



Confidential
WORPLESDON PARISH COUNCIL
Application Form

Please write only in the white areas of the form and not any shaded areas. **Please complete in black ink or typescript and please do not staple additional sheets to the form.**

Please complete and return this form either by email to clerk@worplesdon-pc.gov.uk or by post to Mrs Gaynor White, Clerk to Worplesdon Parish Council, Unit 2 Beaufort, Parklands, Railton Road, Guildford, Surrey, GU2 9UG.

Post Applied For: Assistant Groundsperson

Personal Details

Surname:	Title:	First Names:
Permanent Address:		Mobile Telephone Number: Home Telephone Number: Email address:
Do you hold a current driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you eligible to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have the use of a car during working hours? Yes <input type="checkbox"/> No <input type="checkbox"/>	Proof of eligibility will be required.	

There is no obligation to declare convictions which are 'spent' under the terms of the Rehabilitation of Offenders Act 1974 unless the post you are applying for is identified as exempt from the provisions of that Act, in which case you are required to declare all convictions.

Have you ever been convicted on a criminal offence (excluding motoring offences)? Yes ☐ No ☐

If yes, please give details.....

References

Candidates are required to give names and addresses of 2 referees covering the last five years, **one of whom must be your present or last employer (if any)**. References are taken up on the successful candidate following the interview after a conditional offer of employment has been made. Information requested will include your sickness absence record. We will obtain your permission before contact is made with your referees. We may also contact your referees by telephone to confirm the accuracy and genuine nature of the reference.

<p>1. Name.....</p> <p>How does this person know you?</p> <p>.....</p> <p>Job title.....</p> <p>Address.....</p> <p>.....</p> <p>.....</p> <p>Email address.....</p> <p>Telephone number.....</p>	<p>2. Name.....</p> <p>How does this person know you?</p> <p>.....</p> <p>Job title.....</p> <p>Address.....</p> <p>.....</p> <p>.....</p> <p>Email address.....</p> <p>Telephone number.....</p>
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Present or most recent post

Employer's Name and Address		Nature of Employer's Business:
		Post Held:
		Start date: End date: (If applicable)
Present Salary:	Other Allowances:	Notice Required:

Responsibilities and brief description of post:

Reasons for wishing to leave present post or why you left your last post:

Details of Previous Employment Please account for any gaps in employment
(Please continue on a separate sheet if necessary)

Name and Address of Employer	Position Held and Main Duties	Dates of Employment	Reason for Leaving

Qualifications

You may be required to provide proof of qualifications prior to appointment.

Qualifications (including O level/GCSE & A Levels)	Year of Examination	Results with grades
Membership of professional bodies	Registration/ membership number	Date of entry into membership

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Training please list courses, qualifications, interests or hobbies (e.g. first aid, languages etc.) which are relevant to this post

Training course/interest/hobby	Organising body (if applicable)	Dates

Please explain how you feel you meet the criteria for this role, referring to the person specification, and give your reasons for applying. Please demonstrate how you meet the essential criteria by including relevant examples that demonstrate your skills and experience. Please continue on additional A4 sheets if needed.

Declaration

Do you have, or have you had, a relationship (family, social, business or work) with a current or former councillor or officer of the Council? Yes/No

If yes please provide details

Any attempt to influence the recruitment decision may result in your application being disqualified.

Name:

Relationship:

Confirmation of an offer of employment is subject to references that are satisfactory to the Council plus the Council being satisfied that your health or disability does not prevent you from doing the job, allowing for reasonable adjustments.

I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form will justify my dismissal from the Council's services. I have not canvassed councillors or officers of Worplesdon Parish Council and will not do so.

Signed: Date: