

Cullompton Town Council

Application for Employment



Post Details

Post Applied for: Outdoor Grounds and Maintenance Operative

Where did you see this vacancy advertised?

1. Personal Details

Surname:		Forenames:	
Title:		Known by:	
Address:		Tel Number:	
		Email Address:	
		Current, Clean and Full Driving Licence?	YES / NO
Post Code:		What Classes of Vehicle(s) is it for?	
Date of Birth:		NI Number:	

2. Employment History – Current or most recent employer

Name of Employer:			
Address			
Job Title		Salary:	
Start date		End Date:	
Notice Period/ Date available to start:			
Main Duties:			
Reason for leaving			

3. Previous Employment History (attach cv, if available)

Employer (including address)	Job Title and Main Duties	Salary	Dates employed		Reason for leaving
			From	To	

Continue on a separate sheet if necessary

4. Education (please list all from age 11)

Name of Institution	Course/Subject/Qualification	Date Achieved	Grade

5. Learning and Development (please include relevant vocational training)

Please give details of any relevant training which may be relevant to the job, include course name, level and dates.

6. Professional/Technical Membership

Name of Professional/Technical Body	Membership level

7. Practical skills and experience: (Your competence to use tools and machinery including certification).

Tool/machine/skill	Certification, expiry/retest date

8. Outside Interests including hobbies, sports, voluntary work etc. including positions of responsibility held

9. Supporting Statement

Please read the job description and person specification. Using examples, demonstrate how your knowledge, skills and experience relate to the main duties and responsibilities in the job description and meet each of the essential requirements and as many desirable requirements as possible in the person specification.

Continue on a separate sheet if necessary

10. Additional Information

Are you eligible to work in the UK?	YES / NO
Do you require a work permit?	YES / NO
Do you have any criminal convictions which are not yet regarded as 'spent' under the Rehabilitation of Offenders Act 1974 or are there any proceedings against you?	YES / NO
If yes, please give details?	
Would you need us to make any specific arrangements if you were invited for an interview?	YES / NO
If yes, please give details?	
Do you require any modifications or adaptations to your workplace for health or other reasons?	YES / NO
To your knowledge are you related to any member or employee of Cullompton Town Council?	YES / NO
If yes, please give details?	

11. References

Details of two referees are required, one of which should be your current/most recent employer. References will only be taken up where a candidate is to be invited for an interview. If you do not wish your referees to be contacted at this stage, please indicate below. Please note that no offer of employment can be made without prior receipt of satisfactory references.

Reference 1		Reference 2	
Name:		Name:	
Organisation:		Organisation:	
Job Title		Job Title:	
Address:		Address:	
Post Code:		Post Code:	
Tel No:		Tel No:	
Email:		Email:	
Relationship:		Relationship:	
Contact prior to interview?	YES / NO	Contact prior to interview?	YES / NO

12. Declaration

I declare that the above information is, to the best of my knowledge, complete and accurate and I consent to it being processed for the purposes of recruitment by Cullompton Town Council under the General Data Protection Regulations. I understand that, if, after appointment, any information is found to be false or inaccurate, this may lead to dismissal without notice.

Signature:	
Print Name:	
Date:	

Data Protection Act and General Data Protection Regulations: The personal data you provide in this job application will be used for recruitment purposes. If your application is successful the personal data will be stored in your employee file and used for payroll and personnel administration. It will only be shared with council officers/councillors with a legitimate need to view it. Personnel data held about unsuccessful candidates will only be retained for twelve months.

Please send the completed application either by:

Email to Town.Clerk@cullomptontowncouncil.gov.uk

or post to:

Town Clerk
Cullompton Town Council
Town Hall
1 High Street
Cullompton
EX15 1AB