**Application form Wells City Council**

|  |  |
| --- | --- |
| Position applied for |  |

|  |  |
| --- | --- |
| How did you hear about this position? |  |

**Personal Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title | | |  | | |
| Surname | | |  | | |
| Forenames | | |  | | |
| Address | | |  | | |
|  | | |
|  | | |
|  | | |
| Postcode | |  |  | | |
| Phone Numbers | | Home |  | | |
|  |  | | |
| Work |  | | |
| Mobile |  | | |
| Email address |  | | | NI Number |  |

|  |  |
| --- | --- |
| Please state any special requirements |  |
| needed, either at your interview or in |  |
| your place of work |  |

**Eligibility to work in the UK** (for completion by non-EU nationals **only**)

|  |  |
| --- | --- |
| Do you need a work permit? | YES / NO |
| If yes, do you have a work permit? |  |
| What type is it? |  |
| Please state number |  |

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| Establishment | From | To | Qualifications Gained |
|  |  |  |  |
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**Technical or Occupational Training (Proof of achievement may be required)**

|  |  |  |  |
| --- | --- | --- | --- |
| Establishment | From | To | Status or Qualifications Gained |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

**Other Relevant Training Courses attended**

|  |
| --- |
|  |

**Employment History**

Please list below full details of your employment history starting with your **current** or **last** employer, working backwards to your first employer. If necessary, please insert additional boxes.

|  |  |
| --- | --- |
| Name of employer |  |
| Dates of employment |  |
| Position and main duties |  |
|  | |

|  |  |  |
| --- | --- | --- |
| Name of employer |  | |
| Dates of employment |  | |
| Position and main duties |  | |
|  | |

|  |  |
| --- | --- |
| Name of employer |  |
| Dates of employment |  |
| Position and main duties |  |
|  | |

|  |  |
| --- | --- |
| Name of employer |  |
| Dates of employment |  |
| Position and main duties |  |
|  | |

**Gaps in work history**

|  |  |
| --- | --- |
| Please give details of any time not already accounted for (including voluntary work and unemployment) |  |
|  | |

**Other Details**

|  |  |
| --- | --- |
| Please state your leisure activities including any clubs or associations to which you belong |  |
|  | |

**Availability**

|  |  |
| --- | --- |
| Please indicate your availability to take up this post if you were to be appointed ie. date/notice period required for current employer |  |

**Suitability**

|  |
| --- |
| Please provide evidence of how your skills and experience relate to the position.  This evidence should include examples, where appropriate, from your current or previous experience. Please answer fully as this information will be used to shortlist candidates for interview. |
|  |

**References**

Three references are required for external candidates. One referee should be your current employer or if you are currently not working, your last employer. Please indicate the context of your association with each referee.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Reference 1 | Reference 2 | Reference 3 |
| Name |  |  |  |
| Job Title |  |  |  |
| Company |  |  |  |
| Relationship |  |  |  |
| Address |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Post Code |  |  |  |
| Tel. No |  |  |  |
| Fax No |  |  |  |
| E-mail |  |  |  |
|  |  |  |  |

**I certify that, to the best of my belief, the information I have provided is true and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action.**

**Signed**   **Dated**

The information you have provided will be handled and processed in accordance with the Data Protection Act 1998. If you are appointed, the information will form part of your personnel record. If you are not appointed, the form will be shredded within 6 months.

**Email completed application to** [**tic@wells.gov.uk**](mailto:tic@wells.gov.uk)

**Or Send to: Mr Steve Luck, Town Clerk**

**Town Hall Market Place, Wells, Somerset BA5 2RB**