

**WINCANTON TOWN COUNCIL  
APPLICATION FOR EMPLOYMENT**  
Completed Application Forms must be returned by:

**8<sup>th</sup> October 2021**

Email: Jo Swift [office@wincantontowncouncil.gov.uk](mailto:office@wincantontowncouncil.gov.uk)

**Please complete in black ink or type**

**Private and Confidential**

<b>Job Details</b>	
Post applied for:	
Where did you see the post advertised?	(This will help us with advertising future posts)
<b>Personal Details</b>	
Surname:	Forename(s):
Preferred title (eg Mr/Mrs/Miss/Ms/Dr/Other): Mr	
Address:	
Post Code:	
<b>Telephone numbers</b>	
Home:	Mobile:
<b>Immigration, Asylum and Nationality Act 2006</b>	
<b>It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy us that the Asylum and Immigration Act 1996 is being complied with.</b>	
Do you require a work permit to work in the UK? If yes, please provide details:	

**Relationship to any Council member/employee**

To your knowledge, are you related to any member or employee of the council?  
If Yes, please provide details:

*Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed may be dismissed without notice.*

**Present or Most Recent Employment**

**Name of Employer:**

**Address of Employer:**

**Post Code:**

**Job Title:**

**Dates employed:**

**Current or final salary:**

**Period of notice required:**

*Please give a brief outline of your main responsibilities:*

**Previous Employment**

*Please list all previous employment in chronological order (most recent first)*

Dates from and to	Name & Address of Employer	Job Title and outline of main responsibilities	Reason for leaving

### Education & Qualifications

*Please give details of all educational qualifications obtained and those currently being pursued*

Name of School, College, University, etc	Dates attended from and to	Subjects studied / qualifications worked towards	Grades and year obtained

### Training

*This includes trade/professional training, government training schemes, apprenticeships, short courses and secondments*

Course Title	Organisation	Dates

### Membership of Professional Institutes

Institute	Level of Membership	Year of Award

**Other Experience**

*Details should be given for any period not accounted for by full-time employment, education and training, e.g. unemployment or voluntary work*

Experience	From/To

**Provide information in support of your application:**

*Explain how your experience relates to the role and the requirements on the job specification*

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<b>Referee 1</b>	<b>Referee 2</b>
Name of organisation:	Name of organisation:
Email address:	Email address:
Telephone no.:	Telephone no:
How long have you known this person and in what capacity?	How long have you known this person and in what capacity?

## Rehabilitation of Offenders Act 1974

Please give details of any "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position permits our Interview Panel to ask questions about your entire criminal record we only ask about "unspent" convictions. A criminal record will not necessarily be a bar to obtaining a position with the council.

### Additional Information

Do you hold a current driving licence?  
If YES, please state the type of licence you hold:

Are you a car owner?  
If NO, do you have access to a car?

Do you have any current endorsements?  
If YES, please specify:

### Declaration

I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.

**Data Protection:**

If I accept employment with Wincanton Town Council, I consent to my personal information being held by them for the administration of my Contract of Employment.

Signed:

Date:

Name: