



Bude-Stratton Town Council

CONFIDENTIAL APPLICATION FORM

(Please complete in **black ink**)

Please note that CV's will not be accepted. Please ensure post applied for section is completed.

POST APPLIED FOR: Facilities Operative (Outdoor/Gardener/Maintenance/Caretaker/Cleaner)

Closing Date: 8th February 2018

1. PERSONAL DETAILS

SURNAME Mr/Mrs/Miss/Ms/other		FIRST NAME(S)							
ADDRESS		Telephone Numbers: Home: Work: May we contact you at work? YES/NO							
		Email Address:							
Do you hold a full Driving Licence? YES/NO	Do you own a car? YES/NO	National Insurance No.							

2. HOBBIES/OUTSIDE INTERESTS

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3. FULL-TIME EDUCATION – Please continue on a separate sheet if necessary

SCHOOL(S)	YEARS		Examinations Passed and Grades achieved. Qualifications and Awards.
	From	To	

FURTHER OR HIGHER EDUCATION	From	To	Qualifications/Awards

4. OTHER EDUCATION/TRAINING - Including professional or vocational training and qualifications obtained with grades achieved, where appropriate. Please continue on a separate sheet if necessary.

NAME OF INSTITUTE	YEARS		COURSE/SUBJECT	GRADE
	From	To		

5. EMPLOYMENT - PRESENT

Post Title:			
Name and Address of Employer:			
Date of Appointment:	Salary/Grade/Scale:	Additions to basic Salary:	Notice required to terminate post:
Duties:			

6. PREVIOUS EMPLOYMENT - Most recent first. Please explain any gaps in employment history. Please continue on a separate sheet if necessary

DATES (Year and Month)		EMPLOYER	POSITION HELD	DUTIES	SALARY GRADE	REASONS FOR LEAVING
From	To					

7. EXPERIENCE – Please continue on a separate sheet if necessary

Outline briefly the experience gained during your career in relation to this appointment; highlighting any particular responsibilities or achievements in the appointments held which you consider relevant. (You may attach additional sheets of paper if required). Please refer to the job description and person specification.

8. REFERENCES

Please provide names and contact details of two persons to whom reference can be made for a professional (employer) reference, the first of whom should be your present or most recent employer (Tutor/Principal for recent School/University leavers). **DO NOT USE RELATIVES OR PARTNERS.**

(1)	Name:	
	Address:	
	Telephone number:	
	Email address:	
	Capacity in which known to you:	
(2)	Name:	
	Address:	
	Telephone number:	
	Email address:	
	Capacity in which known to you:	
(3)	MAY WE ASK FOR REFERENCES NOW?	YES/NO

9. ADDITIONAL INFORMATION

(a)	Are you related to a member or officer of Bude-Stratton Town Council?
(b)	If yes, please give details:

Have you been found guilty by a Court (or Court Martial) of any offence which is not treated as spent under the Rehabilitation of Offenders Legislation? In the event of employment, failure to disclose an unspent conviction could result in dismissal or disciplinary action. All information will be treated in confidence, and will only be taken into account when absolutely necessary.	YES/NO
Are you required to have a permit to work in the U.K.?	YES/NO
If there are any further points you consider relevant to your application, please attach a separate sheet	

10. DECLARATION

I CERTIFY that to the best of my knowledge and belief the statements contained herein are true, complete and correct.

I acknowledge that any canvassing, directly or indirectly will disqualify my application.

It is also understood that any false statements or the withholding of relevant information may result in the withdrawal of any offer of appointment or the termination of employment as appropriate.

Signed:

Date:

Please return completed application to:

PRIVATE AND CONFIDENTIAL

FAO – The Town Clerk

Bude-Stratton Town Council

Parkhouse Centre

Ergue-Gaberic Way

Bude

Cornwall

EX23 8LD

Data Protection

The information provided on this form will be used by us for the purposes of assessing your application and, if you application does not result in your being employed by us, will be retained only for so long as is necessary. If you are employed by us, the information will form part of your personal file and may be processed for any purpose in connection with your employment.

Asylum and Immigration Act 1996

Under Section 8 of the above Act, before appointing an employee, the Council has an obligation to check that they have permission to live and work in the U.K. If you are shortlisted for interview, you will be required to bring with you one of the documents specified by the Act for this purpose. Full details will be provided to shortlisted candidates at the appropriate time.

Prevention and Detection of Fraud

The Town Council is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for the purposes of preventing and detecting fraud.