

# APPLICATION FORM

— WESTON-SUPER-MARE TOWN COUNCIL



Office Use Only  
Role:

Closing Date:

## PERSONAL INFORMATION

Full Name

Address

Town/City

Postcode

E-Mail

Telephone No.

## OTHER INFORMATION

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

Yes  No

If yes, please supply details:

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:

Do you have a current, clean driving licence?:

Yes  No

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**Do you have the right to work in the UK?**

Yes  No

If yes, please supply details:

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

Yes  No

If yes, please supply details:

**Do you have an 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:

## ADDITIONAL INFORMATION

**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:**

**How did you hear about this vacancy?**

Newspaper  Council Website  Online  Word of mouth  Other

If other, please supply details:

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## EQUAL OPPORTUNITIES

We are committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity.

This section will be separated from your application on receipt. The information on this form will be used for monitoring purposes only and will play no part in the recruitment process.

Gender:

Male

Female

Non-binary

Prefer not to say

If you prefer to use your own gender identity, please specify (optional):

Sexual Orientation:

Bisexual or Pansexual

Heterosexual or straight

Prefer not to say

Gay or Lesbian

Other

Age:

Under 21

22-35

36-45

46-55

55+

Prefer not to say

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## EQUAL OPPORTUNITIES

### Ethnic Origin:

#### Asian or Asian British

Bangladeshi  Pakistani

Indian Other Asian (please specify)

#### Black

Black African  Black British  Other Black

Black Caribbean  Black European

#### White

White Eastern European  White Western European (non-British)

White British  White Irish  Other White

#### Chinese or Chinese British

Chinese  Chinese British

#### Mixed Heritage

White and Black Caribbean  White and Black African

White and Asian  Other Mixed Heritage

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## 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. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

### REFERENCE 1 (YOUR CURRENT/MOST RECENT EMPLOYER)

Full Name

Job Title

Address

Town/City

Postcode

E-Mail

Telephone No.

### REFERENCE 2

Full Name

Job Title

Address

Town/City

Postcode

E-Mail

Telephone No.

Please indicate the type of reference below



Professional



Personal

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## 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 license.

### 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 which 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 disputes 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.

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### 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

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/>.

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## QUALIFICATIONS AND TRAINING

Use the section below to outline your relevant qualifications and training experience:

## WORK HISTORY

Starting with your current or most recent employer, please provide details of your employment history including the reasons for leaving.

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## PERSONAL STATEMENT

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

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## DECLARATION

I declare that the above information is true and correct. I understand that any false or deliberate omissions may result in the application being rendered void:

Signature:

Date :

Completed forms can be sent directly to [admin@wsm-tc.gov.uk](mailto:admin@wsm-tc.gov.uk). If you have requested a paper copy of this application form, please send the completed form to the following address:

Recruitment Team  
Weston-super-Mare Town Council  
Grove House  
Grove Park  
Weston-super-Mare  
BS23 2QJ

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.

More Information :

Weston-super-Mare Town Council  
Grove House, Grove Park, WsM, BS23 2QJ  
01934 632 567  
[www.wsm-tc.gov.uk](http://www.wsm-tc.gov.uk)



THANK YOU FOR YOUR APPLICATION