

Job Application Form - CONFIDENTIAL

PLEASE USE **BLOCK CAPITALS** AND CONTINUE ON SEPARATE SHEET(S) IF SPACE IS INADEQUATE

PERSONAL DETAILS

Forename(s):	Surname:
Address:	
Postcode:	
Telephone:	Mobile:
Email:	

Please delete as appropriate:

Do you have a current valid driving licence? YES / NO

Do you have access to a car? YES / NO

If you have a driving licence, is it: PROVISIONAL / FULL

Details of position applied for:	
How did you learn of this vacancy?	

EXPERIENCE AND OTHER INFORMATION

What skills and personal qualities do you have to enable you to work successfully in this role, relating your experiences, achievements, and abilities to the post. You may add up to 2 further sheets of A4 if you wish.

(EXPERIENCE AND OTHER INFORMATION continued....)

EDUCATION DETAILS

Please give details of all secondary education including examinations taken (with results).		
Schools/Colleges	Courses/Exams	Qualifications Obtained* Grade and Date
State any other achievements during education*:		
<i>*Please be prepared to provide certificates of pass, etc.</i>		

FURTHER EDUCATION DETAILS

Please give details of any university course or other further education undertaken (including youth training, technical courses, vocational studies, correspondence courses, etc.)		
University/FE College	Courses/Exams	Qualifications Obtained* Grade and Date
<i>*Please be prepared to provide certificates of pass, etc.</i>		

PROFESIONAL BODY MEMBERSHIP

<p>Please give details of membership of any professional body, including the grade of membership and award date.</p>	

TRAINING

<p>Please give details of any courses you have completed which you think are relevant to this post.</p>	
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EMPLOYMENT DETAILS

Please give details of relevant previous employment / key achievements that might help us assess your suitability for the job for which you are applying, starting with the most recent employment and working backwards. *Please continue on a separate sheet of paper if necessary.*

CURRENT/LAST EMPLOYER

Name:

Address:

Postcode:

Email:

Telephone:

Position(s) held:

Salary/Wage:

Outline of duties/key achievements:

Notice period:

Reason for leaving if role not current:

PREVIOUS EMPLOYER 1

Name:

Address:

Postcode:

Email:

Telephone:

Position(s) held:

Salary/Wage:

Outline of duties/key achievements:

Reason for leaving:

PREVIOUS EMPLOYER 2

Name:

Address:

Postcode:

Email:

Telephone:

Position(s) held:

Salary/Wage:

Outline of duties/key achievements:

Reason for leaving:

REFERENCES

Please give the names and addresses of two people whom we may contact for a confidential assessment of your suitability for this post, one should be your current or most recent employer. References will not be sought without your agreement.

Name:

Address:

Postcode:

Email:

Telephone:

Name:

Address:

Postcode:

Email:

Telephone:

If you are shortlisted, may we contact your referees before the interview? YES / NO

Please delete as appropriate:

RIGHT TO WORK IN UK

Are you legally entitled to work in the UK? *Please delete as appropriate.* YES / NO

We will require evidence of this prior to commencing employment.

CRIMINAL RECORD

Have you ever been convicted of a criminal offence? *Please delete as appropriate.* YES / NO

Declaration subject to the Rehabilitation of Offenders Act 1974

If YES, please give details:

INTERESTS, HOBBIES AND SPORTS

Please give details of all your spare time interests and hobbies including details of membership of bodies, committees, voluntary work and so on.

HOLIDAY COMMITMENT

Please give details of any holiday commitment you have over the next 12 months.

DATA PROTECTION

The information you provide in this application will be used solely for the purpose of recruitment and selection and will be processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

West Mersea Town Council is the data controller and will collect and process personal data such as your name, contact details, employment history, qualifications, and references in order to assess your suitability for the role. In some cases, special category data (for example, equal opportunities monitoring information) may also be processed where required and with appropriate safeguards.

Personal data will be processed lawfully, fairly and transparently, and only for specified and legitimate purposes. The lawful bases for processing include compliance with legal obligations and taking steps to enter into a contract of employment.

Your information may be shared with relevant third parties where necessary as part of the recruitment process (for example, referees or payroll providers) but will not be disclosed unnecessarily. West Mersea Town Council will retain your application data only for as long as necessary. Typically, unsuccessful applicant data will be retained for up to 6 months after the recruitment process, after which it will be securely deleted, unless you consent to a longer retention period.

You have the right to request access to your personal data, request correction of inaccurate data, request erasure, restrict processing, and object to processing in certain circumstances. You also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

By submitting this application, you confirm that the information provided is accurate and that you understand how your data will be used.

I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.

Signed:

Date:

UNDERTAKING

Please read and sign the following undertaking: I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form my future employment can be terminated without notice.

Signed:

Date:

Please return this application by email to town.clerk@westmerseatowncouncil.gov.uk

Application deadline 30th April 2026

EQUAL OPPORTUNITIES MONITORING

West Mersea Town Council is striving for workplace equality and to do this collects data on the profile of job applicants and its workforce to support equality and inclusion. The data collected will enable the council to identify strategies and policies to ensure that no group of applicants or employees is adversely affected.

The information contained in this section will be treated in the strictest confidence and will only be accessed by authorised members for monitoring purposes.

The information collected is in line with the descriptions used in the current Census.

First Name:

Last Name:

Date of Birth:

Post Applied for:

Please add a tick in the relevant boxes below

Religion	Tick Box
No religion	
Christian (all denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion	
Prefer not to say	

Ethnic origin

White - English / Welsh / Scottish / Northern Irish / British	
White - Irish	
White - Gypsy or Irish Traveller	
White - Any other background	
Mixed - White and Black Caribbean	
Mixed - White and Black African	
Mixed - White and Asian	

Mixed - Any other multiple ethnic background	
Asian – British	
Asian - Indian	
Asian - Pakistani	
Asian - Bangladeshi	
Asian - Chinese	
Asian - Any other background	
Black - African	
Black - Caribbean	
Black - British	
Black - Any other background	
Other ethnic group - Arab	
Other ethnic group - Any other ethnic group	
Prefer not to say	

Nationality

See Appendix 1 attached and add the relevant nationality	
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Sex identifier

Descriptions	
Female	
Male	
Gender fluid/gender queer/non-binary	
Prefer not to say	

Gender reassignment

Yes - I have gone through, or intend to go through, any part of a process to change my birth sex	
No – I have not gone through, or intend to go through, any part of a process to change my birth sex.	
Prefer not to say	

Sexual orientation

Heterosexual/straight	
Gay woman/lesbian	
Gay man	

Bisexual	
Prefer not to say	

Considered to have a disability

Disabled	
Not disabled	
Prefer not to say	
Please provide details of any adjustments/special requirements necessary to assist you should you be shortlisted for interview.	

Marital status

Civil partnership	
Married	
Separated	
Divorced	
Widowed	
Single	
Prefer not to say	