

Council Offices, Commercial Road, Weymouth, Dorset, DT4 8NG

01305 239839

|  |  |
| --- | --- |
| **Title**  |  |
| **First Name** |  |
| **Surname** |  |
| **Address** |  |
| **Email** |  | **Mobile Tel** |  |
| **Position Applied for** |  |
| **Are you a UK citizen?** |  | **Are you legally entitled to work in the UK?** |  |
| **Have you been convicted of or are currently charged with any criminal offence?** |  | **If yes please give details.** |  |

|  |
| --- |
| **If you have a disability please tell us about any adjustments we may need to make to assist you with the selection process.** |
|  |

|  |
| --- |
| **Please give details of any relationships that you may have with councillors or employees of Weymouth Town Council** |
|  |

**Employment History**

|  |
| --- |
| **Please provide details of your present job or most recent employment** |
| Name and address of employer |  |
| Job title |  |
| Start date |  |
| End date (if not still in post) |  |
| Reason for leaving / seeking new employment |  |
| Outline of duties |  |
|   |

|  |
| --- |
| **Please provide details of your employment history.** |
| Name and address of employer  | Job title | Outline of duties | Start and end date and reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Education and Training**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Name of School, college, university etc** | **Grade/Level** | **Date Attained** |
|  |  |  |  |

|  |
| --- |
| **Please give details of other training you have undertaken that may be relevant to the position applied for.** |
|  |

|  |
| --- |
| **Please provide details of your membership to any professional bodies, relevant to this post.** |
|  |

|  |
| --- |
| **Do you have full UK Driving Licence or access to a form of transport that allows the duties of the role to be undertaken? Please provide details.** |
|  |

**Additional Information**

|  |
| --- |
| **Please tell us why you consider yourself a suitable candidate for this post including any skills and experience that you think relevant. Please make reference to the requirements of the person specification for the post.** |
|  |

**References**

Please include one from most recent employer

|  |  |
| --- | --- |
| **First Reference** | **Second Reference**  |
| Name | Name |
|  |  |
| Address | Address |
|  |  |
| Email  | Email |
|  |  |
| How long have they known you and in what capacity? | How long have they known you and in what capacity? |
|  |  |
| Can they be contacted prior to interview? Yes/No | Can they be contacted prior to interview? Yes/No |

Privacy Notice

In accordance with the General Data Protection Regulation (GDPR), I agree that Weymouth Town Council will process and hold personal information about me only in relation to my application for employment.

I consent to my personal information, including that contained in this form, being stored manually and/or electronically. I also understand that WTC may pass details onto an official organisation where required to do so by law.

I understand that my data will be disposed of securely one year after my application, or if I am successful, for 6 years after I stop being a member of staff and that I have the right to correct the information at any time.

I have been made aware of my rights under GDPR.

**Confirmation**

|  |
| --- |
| **I confirm that the information provided in this application form is correct to the best of my knowledge.**  |
| Signed |  |
| Date |  |

Completed forms should be emailed to benheath@weymouthtowncouncil.gov.uk