



Bridgwater Town Council

CONFIDENTIAL

APPLICATION FORM

Position Applied for:

Notes for Completion:

- 1 Please complete the form in **black ink**, preferably typed, or **BLOCK CAPITALS** if hand written
- 2 Additional sheets may be attached where necessary
- 3 Please complete all relevant sections. If you attach a CV containing a complete employment history, you do not need to complete sections 5 and 6. You must still complete the Employment Gaps section so that we can understand the chronology of your work history.
- 4 **Please return by email to** hadmin@bridgwater-tc.gov.uk
- 5 The closing date for applications is

1. Personal Details

Surname.....

Forename(s)

Address

.....

.....

Post Code

Telephone Number (mobile)

Telephone Number (Home)

E-Mail Address

Interview availability (optional)

Please tell us about any dates when you would be unavailable for interview. This information will not be used when shortlisting.

2. Professional Membership (relevant to this post)

Organisation	Membership Status

3. Education and Qualifications (Secondary/College/University etc.)				
Dates		School/College/ University etc.	Qualifications (State level and subject)	Grades
from	to			
4. Training				
Please give details of any courses you have completed which you think are relevant to this post:				

5. Current or Most Recent Employment

Complete this section only if your attached CV does not provide a complete employment history.

Name and address of employer:		Reason for leaving or seeking a change (optional):
Job Title:		
Employment end date (if applicable):		
Date started:	Period of notice required:	
Main responsibilities and relevant achievements:		

6. Previous Employment

Complete this section only if your attached CV does not provide a complete employment history. Please list your previous two employers and any other employment relevant to the role.

Dates		Name & Address of Employer	Job Title	Key duties	Reason for leaving (optional)
from	to				

Employment Gaps

Please identify any gaps in the employment history shown in this form or your CV, giving the approximate dates and a brief explanation. Examples may include education or training, caring responsibilities, career breaks, travel, volunteering, job seeking or health-related absence. You do not need to provide medical details or other sensitive personal information. Gaps will not automatically disadvantage your application.

7. Information in Support of your Application

Please tell us why you've applied for this job and why you think you are the best person for the job (explain how you meet the Person Specification for this post by making reference to previous 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. Referee 1 must be your current or most recent employer. If this is not possible, explain why and provide the most appropriate alternative professional referee. Referee 2 should normally be another employer or professional referee; a character referee may be accepted where relevant. Referees must not be relatives. We will normally contact referees only after a conditional offer of employment and with your knowledge.

Referee 2 - Professional or Character Reference

Name:

Address:

Email Address:

Telephone number:

Occupation:

Relationship to you:

Referee 1 - Current or Most Recent Employer

Name:

Address:

Email Address:

Telephone number:

Occupation:

Relationship to you:

10. Relevant Voluntary or Community Experience (optional)

Please give brief details of any voluntary, community or other experience that is relevant to the role. You do not need to disclose personal interests or memberships that are unrelated to the job.

11. Other Information

Driving (complete only where the job description states that driving is required)

Do you hold the type of driving licence required for this role? Yes / No

Driving licence number: _____

Please give relevant details, including any current endorsements that may affect your ability to carry out the role:

Driving licence check

Where driving is a requirement of the role, I give Bridgwater Town Council permission to check my driving licence information with the DVLA or through an authorised checking service for recruitment and employment purposes. I understand that I may be asked to provide a DVLA check code and that any information obtained will be handled securely and only used to assess requirements relevant to the role.

I give permission for this check: Yes / No

How did you learn of this vacancy?

Social media / Noticeboard / Word of mouth / LinkedIn / Job website / Other

Please specify:

12. Declarations/Code of Conduct

Are you related to any Councillor or employee of the Council? Yes / No

If yes, please give details. This information is requested only to identify and manage any actual or perceived conflict of interest.

I understand that canvassing Councillors or Officers, directly or indirectly, may disqualify my application.

Right to work in the UK

Are you legally entitled to work in the UK? Yes / No

Evidence of right to work will be checked consistently for the successful candidate before employment begins. Please do not send identity documents with this application.

Criminal Record

Have you ever been convicted of a criminal offence? Yes / No

Declaration subject to the Rehabilitation of Offenders Act 1974

You do not need to disclose a spent conviction or caution unless the role is legally exempt from the Rehabilitation of Offenders Act 1974. Where an exemption or DBS check applies, this will be stated in the recruitment information.

If YES, please give details of any conviction or other record that you are legally required to disclose:

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

Data protection

The Council will process the personal information provided during recruitment in accordance with UK data protection law and its Recruitment Privacy Notice. Information will be used only for recruitment, pre-employment checks and related legal obligations, shared only where necessary, kept securely and retained only for the period stated in the Privacy Notice. Recruitment processing does not rely on your consent where another lawful basis applies. Please ask HR if you would like a copy of the Recruitment Privacy Notice.

Declaration

I confirm that, to the best of my knowledge, the information in this application and any attached CV is true and complete. I understand that a material and deliberate false statement or omission may lead to withdrawal of an offer or, where lawful and appropriate, disciplinary action after appointment.

Signed: _____ Date: _____