



JOB APPLICATION FORM – SECTION A

Please complete and save this form as a Word document then send it as an attachment to Jan Smallacombe at adele.cassidy@tavistock.gov.uk or post to Adele Cassidy, Office & Finance Manager, Tavistock Town Council Offices, Drake Road, Tavistock, Devon PL19 0AU **by 12 noon on Thursday 2nd July 2026 N.B. Please mark your envelope 'Private & Confidential'**

Please specify below which role you are applying for;

Job applied for: **Duty Officer**

PERSONAL DETAILS

Title: (Mr / Mrs / Miss / Ms)		First Names:	
Surname:			
Previous surname (if applicable):			
Address:		Contacts	
		Home Telephone No:	
		Mobile:	
		E-mail:	
Postcode:		Business number if we can contact you at work:	
National Insurance No.:		Date of Birth:	

REFERENCES

Please provide the names and addresses of two referees who can comment on your suitability for this job. The Guidance Notes provide detailed information, but please note your **Work Referee must be your current or most recent employer(s) and cover a 2 year period**. Should you need to, please provide any further details on the back of this Application Form. Do not use friends or relatives for your personal reference.

Personal reference				Work reference			
Name				Name and role within the Company			
Relationship to applicant				Period working for that person/Company			
Address:				Address:			
Postcode:		Tel No:		Postcode:		Tel No:	
E-mail:				E-mail:			

Please be aware that all appointments are subject to the receipt of two satisfactory references.

ADDITIONAL INFORMATION REQUIRED

Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position allows Tavistock Town Council’s interviewing managers to ask questions about an entire criminal record we only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining a position at the Council.

Are you related to any Councillor or Employee of the Council? Yes No
If yes, please provide their name and position.

Have you worked for Tavistock Town Council or any other local authority via a Temporary Employment Agency within the last six months? If so, give details. Yes No

Have you ever been dismissed from any previous employment? Yes No

If yes, please indicate which employment and specify the reasons for your dismissal.

Have you received a redundancy payment or a pension from previous Local Authority employment?

Yes No

If so, please state employer’s name and month / year the payment or pension was received.

If you have a disability, are there any arrangements we can make for you if you are called for an interview and/or an assessment centre? (e.g. ground floor venue, hearing loop, sign language interpreter, audio tape, etc)

Where did you see the advertisement for this vacancy?

PLEASE NOTE THE FOLLOWING:

Canvassing of Members of the Council directly or indirectly for any appointment under the Council will disqualify the candidate concerned for that appointment. A candidate who fails to disclose any relationship with a Member or Employee of the Council will be disqualified for the appointment and if appointed, will be liable to dismissal without notice.

In accordance with the Data Protection Act 1998 all information given on this application form will only be used to determine an applicant’s suitability for the job and will be kept only for those purposes and equal opportunities monitoring.

However, we have a duty to protect the public funds we handle so we may use the information you have provided on this form to prevent and detect fraud, especially Benefits, Council Tax, NNDR, Housing/Rents, salaries, employment, pensions and Members allowances. We may also share this information, for the same purposes, with other organisations which handle public funds. It will not be exchanged or sold to any third party.

Application forms for unsuccessful candidates will be retained for a period of six months before being destroyed.

JOB APPLICATION FORM – SECTION BJob applied for: **Duty Officer**

Please take care when completing the application form and refer to the **Guidance Notes** as the decision to shortlist for interview will be based entirely on the information you provide. All jobs identify in the Person Specification essential skills / abilities / experience needed. Make sure you have all the documents you need before you complete the form. Unless you clearly demonstrate in your application how you meet all the requirements listed, you may not be shortlisted.

SUPPLEMENTARY INFORMATION

Do you hold a full valid current driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Do you have access to transport?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Under the Working Time Regulations 1998, the Council must monitor the hours worked by its employees. Please confirm whether this will be your only employment. If not, please provide details including days and hours worked / work pattern.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

CURRENT / MOST RECENT EMPLOYMENT

(if this is your first job, go straight to the section entitled Educational Qualifications obtained)

Name and address of current or most recent employer:	
Telephone number of employer:	
Job title:	
Date appointed:	
Notice required:	
Date left (if applicable):	
Present Salary* * please provide grade and spinal point if you have previous Local Authority experience	
Reason for leaving:	

Key duties and responsibilities:

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EMPLOYMENT HISTORY

Starting with your most recent appointment and working backwards, ensure all periods of time are accounted for, and any gaps in employment explained, for example unemployment, voluntary work, travel etc. You may attach an additional sheet if required. Please ensure there are no gaps in the history of your employment and other experience.

From DD/MM/Y YYY	To DD/MM/Y YYY	Name and address of Employer	Job title and brief description of duties	Salary * and reason for leaving

* Please provide Grade and spinal pay point if you have previous Local Authority experience

EDUCATIONAL QUALIFICATIONS OBTAINED

If the job requires you to hold a particular qualification, you will be asked to produce original evidence if shortlisted

Relevant Qualifications (e.g. CSE, GCSE, 'O'/'A' Level, NVQ, Degree, professional or equivalent)	Subject (e.g. English, Mathematics, Business Administration, Law)	Grade (e.g. A, B, C, 1, 2, 3, Distinction, Pass)	School/College/ Institution (where qualifications achieved)	Office use only <i>Certificates checked by:</i>

OTHER TRAINING AND DEVELOPMENT: Please list below relevant job-related training, specialist training and include details of education currently being undertaken or planned.

Title and brief description of course/qualification	Date DD/MM/YYYY

MEMBERSHIP OF PROFESSIONAL BODIES (if applicable):

Institute or Association	Level of Membership	Membership Number	How Obtained (e.g. election or qualification)	Date obtained DD/MM/YYYY

REASONS FOR APPLYING FOR THIS JOB (applicable to ALL applicants)

Please state the reasons why you are applying for this job. This is an important part of your application and we strongly advise you to use this opportunity to explain your suitability for the job. This information is used to draw up a shortlist and is directly related to the fair assessment of your application. If you do not provide sufficient evidence on these points, your application may be rejected.

In your application pack, you have been given a Job Description and Person Specification which identifies the essential and desirable experience and knowledge required for the job. Please provide examples and evidence of your experience and abilities which relate directly to the job being applied for. **Further guidance on completing this part of the application form can be found in the Guidance Notes.**

Please extend this section if necessary but note that your statement should not exceed 500 words in total.

Finally, if your application form is received electronically without your signature, and you are asked to attend for interview, you will be asked to sign the form at a later date, but in the meantime, please indicate your declaration that the information is correct by ticking the box below.

I declare that to the best of my knowledge all the information on this form and any additional material supplied is correct and that it may be used for purposes registered by the Council under the Data Protection Act 1998. I understand that the withholding of relevant information or providing any false or misleading statement could result in the application being rejected or summary dismissal if appointed and possible referral to the police.

Yes the information and any additional material supplied in support of my application is correct

Signature:		Date	
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