



Bridgwater Town Council

CONFIDENTIAL

APPLICATION FORM

Position Applied for:

Notes for Completion:

- Please complete all sections of this form.
- You may attach additional pages where necessary.

Please return your completed form to **hadmin@bridgwater-tc.gov.uk**

1. **Personal Details**

Surname	Telephone Number (mobile)
	Telephone Number (Home)
Forename(s)	
Address	E-Mail Address
.....	
.....	
Post Code	

Holiday Commitment - Please give details of any holiday commitment you have over the next 12 months:

2. **Professional Membership** (relevant to this post)

Organisation	Membership Status/Level

3. **Education and Qualifications** (Please provide details of your education and qualifications (most recent first))

Dates		School/College/ University etc.	Qualifications (State level and subject)	Grades
from	to			

4. **Training & Development**

Please provide details of any training or professional development relevant to this role.

5. Current or Most Recent Employment

Name & Address of Employer:

Reason for wanting to Leave:

Job Title:

Salary:

Date started:

Notice Period:

Main duties & Responsibilities:

6. **Previous Employment** (Please list previous employment (most recent first).

Dates		Name & Address of Employer	Job Title	Annual Salary	Reason for Leaving
from	to				

Employment Gaps

Please explain any gaps in your employment history, including dates and reasons (e.g., education, caring responsibilities)

7. **Supporting Statement**

Please explain how you meet the requirements of the person specification and why you are suitable for this role.

(Include examples from your experience and training.)

(Please use continuation sheet(s) if necessary)

8. Interview Arrangements

If you need any reasonable adjustments to be made in order for you to be interviewed for this position at our premises, please give details:-

9. References (Please provide two referees, including your current or most recent employer)**Employer's Reference** (Current/Most recent Employer)

Name:

Employer's Reference

Name:

Address:

Address:

Email Address:

Email Address:

Telephone number:

Telephone number:

Occupation:

Occupation:

May we contact prior to interview Y / N

May we contact prior to interview Y / N

10. Interests, Hobbies, Sports

Please give brief details of your interests outside work, including membership of clubs and any voluntary work you undertake which may be relevant to this post

11. Additional Information

Do you hold a current Driving Licence? Y / N

What kind of licence is it? Provisional ☐ Full ☐ HGV ☐

Do you have regular use of a vehicle? Y / N

Please give details of any penalty points and/or driving ban in the last five years

How did you learn of this vacancy?

Social media	☐	Noticeboard	☐
Word of mouth	☐	Linked In	☐
Job website	☐	Which one ?	
Other	☐	Please specify	

12. **Declarations/Code of Conduct**

Are you related to any Councillor or Employee of this council? Y / N

If YES, please give details:

I understand that canvassing of Councillors or Officers, directly or indirectly, will disqualify my application

Right to work in UK

Are you legally entitled to work in the UK? Y / N

We will require evidence of this prior to commencing employment

Criminal Record

Have you ever been convicted of a criminal offence? Y / N

Declaration subject to the Rehabilitation of Offenders Act 1974

If YES, please give details:

PLEASE NOTE: If it comes to light that you have a conviction or other record which you have not declared then any offer of employment may be withdrawn, or if you have already started working for the Council, this could result in disciplinary action or dismissal.

Data Protection

The Data Protection Act 2018 ("the Act") sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application ("the information") will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.

I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.

Signed:.....

Date:.....

Declaration

I confirm that the information given on this application form is, to the best of my knowledge and belief true and complete in all respects. I understand that should I have deliberately made a false or misleading statement on this form deemed to be a deliberate attempt to deceive will disqualify the application or, if already in post, will result in the employment being terminated.

Signed:.....

Date:.....

