

# Confidential



## Application Form

Position Applied For:
Closing Date:

*Notes for Completion:*

- 1 Please complete the form in **black** ink filling in the Job Title, Job Ref and Closing date in the box above
- 2 Additional sheets may be attached where necessary
- 3 Please complete **all** sections

1. Personal Details												
Surname .....	Telephone Number (Home).....											
Initials .....	Telephone Number (Work).....											
Address .....	Mobile Number .....											
.....	May we contact you at work? YES <input type="checkbox"/> NO <input type="checkbox"/>											
.....	E-Mail Address _____											
.....	National Insurance Number:											
		<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
Post Code												
Dates not available for Interview.....												
Are you applying for this post on a job-share basis Yes <input type="checkbox"/> No <input type="checkbox"/>												
2. Professional Membership												
Organisation	Membership Status	Date Awarded										

**3. Education and Qualifications (Secondary/College/University etc.)**

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

**4. Present/Most Recent Employment**

From:	To:	Name and address:

**Job Title:**

Period of notice required:	Key responsibilities:

<b>Present salary and allowances:</b>	
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**5. Previous Employment** (most recent first)

Dates From:	Dates To:	Name & Address of Employer:	Job Title & Grade:	Reason for Leaving:

**6. Information in Support of your Application**

*Notes*

- 1 Please explain why you are applying for this vacancy and your reasons for considering a move.
- 2 Give details of relevant experience and courses attended. (In the event that you are unable to refer to work-related experience please provide information relevant to other activities).
- 3 What skills and personal qualities can you bring to this post?

(Please use continuation sheet if necessary)

6. Information in Support of your Application (Cont.)

7. Interests

Please include membership of clubs and any voluntary work you undertake which may be relevant to this post

8. Other Information

Do you hold a current Full Driving Licence? YES  NO

What kind of licence is it? (Please specify car, HGV etc.).....

Do you have regular use of a vehicle? YES  NO

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

9. Positive about disability

The Council welcomes applications from people with disabilities and will guarantee an interview to all disabled candidates who demonstrate they meet the essential requirements of the post. The information requested below will help us to ensure that disabled candidates have fair and equal access to recruitment opportunities and that we fulfil our obligations under the Equality Act 2010. Under this Act, a person with a disability is defined as having ‘a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities’.

Do you consider yourself to have a disability? YES  NO

If yes, and you are selected for interview, would you welcome a pre-interview discussion to identify any requirements you may have? YES  NO

Would the provision of any aids or reasonable adjustments assist you in carrying out the duties of the post? (If yes, this will be discussed with you at interview) YES  NO

10. Disclosure of Criminal Offences

Please provide details of any criminal convictions which are **not spent** under the Rehabilitation of Offenders Act 1974 \*

Date

Nature of offence

If the post you are applying for requires an Enhanced Disclosure Certificate (as indicated in the information sent to you), the Rehabilitation of Offenders Act does not apply. Therefore, please also give details of any ‘spent’ convictions.

\*Only relevant convictions will be taken into account

11. References - Please give details of two referees, both of which should be employment references where possible and **including your current employer**. If you are in, or have just completed full-time education, one referee should be from your school, college or university.

Name:	Name:
Address:	Address:
Telephone number:	Telephone number:
Email address:	Email address:
Occupation:	Occupation:
Employer's reference <input type="checkbox"/> Personal reference <input type="checkbox"/>	Employer's reference <input type="checkbox"/> Personal reference <input type="checkbox"/>
May we contact prior to interview YES <input type="checkbox"/> NO <input type="checkbox"/>	May we contact prior to interview YES <input type="checkbox"/> NO <input type="checkbox"/>

Please ensure your referees are in a position to respond promptly

12. Declarations/Code of Conduct

Are you related to any Councillor or Employee of this council? YES  NO   
 If YES, please give details:

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

I declare that the information given on the application is to the best of my knowledge true and complete

Signed:..... Date:.....

**Please Note:**

The information given by you throughout this application is accepted as accurate. Any false or inaccurate information deemed to be a deliberate attempt to deceive will disqualify the applicant or, if already in post, will result in the employment being terminated.

Please return this form to: **Judy Raybould, Somerton Town Council**  
**Edgar Community Hall, Somerton Business Park, Somerton, TA11 6SB**

Or email – [town.clerk@somertontowncouncil.gov.uk](mailto:town.clerk@somertontowncouncil.gov.uk)

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## Recruitment Monitoring Information

Our vision is to be an organisation consistently delivering an improving quality of life for all - a **'truly outstanding' organisation**. To help us achieve this, the Council is committed to a policy of Equal Opportunity in employment. Applications are welcomed from eligible candidates irrespective of age, race, colour, nationality, ethnic origin, disability, gender, marital status, sexual orientation or religion.

To measure the effectiveness of our Equal Opportunities Policy we need to monitor applicants and employees so that we can review our selection criteria and procedures and ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

For this reason we have asked you to provide the information requested on this form. The information will be recorded confidentially on our HR systems and will not be referred to during the selection process. If you are successfully appointed to the post, it will be used to update our HR/Payroll records to support workforce planning.

Once completed please return the questionnaire, with your application form, the Council Office. All Personal data is held in line with the Data Protection Act.

Thank you for your cooperation.

**Applicant details**

**Name:**

**Post Number:**

**Job Title:**

**What is your gender?**  
 Female     Male

**Is your gender identity the same as the gender you were assigned at birth?**  
 Yes     No

**What is your marital status?**  
 Single     Married     Civil Partner     Divorced     Widowed     Separated

**What is your date of birth:**

**How would you describe your ethnic origin?**  
**White:**  
 British     Irish     Any other white background

**Mixed:**  
 White and black Caribbean     White and black African     White and Asian  
 Any other mixed background

**Asian or Asian British:**  
 Indian     Pakistani     Bangladeshi     Any other Asian background

**Black or Black British:**  
 Caribbean     African     Any other Black background

**Other ethnic group:**  
 Chinese     Any other Ethnic Group

If you have ticked OTHER to any of the above, please specify your ethnic origin:

**What is your religion?**  
 Buddhist     Catholic     C of E     Hindu     Jewish     Methodist  
 Muslim     None     Protestant     Sikh     Other

If you have ticked OTHER, please specify your religion:

**What is your sexual orientation?**  
(Please tick which category best describes how you think of yourself):  
 Straight     Gay/lesbian     Bisexual     Other

**Do you consider yourself to have a disability?**  
 Yes     No

**Have you any criminal convictions, which are not spent under the Rehabilitation of Offenders Act 1974?**  
 Yes     No

**Where did you see this post advertised?**  
 Western Gazette     SSDC website     Job Centre     Other (including word of mouth)

If you have ticked OTHER, please specify: