**APPLICATION FORM**

**Private and Confidential**

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
|  Post applied for:  |  **Grounds Operative** |
|  Full Name:  |  |
|  Home Address:      |   |
| Telephone Number (home or mobile):  |
| E-mail address:  |

**EMPLOYMENT**

|  |
| --- |
| **Present/most recent employment:** (please indicate whether or not you are still in employment and your salary)  |
| *Name and address* *of employer*  | *Dates (from – to)* | *Position held*  | *Summary of duties and salary* |
|  |  |  |  |

|  |
| --- |
| **Previous employment** (please give your latest employment first and explain any periods not accounted for. Continue on a separate sheet of paper if needed)  |
| *Name and address of employer*  | *Dates (from – to)* | *Position(s) held*  | *Summary of duties*  |
|  |  |  |  |

**EDUCATION/QUALIFICATIONS**

*If you are called for interview you will be requested to provide documents to show that you have gained the qualifications noted in this section.*

|  |  |  |
| --- | --- | --- |
| *School/college/higher/further/**professional education*  | *Subjects/qualifications studied*  | *Results/grades*  |
|   |   |   |

|  |
| --- |
| Please use this section to explain why you are applying for this position and give any additional information you feel may be relevant to your application. Please include any voluntary or community activities where skills and experience have been gained that may assist you in your application. *You may find the Job Description and Person Specification included in the Recruitment Pack to be useful in this exercise.***Please see attached sheets** |

**ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION**

|  |
| --- |
| Are you entitled to work in the United Kingdom? Yes Please see [https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/378926/employers \_right\_to\_work\_checklist\_november\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/378926/employers_right_to_work_checklist_november_2014.pdf)  If you are called for interview you will be required to provide documents to show that you are entitled to work in the UK.  |
| Have you any criminal convictions you should disclose (other than for spent convictions under the Rehabilitation of Offenders Act 1974)? If so, please give details here or in a separate document. No   |
| Do you have a valid Driving Licence?  |
| Do you consider yourself to be disabled? Please advise us of any reasonable adjustments to be made for completion of your application form or for interview or for fulfilment of the duties of the role.No |
| Please advise if you are related to any councillor or employee of Kidlington Parish Council. Details here: N/A |
| If you are successful in your application when would you be available to take up appointment?Yes |

**REFERENCES**

|  |
| --- |
| Please give the name, address and telephone number of two referees to include your present or most recent employer. Please indicate in what capacity you know the referees. |
| Name: Position: Capacity known: Address: Post Code: Telephone number: Email:  |
| Name: Position:Capacity known: Address: Post Code: Telephone number: Email: |
| Name: Timothy Wheadon  |
| May references be taken up prior to interview (please indicate)?  |

**Please check that all sections of this application form have been completed.**

|  |
| --- |
| **Declaration:** I hereby declare that, to the best of my knowledge, the information given on this form is correct and complete and can be treated as part of any subsequent contract of employment. I understand 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. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974. I consent to my personal information being processed according to the Data Protection Act 1998. Signed: Date:   |
| **Please return this form to Kidlington Parish Council, Exeter Hall, Oxford Road, Kidlington, Ox5 1AB or by email to:** **facilities@kidlington-pc.gov.uk** **by Friday 22 March 2019.** **You may submit a CV in support of your application in addition to this form.****Interviews will probably be held week commencing 1 April 2019.**  |