

QUALIFICATIONS AND TRAINING

University/College/School	Qualifications	Date Attained

WORK HISTORY

Most Recent/Current Employment:

Employer:	
Position Held:	
Reason for Leaving (if applicable):	
Notice Period (if applicable):	
Date Appointed:	
Duties/Responsibilities:	

Other Employment 1:

Employer:	
Position Held:	
Reason for Leaving (if applicable):	
Dates of Employment:	
Duties/Responsibilities:	

Other Employment 2:

Employer:	
Position Held:	
Reason for Leaving (if applicable):	
Dates of Employment:	
Duties/Responsibilities:	

PERSONAL STATEMENT

Please use this space to explain your reasons for applying for this position, and how you feel your skills, knowledge and experience fit are relevant to the post. This may also include hobbies and interests outside of work:

REFERENCES

Two references are required, one of which must be your current/most recent employer. This should cover a period covering three years prior to appointment by the Town Council.

Reference 1:

Name:	
Occupation:	
Relationship to applicant:	
Address and Email:	
Telephone Number:	

Reference 2:

Name:	
Occupation:	
Relationship to applicant:	
Address and Email:	
Telephone Number:	

May your current employer be contacted if you are shortlisted (please tick)?

Yes	
No	

OTHER INFORMATION

Applicants are requested to respond to the following additional questions:

Are you related to a Weston-super-Mare Town Councillor?

Yes	
No	

If 'Yes', please supply details:

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Are you a member of any organisation, group or society not open to the public without formal membership and commitment of allegiance, and which has secrecy surrounding its membership rules or conduct?

Yes	
No	

If 'Yes', please supply details:

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Do you have a current, clean driving license?

Yes	
No	

Are there any restrictions on you taking up employment in the UK?

Yes	
No	

If 'Yes', please supply details:

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Do you have any convictions not spend under the Rehabilitation of Offenders Act 1974?

Yes	
No	

If 'Yes', please supply details:

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Weston-super-Mare Town Council is 'Disability Confident' committed employer. The aim of this commitment is to encourage disabled people to apply for jobs by offering them the assurance that, should they meet the minimum criteria, they will be given the opportunity to demonstrate their abilities at the interview stage.



The Town Council is also recognised as an age-diverse employer, that embraces an intergenerational workforce.

Do you have a physical or mental impairment which has a substantial and long term effect on your ability to carry out day to day activities?

Yes	
No	

If 'Yes', please supply details:

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(Office Use Only) Reference Number:

INTERVIEW ARRANGEMENTS

If you need any particular arrangements to be made in order for you to be interviewed for this position at our premises, please give details here:

Recruitment Privacy Notice

Weston-super-Mare Town Council is the Data Controller under the new data protection law and will only use your personal information for purposes relating to your employment with us.

Information Held About you

As part of the recruitment process it is necessary for us to collect and hold personal information about you. This information will include:

- Your name, address, home and mobile telephone numbers, email address and other relevant contact information;
- Previous employment details including qualifications, experience, employment history and interests;
- Equal Opportunity information including race, ethnic origin, gender, date of birth and disabilities;
- Information regarding any criminal record you may have;
- Details of at least two referees.

We may collect the following additional information after the shortlisting stage and before making a final decision to recruit:

- Information regarding your academic and professional qualifications;
- Information to enable us to verify your right to work and suitability for the position;
- A copy of your driving licence.

Who is processing my data?

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Weston-super-Mare Town Council and North Somerset Council who supplies payroll services to the Town Council.

How will we use the Information we hold about you?

We will collect information about you (where applicable) to:

- Take steps to enter into a contract of employment;
- Comply with our legal obligations (salary payments, HMRC, pensions);
- Ensure that the information we hold about you is kept up to date;
- Deal with any Employee/Employer related disputed that may arise;
- Provide human resources support.

What is the legal basis for us to process your data?

The legal basis for processing the data is:

- Carrying out of a contract to which you are a party;
- Our legal obligation under employment legislation;
- The performance of a task carried out in the public interest; and
- For the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms.

Who we will share your information with

We may share your information with partner organisations, including:

- The Payroll Services Bureau at North Somerset Council;
- Our Employees, agents and professional advisors;
- With other third party contractors who provide services to us;
- Where we are under a legal obligation to do so, for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order for example HMRC or the Police.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How Long do we Keep your Records?

We will only keep your information for the minimum period necessary. If you are unsuccessful we will keep your information for six months. If you are employed your information will be kept for six years after termination of employment. All information will be held securely and destroyed under confidential conditions.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To exercise these rights, you will need to put your request in writing and provide proof of identification to the Town Clerk, Grove House, Grove Park, Weston-super-Mare BS23 2QJ.

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office at: <https://ico.org.uk/>

Providing Accurate Information

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

(Office Use Only) Reference Number:

If you have any questions or concerns about how your information is used, please contact Weston-super-Mare Town Council, Grove House, Grove Park, Weston-super-Mare BS23 2QJ in the first instance.

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at: <https://ico.org.uk/>