

Application form: Chair of the Lakenheath Pride in Place Neighbourhood Board

All information is given and treated in confidence

Personal details

| | | | |
|--|-----|----|--|
| Surname | | | |
| Title | | | |
| Other names (in full) | | | |
| Any previous surname | | | |
| Address | | | |
| Home phone number | | | |
| Mobile phone number | | | |
| Email address | | | |
| Preferred method of contact during office hours | | | |
| Are you required to have a permit to work in the UK? | Yes | No | |
| If so, do you have a permit? | Yes | No | |

Knowledge, skills, experience and personal qualities

Using examples, please outline how you believe you meet the requirements for the role. This may include any experience, training and skills that you feel would be relevant. A maximum count of 500 words is suggested for guidance purposes. Candidates are welcome to attach a CV as a supporting document if you wish.

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|--|-----|----|--|
| I can confirm that I meet all the requirements of the role of Chair of the Lakenheath Neighbourhood Board as stated in the role description and job advertisement. | Yes | No | |
| I can confirm that I am not an elected representative | Yes | No | |
| Do you believe that you have any conflicts between your personal circumstances and the role of the Neighbourhood Board Chair? | Yes | No | |

If you do not believe that you meet all the requirements of the role, or may have conflicts in performing the role, please give details below:

Previous convictions

The Rehabilitation of Offenders Act, 1974 (Exceptions) Order, 1975 (as amended in 2013) provides that certain spent convictions and cautions are 'protected' and need not be declared for employment purposes. Further information from Disclosure and Barring Service website. Convictions and cautions that are not 'protected' must be declared below.

Exception

Where the job is listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order, 1975 we require a satisfactory enhanced Disclosure and Barring Service (DBS) certificate prior to employment. This requirement will be clear in the job pack, and you are asked to declare any convictions and cautions that will appear on the DBS certificate in accordance with our policy.

Details of convictions and cautions and cases pending

(this box must be completed – state 'none' if applicable)

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Declaration

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For more information, see [How we use your personal information](#)

I declare that to the best of my knowledge the information given in this form is complete and accurate.

I also declare that I have and consent to the [privacy notice](#).

I understand that the canvassing of any councillor, or employee of West Suffolk Council or giving any false information or omitting to give information, may make me ineligible for work.

| | |
|--------|--|
| Signed | |
| Date | |

Please email the completed application to: recruitment@westsuffolk.gov.uk

Appointments will be made based on the application form and an interview with an appointment panel.

If you require any specialised aids or support to enable you to attend a fair interview, then please email recruitment@westsuffolk.gov.uk with details.

Closing date for applications is **12pm Friday 27 February 2026**