



**Technical or Occupational Training (Proof of achievement may be required)**

Establishment	From	To	Status or Qualifications Gained

**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	

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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	
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**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.

## Disability Disclosure

Equally, we are committed to supporting applicants with disabilities and long-term health conditions. If you require any reasonable adjustments to enable you to take part in the recruitment process, please let us know using the section below or by contacting Haylee Wilkins on [townclerk@wells.gov.uk](mailto:townclerk@wells.gov.uk) . Any information provided will be treated confidentially and used only for the purpose of making reasonable adjustments.

Do you consider yourself to have a disability as defined by the Equality Act 2010?

If yes, please tell us what reasonable adjustments (if any) you may need during the recruitment process.

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## 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			
Relationship			
Address			
Post Code			
Tel. 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 [townclerk@wells.gov.uk](mailto:townclerk@wells.gov.uk)

**Or Send to: Haylee Wilkins, Town Clerk  
Town Hall Market Place, Wells, Somerset BA5 2RB**