

CALVERTON PARISH COUNCIL

Job Application Form

Post Title:	Lengthsman / Village Caretaker
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PERSONAL DETAILS	
Full name: _____	
Address: _____	Daytime telephone: _____
_____	Evening telephone: _____
_____	Mobile: _____
_____	Full driving licence: YES / NO
Post Code: _____	Access to car: YES / NO
_____	_____
Email: _____	

EDUCATION AND QUALIFICATIONS		
<i>Please give details in date order</i>		
From / To	School / College / University / Further Education	Qualifications <i>(including grades or level of achievement)</i>

EMPLOYMENT HISTORY

Please list current or most recent post first and use a continuation sheet if required

Dates	Name & address of organisation	Position held & summary of duties	Reason for leaving

RELEVANT NON-QUALIFICATION COURSES ATTENDED

Organising Body	Brief Details of Course	Duration	
		From	To

SUMMARY OF EXPERIENCE AND SKILLS

Please refer to the Person Specification and use the space below to give details of any experience and skills you have relevant to the post in support of your application and note what qualities you have which most suit you to the job you are applying for. Please use the space below and use an additional sheet if necessary.

REFERENCES (persons not related to you who can vouch for your work experience and character)

Details of two referees are required, at least one of which should be from your present or most recent employer. Where possible, both referees should be work related. References will only be taken up if your application is successful. Any offer of employment can only be confirmed on receipt of two references satisfactory to us.

Reference 1		Reference 2	
Name		Name	
Title/Position		Title/Position	
Address		Address	
Post Code		Post Code	
Tel Number		Tel Number	
Relationship to Applicant		Relationship to Applicant	

Proof of Legal Right to Work in the UK

The appointment is subject to the successful candidate being able to supply documentary evidence (i.e. National Insurance number, passport, UK or Irish birth certificate, Visa/Work Permit) to confirm your eligibility to work in the UK.

Are you legally eligible for employment in the UK?

(Those invited for interview are required to produce confirmatory evidence)

YES / NO

RELATIONSHIPS

Do you have a personal relationship with, or are you related to any member of staff or to an elected member of the Council? *(if yes, please give details)*

YES / NO

DATA PROTECTION

The information you provide on this application form will be processed only for the purposes of recruitment by persons necessarily involved in the recruitment procedure. Information may be copied and stored on a database and used during the recruitment process, or used to form part of the personnel file if successful. We may contact relevant third parties in order to verify certain information given in your application (NB References are subject to your consent).

Upon completion of the recruitment procedure, information on you may be stored for a period of up to six months after which it will be destroyed.

DECLARATION

I declare that the above information is correct and complete and that the information provided gives a fair representation of my qualifications and employment history. I understand that any questions left unanswered may be discussed at interviews arising from this application. I also accept that if any statement is false or misleading, or if I have withheld relevant information, my application may be disqualified or, if I have already been appointed, disciplinary action may be taken which may result in dismissal

I consent to this form being processed for the purposes of recruitment to this post.

Please note that the canvassing of members of the Council, Committee or of any Working Party, directly or indirectly, for any appointment under the Council will disqualify your application.

Signature	Date
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PLEASE RETURN TO: Parish Clerk
 Calverton Parish Council
 Council Offices
 Man Street
 Calverton
 Nottingham
 NG14 6FG

OR EMAIL: clerk@calvertonparishcouncil.gov.uk

Closing date for applications: 2.00pm Friday 10 November 2023

Please Note: If you have any queries, it is best to contact by email if possible.

For internal use only:

Invited to interview:

Not selected for interview:

Not selected after interview:

References taken up:

Satisfactory references:

yes no

Verbal offer:

accepted refused

Written offer made:

Written acceptance received:

APPLICATION FORM - ADDITIONAL SHEET

Continued			
Post		Name	
Summary of relevant experience			

