proceed. |
| RESOURCES | The jobholder is issued with a laptop and mobile phone and such other equipment that may be required to perform the role. In addition, the Clerk is responsible for the management of the Council’s asset register and ensuring this is kept up to date. |
| WORKING DEMANDS | The Town Clerk’s work is directed by strategic priorities and is subject to conflicting priorities and changes in circumstances requiring re-programming of schedules and priorities. |
| WORKING ENVIRONMENT | Office based role; regular VDU user; some unsocial hours; occasional lone working. |
| KEY KNOWLEDGE  & SKILLS REQUIRED | * Local knowledge and familiarity with the communities in and around Amesbury would be advantages. * Educated to degree level (or equivalent level of skill/experience) * CILCA qualified or working towards qualification. * Knowledge/experience of the role of the Proper Officer role * Excellent interpersonal skills with proven experience of building positive relationships with stakeholders, colleagues, and staff. * Excellent communication skills including presenting to groups, writing copy, and working with a variety of media to promote activities. * Experienced people manager with good leadership skills and a supportive, collaborative approach * Experience of managing quotes, tenders, and contracts for services * Skills/experience in project management, planning and delivery; and associated research and applications to funding streams. * Skills/experience in governance, performance management and effective monitoring/review of systems * Proven experience of report writing, including research, analysis, and presentation of options * Good working knowledge of MS Office suite essential, experience of SAGE or similar software would be an advantage. * Experience of website tools and using social media is an advantage. * Full UK driving licence or alternative means of travelling to other locations/meetings. |

A black and white logo with a statue in a arch

Description automatically generated**Amesbury Town Council**APPLICATION FOR EMPLOYMENT

**Guidance Notes for Job Applicants**Please complete all sections of the application form to the best of your ability and only append additional sheets when you have run out of space.

**If you have any additional needs, please tell us about any adjustments we may need to make to assist you with the selection process.**

# Information in Support of your Application This is your opportunity to tell us why we should offer you the position. Please give your reasons for applying for this post and explain how you meet the person specification ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is needed, please continue on a separate sheet.

This post may necessitate occasional travel, if you do not have a driving licence or access to private means of transport, you will need to demonstrate how you will meet these criteria.

# References

A minimum of two references are required and we would prefer them to be your two most recent employers including your current employer if you are in employment. References will be taken up if you are the successful candidate following the interviews.

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Description automatically generated**Amesbury Town Council**APPLICATION FORM

*Please complete ALL sections in type or black ink and use only  
A4 size paper as continuation sheets as required.*

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| **Job Details** | | | |
| Post applied for: | Town Clerk: Amesbury Town Council | | |
| Where did you see the post advertised? |  | | |
| **Personal Details** | | | |
| Surname: | | Forename(s): | |
| Preferred title (e.g., Mr/Mrs/Miss/Ms/Dr/Other): | | | |
| Address: Post Code: | | | |
| **Telephone numbers**  Home: | | Mobile:  Work: | |
| Personal email:  (This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview & outcomes where appropriate) | | | |
| **Immigration, Asylum and Nationality Act 2006** | | | |
| **It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy us that the Asylum and Immigration Act 1996 is being complied with.** | | | |
| Do you require a work permit to work in the UK? If yes, please provide details: | | | Yes/No |

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| **Relationship to any Council member or employee** | | | | | | | | | | | | |
| To your knowledge, are you related to any member or employee of the Town Council? If yes, please provide details:  ***Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed you may be dismissed without notice.*** | | | | | | | | | Yes/No | | | |
| **Present or Most Recent Employment** | | | | | | | | | | | | |
| **Name of Employer:**  **Address of Employer:**  **Post Code:** | | | | | | | | | | | | |
| **Job Title:** | | | | | | | | **Dates employed:** | | | | |
| **Current or final salary:** | | | | | | | | **Period of notice required:** | | | | |
| *Please give a brief outline of your main responsibilities:* | | | | | | | | | | | | |
| **Previous Employment** *Please list all previous employment in chronological order (most recent first)* | | | | | | | | | | | | |
| Dates from and to | Name & Address of Employer | | | | Job Title and outline of main responsibilities | | | | | | Reason for leaving | |
|  |  | | | |  | | | | | |  | |
| **Education & Qualifications**Please give details of all educational qualifications obtained and those currently being pursued | | | | | | | | | | | | |
| Name of School, College, University, etc | | Dates attended from and to | | | | Subjects studied and qualifications worked towards | | | | | | Grades and year obtained |
|  | |  | | | |  | | | | | |  |
| **Training** *This includes trade/professional training, government training schemes,*  *apprenticeships, short courses, and secondments* | | | | | | | | | | | | |
| Course Title | | | Organisation | | | | | | | Dates | | |
|  | | |  | | | | | | |  | | |
| **Membership of Professional Institutes** | | | | | | | | | | | | |
| Institute | | | | Level of Membership | | | | | | | Year of Award | |
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| **Other Experience** *Details should be given for any period not accounted for by full-time employment, education.*  *and training, e.g., unemployment or voluntary work* | | | | | | | | | | | | |
| Experience | | | | | | | | | | From/To | | |
|  | | | | | | | | | |  | | |
| **Information in Support of Your Application** If further space is needed, please continue on a separate A4 sheet | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **References** | | | | | | | | | | | | |
| **Referee 1** | | | | | | | **Referee 2** | | | | | |
| Name: | | | | | | | Name: | | | | | |
| Job Title: | | | | | | | Job Title: | | | | | |
| Name of Organisation: | | | | | | | Name of Organisation: | | | | | |
| Address:  Post Code: | | | | | | | Address:  Post Code: | | | | | |
| Tel No: | | | | | | | Tel No: | | | | | |
| Email Address: | | | | | | | Email Address: | | | | | |
| How long have you known this person and in what capacity? | | | | | | | How long have you known this person and in what capacity? | | | | | |
| **Please note that referees will not be contacted prior to interviews. References will be taken up once an offer has been accepted by the successful candidate.** | | | | | | | | | | | | |
| **Rehabilitation of Offenders Act 1974** | | | | | | | | | | | | |
| Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position permits our Interview Panel to ask questions about your entire criminal record we only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining a position with the council. | | | | | | | | | | | | |
| **Additional Information** | | | | | | | | | | | | |
| Do you hold a current driving licence? Yes/NoIf YES, please state the type of licence you hold: | | | | | | Are you a car owner? Yes/NoIf NO, do you have access to a car? Yes/No | | | | | | |
| Do you have any current endorsements? **Yes/No**  If YES, please specify: | | | | | | | | | | | | |
| **Declaration** | | | | | | | | | | | | |
| I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment void , and if I am appointed, liable to dismissal without notice.  **Data Protection**:  If I accept employment with Amesbury Town Council, I consent to my personal information being held by them for the administration of my Contract of Employment.  Signed: Date:  (An electronic signature is acceptable)  Name:  *If this form has been completed electronically, please indicate your consent and, if you are appointed following an interview, please give the Chair of the Council a signed copy to be held on the personnel file:*  **YES/NO** | | | | | | | | | | | | |

## **END OF APPLICATION FORM**

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Description automatically generated**Amesbury Town Council**

**GDPR Privacy Notice for all Job Applicants**

**Introduction**

As part of any recruitment process, Amesbury 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 Regulations (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.
* whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process.
* information about your entitlement to work in the UK; and
* equal opportunities monitoring information.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, 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 a contract with you. It also needs to process your data to enter 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.

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

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

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, managers in the department with a vacancy 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.

The organisation will not transfer your data outside the European Economic Area.

**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.

**Your rights**

As a data subject, you have a number of rights. You can:

* access and obtain a copy of your data on request.
* require the organisation to change incorrect or incomplete data.
* require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.
* object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
* ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override the organisation's legitimate grounds for processing data.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.