



APPLICATION FOR EMPLOYMENT WITH MINEHEAD TOWN COUNCIL

You are welcome to attach a letter in support of your application but, unless otherwise requested in the advertisement or job details, you are asked not to send curriculum vitae, testimonials or other documents. The box sizes are a guide as to the amount of information required but you may submit further relevant information on a separate sheet if there is insufficient space on the form

Please write in BLACK ink for photocopying purposes

Application for the post of	
Closing date	
How did you hear about this job? (name of publication if advertised)	
PART A: PERSONAL DETAILS (block capitals please)	
Family Name/Surname	
Previous Name(s)	
Forename (and known name if different from forename)	
Preferred title (eg Mr, Mrs, Ms, Dr)	
Home Address (including postcode)	
National Insurance number	
Daytime/Mobile telephone number	
Home telephone number (if different from above)	
Email address, if available	
EQUAL OPPORTUNITIES	
<p>Minehead Town Council (MTC) intends to ensure that no employee or job applicant should receive less favourable treatment than another on the grounds of race, colour, nationality, ethnic or national origins, religion, gender, sexual orientation, disability, age, marital status, domestic responsibilities, political or trade union activity or other forms of discrimination. The Council’s recruitment practices will exclude all assumptions, preferences or judgments that are not job related. Information provided by applicants will be treated as confidential</p>	
FLEXIBLE WORK PATTERNS	
<p>Where job requirements and operational demands allow, MTC will consider any reasonable requests for flexible working patterns, including part-time, home-working or job sharing arrangements</p>	

PART B: PRESENT (or most recent) EMPLOYMENT

Name and location of Employer

Job Title

Reporting to (Job Title)

Start Date

Notice required (or date left employment)

Salary/Range

(if part-time please state number of hours)

Please give details of your main tasks and responsibilities

PART C : OCCUPATIONAL HISTORY (most recent first)Name and Location of
EmployerDates
From - ToJob Title, key responsibilities and
relevant experienceFinal salary and reason for
leaving

PART D: ACADEMIC, PROFESSIONAL AND VOCATIONAL QUALIFICATIONS (most recent first)

Exams passed (level), qualifications gained and memberships (most recent first)	Grade Achieved	Name of Educational Establishment and/or Professional or Awarding Body

PART E: RECENT TRAINING OR CONTINUING PROFESSIONAL DEVELOPMENT

Please give details of relevant development activities within the past 5 years

Training Course and organiser or development activity	Time spent	Outcome – Grade achieved, where relevant

PART F: PERSONAL STATEMENT (continued overleaf)

Please explain why you have applied for this post at this time

PART F: PERSONAL STATEMENT

Please provide additional information about work-based and outside activities, achievements and interests which may be relevant to the post for which you are applying

Experience within or outside the workplace: Please describe any recent activities, achievements and interests and explain how these support your application (these could include voluntary work, caring for others, gap year activities, being a school governor, etc)

Qualifications, Knowledge, Skills and Abilities: How will these enable you to meet the requirement outlined in the job description and specification?

Personal Attributes: how have these been demonstrated in the past and how do you consider they support your application?

PART G: SUPPLEMENTARY INFORMATION**Personal Transport**

Are you able to travel within Somerset?	Yes/No	
Do you have a current full driving licence?	Yes/No	
Do you have a car or other means of transport available for work?	Yes/No	

Please provide details of any current motoring convictions, disqualifications or penalty points, with dates and reasons

MEDICAL RECORD

All appointments to MTC are subject to satisfactory medical clearance. If you are short-listed you will be required to complete a short, confidential pre-employment medical questionnaire. It may become necessary to provide further information or undergo a medical examination before an appointment can be confirmed

Please supply the following information about sickness absences in the past 3 years

Number of days sickness in the past 3 years		Number of occasions	
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Any explanatory comments you feel are relevant

EQUALITIES ACT 2010

MTC welcomes applications from people with disabilities (see page 1 – Equal Opportunities). The Equalities Act 2010 defines a person as having a disability if he or she ‘has 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’. Wherever possible and reasonable we will make adjustments to enable a person with a disabilities to access the application and appointment process fairly

Do you consider yourself to have a disability?	Yes/No	
If you are offered an interview would you welcome a pre-interview meeting or discussion to identify any particular needs you may have?	Yes/No	

DISCLOSURE OF CRIMINAL OFFENCES – Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as ‘spent’

Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs since the age of 17 years, that are not 'spent'

A criminal record will not automatically debar you from appointment. The selection panel will consider whether the conviction renders you unsuitable for appointment. In making this decision, the panel will consider the nature of the offence, how long ago, what age you were when it was committed and any other factors that may be relevant. It may be helpful to know that the numbers of people rejected for employment on the grounds that they have a relevant conviction are very small. Failure to declare a conviction, caution or bind-over may disqualify you from appointment or result in summary dismissal if the discrepancy comes to light

PART H : REFERENCES

Please provide the names of two referees, both of whom can write with authority about your performance, abilities and competence in a work, voluntary or educational environment. One should be your current or most recent employer/line manager. References will normally be taken up if you are short-listed. If you do not wish your present employer to be contacted prior to interview, please tick the box

Current/most recent Employer or Line Manager	
Job Title	
Address	
Email address if available	
Daytime telephone number	
Relationship to you (eg supervisor, tutor)	

Second Referee (Name)	
Job Title	
Address	
Email address if available	
Daytime telephone number	
Relationship to you (eg supervisor, tutor)	

Asylum and Immigration Act 1996

Under this Act we have to ask you for proof of your right to work in the UK. Therefore you will be asked to provide a 'defined' document such as a P45, Visa or Passport at interview

Data Protection Act 1998

MTC is registered under the Data Protection Act 1998 to hold some information about employees and applicants on computer systems. This data is primarily for salaries, pension administration, monitoring and statutory reporting purposes

DECLARATION OF INTEREST

Are you related to any elected Member of Minehead Town Council or West Somerset Council?	Yes/No	
If Yes, name of relative		
Department:		
Relationship:		

Please note that canvassing the support of Members of MTC can lead to disqualification of a candidate's application

- The information on this form is accurate. I understand that any incorrect information may lead to my application being disallowed or to my dismissal should I have taken up an appointment
- I am willing for this data to be held and processed by Minehead Town Council under Data Protection legislation and to MTC verifying the information given with relevant third parties
- I confirm that I am entitled to live and work in the United Kingdom

Signed

Date