



# WINCANTON TOWN COUNCIL

## CONFIDENTIAL

### APPLICATION FORM

**Notes for Completion:**

Please complete the form in **black** ink, complete all sections, additional sheets may be attached where necessary

**1. Personal Details**

Surname ..... Telephone Number (Home) .....

Initials ..... Telephone Number (Work) .....

Address ..... Mobile Number .....

..... Email .....

..... May we contact you at work? Yes  No

Post Code ..... National Insurance Number

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**2. Professional Membership**

Organisation	Membership Status	Date Awarded

**3. Education and Qualifications (Secondary/College/University etc)**

School/College/University etc	Qualifications (State level and subject)	Dates	Grades

#### 4. Present/Most Recent Employment

From	To	Name and Address

Job Title:

Period of notice required:

Key responsibilities:

Present salary and allowances:

#### 5. Previous Employment (most recent first)

Dates From	Dates To	Name and Address of Employer	Job Titles and Grade	Reason for Leaving

## 6. Information in Support of your Application

### Notes

Please explain why you are applying for this vacancy.  
What skills and personal qualities can you bring to this post?

## 7. Interests

Please include membership of clubs and any voluntary work you undertake which may be relevant to this post

## 8. Other Information

Do you hold a current Full Driving Licence?      Yes       No

Do you have regular use of a vehicle?      Yes       No

Please give details of any penalty points and/or driving ban in the last five years

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Do you have a leased car?      Yes       No

## 9. Health and Medical History

How many days absence from work due to illness have you had in the last two years?

## 10. References

Name:

Name:

Address:

Address:

Telephone Number:

Telephone Number:

Occupation:

Occupation:

Employer's reference  Personal reference

Employer's reference  Personal reference

May we contact prior to interview ? Yes   
No

May we contact prior to interview? Yes  No

**Please ensure your referees are in a position to respond promptly**

**11. Declarations/Code of Conduct**

Are you related to any Councillor or Employee of this Council? Yes  No

If Yes, please give details:

I understand that canvassing of Councillors or Officers, directly or indirectly, will disqualify my application

I declare that the information given on the application is to the best of my knowledge true and complete

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

Please note:

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.

**Please return this form to:  
Wincanton Town Council  
Town Hall  
Market Place  
Wincanton  
Somerset  
BA9 9LD**

Or email – [info@wincantontowncouncil.co.uk](mailto:info@wincantontowncouncil.co.uk)