



Budleigh Salterton Town Council

Town Clerk: Mrs A Gater-Wildgust

Council Offices, Station Road

Budleigh Salterton

Devon, EX9 6RJ

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Job Application Form

Position Applied For:

Date:

Personal Information

Full Name: _____

Address: _____

Postcode: _____

Phone Number: _____

Email Address: _____

National Insurance Number: _____

Are you legally entitled to work in the UK? Yes No

Education and Qualifications

From	To	School / College / University	Qualification / Grade

Other Relevant Training or Professional Development:

Employment History

(Start with your most recent employment)

From	To	Employer	Job Title	Key Responsibilities

Reason for Leaving Previous Roles:

4. Skills, Experience, and Achievements

Please outline any skills, experience, or achievements relevant to the role you are applying for:

5. Personal Statement

With reference to the person specification and job description, please use this section to explain how your skills and experience meet the requirements of this role and what you can contribute to Budleigh Salterton Town Council.

6. References

Please provide two referees*, one of whom should be your current or most recent employer:

Reference 1

Name: _____

Relationship: _____

Organisation: _____

Email: _____

Phone: _____

Reference 2

Name: _____

Relationship: _____

Organisation: _____

Email: _____

Phone: _____

*referees will only be contacted with your permission.

7. Additional Information

Please provide any other information that may support your application (e.g., availability, willingness to travel, volunteer work, special requirements):

8. Declaration

I confirm that the information I have provided is true and complete to the best of my knowledge. I understand that any false or misleading information may result in withdrawal of an offer or termination of employment.

Signature: _____

Date: _____

Privacy Notice:

Budleigh Salterton Town Council will use the information provided in this form for recruitment purposes only. All personal data will be handled in accordance with UK data protection legislation.