

Completing Application Forms

In order to be more environmentally conscious, recruitment by Weston-super-Mare Town Council has advanced to become a paperless process.

This means that wherever possible, application forms should be completed electronically and submitted via email to admin@wsm-tc.gov.uk.

Application forms can be downloaded from the 'Join Us' page on the Town Council website.

In order to complete the necessary documents electronically, you will need Adobe Acrobat – a free application that works with PDF files. The majority of PC computers, smart phones and tablets will already have this application installed.

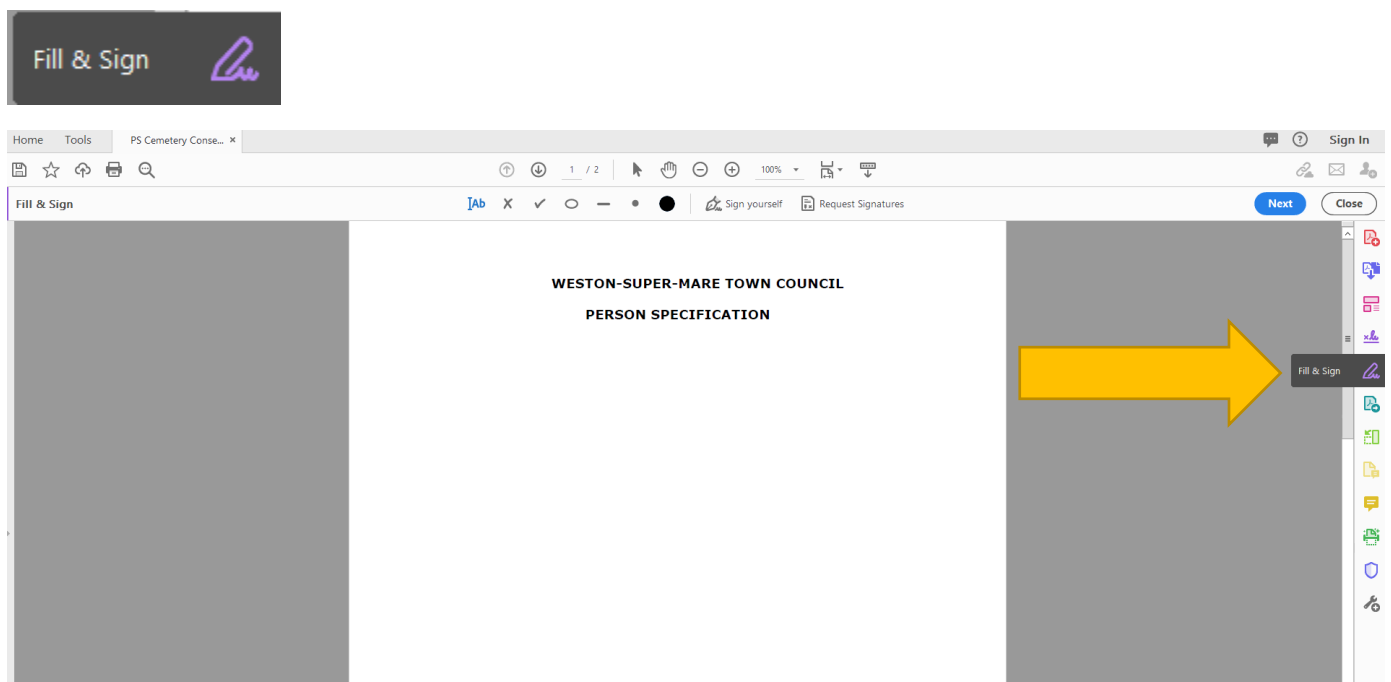
If you need to download Adobe Acrobat, you can do so, for no charge, here:

[Get Adobe for PC](#)

[Get Adobe for Apple](#)

[Get Adobe for Android](#)

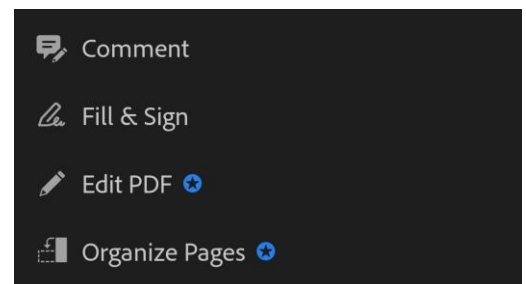
Once installed, you can fill in the forms in Adobe Acrobat using the 'Fill and Sign' option, this is found on the right side of the screen on PCs, and looks like this:



On smartphones and tablets, the 'Fill and Sign' function is accessed via the blue pencil icon, in the bottom left on the screen, indicated below.



When tapped, the pencil will open a list of four options, as shown here.



Once you have completed all necessary forms, please save for your reference and submit them for application to admin@wsm-tc.gov.uk.