



Application Form

Post applied for : <i>Facilities Administration Assistant</i>	
PERSONAL DETAILS	
Surname:	First name(s):
Former or changed name(s):	
Date of Birth:	Current Address:
National Insurance Number:	
Home Tel:	
Work Tel:	
Email:	Post Code:
Do you consider yourself to have a disability?	Yes / No
Please tell us about any reasonable adjustment you need to help you with your employment application, and	
Please tell us about any reasonable adjustment you need to help you do the job for which you are applying.	
RELATIONSHIPS & CANVASSING	
Please declare below any family or close relationship with an existing employee or councillor of Bridgwater Town Council.	
CANVASSING OR NON DECLARATION WILL DISQUALIFY APPLICANTS	
CURRENT OR IF NOT IN EMPLOYMENT YOUR LAST EMPLOYER	
Employer's name	Position held
Employer's address	Date started
	Date finished
	Reason for leaving
	Other Benefits
Salary	
Brief description of duties, responsibilities etc.	

ACTION FOR EQUALITY

Bridgwater Town Council aims to ensure that no job applicant or employee receives less favourable treatment than another on grounds of sex, race, colour, ethnic origin, religion, marital status, sexuality, disability, age or any other factor unrelated to the requirements of the job and which are not restricted by legislation.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We are committed to safeguarding children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.



ALL PREVIOUS EMPLOYMENT - since leaving school, including voluntary work. Please list most recent first.

From	To	Name and address of employer	Position held	Reason left

EDUCATION, VOCATIONAL TRAINING AND QUALIFICATIONS relevant to the position. Please list most recent first

From	To	Establishment	Examinations, qualifications, grades and achievements	Awarding Body	Date of Award

MEMBERSHIP OF PROFESSIONAL BODIES – relevant to the position applied for

Name of Professional Body	Reference/Membership Number

EVIDENCE TO SUPPORT YOUR APPLICATION. **Personal Statement**

You may continue on a separate sheet if you need to.

Key Competencies, Knowledge and Skills: Referring to the person specification, provide examples of how you have demonstrated the key competencies and the knowledge and skill requirements for this role. You may use experience gained from within and/or outside the workplace to provide these examples. (We recommend that you use the different headings on the person specification as a starting point.)

Personal Attributes: Please describe ways in which you have demonstrated the personal attributes required for this post, as outlined in the person specification.

OTHER RELEVANT ACHIEVEMENTS (e.g. leisure interests and hobbies)

REFERENCES

Give the names, addresses and telephone numbers of two referees. One must be your current employer or, if you are currently out of work, your last employer. References from friends or purely social acquaintances are not acceptable.

1	Name	2	Name
	Position		Position
	Relationship		Relationship
	Address		Address
	Postcode		Postcode
	Telephone No.		Telephone No.
	Permission to contact prior to interview Yes/No		Permission to contact prior to interview Yes/No

CRIMINAL RECORDS

Having an unspent conviction will not necessarily bar you from employment. This will depend upon the circumstances and background to your offence(s). Criminal records will only be taken into account when the conviction is relevant.

CRIMINAL RECORDS DECLARATION

I confirm that **I am not** on Section 142 of the Education Act, disqualified or barred from working with children and/or vulnerable adults, or subject to sanctions imposed by a regulatory body and have no convictions, cautions, reprimands, warnings or bind-overs.

SIGNED..... **DATE**.....

I confirm that **I am** on Section 142 of the Education Act, and/or disqualified or barred from working with children and/or vulnerable adults, or have been subject to sanctions imposed by a regulatory body and/or have 'spent' or 'unspent' convictions, cautions, reprimands, warnings or bind-overs and have attached details in a sealed envelope marked 'private and confidential – Town Clerk only'.

SIGNED..... **DATE**.....

DECLARATIONS

I declare that the information given above is correct to the best of my knowledge. I understand that deliberately giving false or incomplete answers could disqualify me from consideration, or, in the event of my appointment, make me liable to summary dismissal and possible referral to the police. If appointed I give my consent under the Data Protection Act 2018 for Bridgwater Town Council to retain and to make reasonable use of the personal information I have provided in connection with its employment policies, procedures and practices.



SIGNED..... **DATE**.....