

# Minehead Town Council Application Form



Post:	
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## Part 1: Personal Details

Family Name / Surname	
Previous name(s)	
Forename(s)	
Name you would prefer to be known by:	
Preferred title: (e.g Mr/Mrs/Miss/Ms/Other)	
Current Address (Please include Postcode):	
Telephone number (preferred):	
Telephone number (second preference):	
Email address (if preferred method of communication & in regular use):	

## Part 2: Education

Please state last school attended and other Full Time and Part Time education

	From:	To:
	From:	To:

## Part 3: Disability

The Council welcomes applications from people with disabilities. Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and appointment process fairly.

Do you have a disability?

Yes

No

If "yes" and you are offered an interview, would you welcome a pre-interview discussion to identify any particular needs that you may have?

Yes

No

## Part 4: Disclosure of Criminal Offences

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':

If the information sent to you highlights that the post requires a Disclosure Certificate, the Rehabilitation of Offenders Act does not apply. Therefore, **IN THIS CASE ONLY** please give details, including dates and places, of any 'spent' convictions, cautions and bind-overs.

## Part 5: References

Please give the names and addresses of two referees who will be approached if you are successful at interview. The first referee should be your present or last employer or, and the second referee your previous employer. If a school leaver or student, your head teacher or tutor can act as a referee.

Please indicate if you wish to be consulted before contact is made with your referees.

<b>Name of first referee</b>	
Job title of Referee	
Name of Organisation:	
Email Address:	
Address (Including postcode):	
Daytime telephone number:	
Relationship to you (eg. Supervisor, tutor)	
Dates of your employment:	
<b>Name of Second Referee:</b>	
Job title of referee:	
Name of Organisation:	
Email address:	
Address (including postcode):	
Daytime telephone number:	
Relationship to you:	
Dates of your employment:	

**Part 6: Other Information**

Please state where you saw the post advertised.

Please detail here if you are related to any Councillor or Employee of Minehead Town Council:

**Part 7: Data Protection Act 2018**

Minehead Town Council will process personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. The information that you supply in your application is confidential; however, it will be disclosed to those persons authorised to see it and be used for selection purposes. The information from successful candidates will be retained on the personnel file for payroll and administrative purposes; information held about unsuccessful applicants is destroyed after one year. This information may be disclosed to Government Departments where there is a legal obligation to do so. All individuals have the right to access their own personal data held by Minehead Town Council.

**Part 8: Declaration**

- I confirm that I am entitled to live and work in the United Kingdom.
- I am willing for this data to be held and processed by Minehead Town Council and to be verified with relevant third parties. This may include previous employers.
- I confirm that the information I have provided in all sections of this form is true and accurate. I accept and understand that providing false or misleading information, or withholding relevant details, is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal. Where appropriate, further action may be taken, including criminal proceedings

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

If you apply on-line and you are shortlisted you will be asked to sign your application at interview.

**Part 9: Current or most recent employment**

Post held:

Date commenced:		Notice required or date left:	
Present salary:		Grade/Salary range:	
Key Responsibilities:			

**Part 10: Previous employment (Starting with the most recent)**

Employer's name and Address	Post held and grade/salary	From	To	Reason for leaving

**Part 11: Academic, professional & vocational qualifications (most recent first)**

Qualification:	Name of educational establishment and/or professional or awarding body:	Grade:	Date:

**Part 12: Present studies, membership of professional bodies, details, methods, examination dates**

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**Part 13: Relevant training (please give details of training courses attended)**

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## Part 14: Objectives

You are invited to state briefly below, what experience you have gained in your present and previous posts and how your ability and attributes meet the person specification for the post for which you have applied. (Please continue on a separate sheet if necessary).

## Part 15: Interests

What leisure interests do you have? (Please also indicate any positions of responsibility you hold.)

**Please Note:**

1. The canvassing of members or officers of the council to further your application will lead to automatic disqualification.
2. 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.

**Rolling recruitment**

This vacancy does not have a fixed closing date. Applications will be considered as they are received, and the recruitment process will close once a suitable candidate has been appointed.

If applicants do not receive an invitation to interview within two weeks of submitting their application, they should assume that their application has not been successful on this occasion.

Please email the completed application form to: [info@mineheadtowncouncil.gov.uk](mailto:info@mineheadtowncouncil.gov.uk)  
or send to: Minehead Town Council Offices, 3 Summerland Road, Minehead, TA24 5BP

**Part 16. Other information:**

**PERSONAL TRANSPORT** For posts which involve travel away from normal place of work: Are you willing and able to travel to meet the requirements of the post?      Yes                       No

**DRIVING LICENCE** Do you have a current full driving license    Yes                       No

Please provide details of any current motoring convictions, disqualifications, or penalty points, with dates and reasons and/or any difficulties you foresee concerning travel:

## Part 17: Equal Opportunities Information

**Confidential**

### **Equal Opportunities-Recruitment Monitoring**

This form will be kept separate from your application form. It is not referred to during the selection process.

#### **Equal Opportunities Policy:**

Minehead Town Council is committed to ensuring that no job applicant or employee receives less favourable treatment than others on grounds or ethnic origin, disability, sex, sexual orientation, marital status, HIV, AIDS, ex-offenders (Spent under the Rehabilitation of Offenders Act 1974), political or religious views, trade union activities, age, or is disadvantaged by any conditions or requirements which cannot be shown to be justifiable.

#### ***Monitoring:***

In order to help us ensure that our Equal Opportunity Policy is being carried out, we would be grateful if you would please complete part 18 of this application form.

The information you supply in section 18 is **CONFIDENTIAL** and used solely for monitoring purposes, it is separated on receipt **BEFORE** consideration of candidates takes place.

The information you supply on this questionnaire will be recorded confidentially on our HR Systems and held for a maximum of 12 months. During this time it will be used solely for the purposes of monitoring the profile of our job applicants. Access to the data will be restricted to nominated staff within the HR Service.

If you are appointed, the data will also be used for our HR/Payroll records purposes, which includes another legal requirement, workforce monitoring. We aim to ensure all applicants and employees, regardless of circumstances or status, receive equal access to opportunity and fair treatment.

For these reasons it is important that you complete the recruitment monitoring questionnaire in addition to the application form. Once completed, the questionnaire should be returned with your application.

**EQUAL OPPORTUNITIES – RECRUITMENT MONITORING**

This information will be treated in the strictest confidence

Post Applied for:

Please choose one of the appropriate options against each the questions below.

1. Gender	
2. Sexual Orientation	
3. Transgender	
4. Ethnic Origin	a) White
	b) Mixed/Multiple Ethnic
	c) Asian or Asian British
	d) Black/African/ Caribbean/Black British
	e) Other ethnic group
	f) Prefer not to say <input type="checkbox"/>
5. Disability	Do you consider yourself to have a disability or impairment?  If yes, please indicate the nature of your disability:
6. What is your date of birth?	7. Age
8. Religion	