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|---------------------------|--------------------------|
| POST APPLYING FOR: | Caretaker/Cleaner |
|---------------------------|--------------------------|

PLEASE ENSURE THE APPLICATION FORM IS COMPLETED, CVs WILL NOT BE ACCEPTED AS A SUBSTITUTE.

| | | | |
|--|--|-----------------------|--|
| FIRST NAMES | | FAMILY NAME: | |
| <i>For the purpose of equality, please only disclose details requested:</i> | | | |
| HOME ADDRESS: | | | |
| POST CODE: | | | |
| NATIONAL INSURANCE NUMBER: | | | |
| HOME TEL NO: | | | |
| MOBILE TEL NO: | | | |
| WORK TEL NO: | | | |
| May we contact you on your work number? (X) YES <input type="checkbox"/> NO <input type="checkbox"/> | | | |
| EMAIL: | | | |
| NAME OF SECONDARY SCHOOL, COLLEGE OR UNIVERSITY | QUALIFICATION GAINED OR PENDING | GRADE OBTAINED | |
| | | | |
| | | | |
| | | | |

| | | |
|---------------|-----------------------------|-------------------|
| | | |
| DATE OBTAINED | PROFESSIONAL/TECHNICAL BODY | MEMBERSHIP NUMBER |
| | | |

Successful candidates may be required to provide evidence of their qualifications.

PERSONAL DEVELOPMENT

(Please include any relevant training, self-development, continuous professional development etc.)

| COLLEGE/ORGANISATION | COURSE TITLE/DETAILS | DATES |
|----------------------|----------------------|-------|
| | | |

Successful candidates may be required to provide evidence of their qualifications.

| | | | |
|---------------------------------|--|------------------|--|
| CURRENT OR LAST EMPLOYER | | | |
| EMPLOYER'S NAME: | | | |
| ADDRESS: | | | |
| POST CODE: | | | |
| JOB TITLE: | | START DATE: | |
| CURRENT SALARY: | | NOTICE REQUIRED: | |

| | |
|---|--|
| DUTIES / KEY ACHIEVEMENTS: REASON FOR LEAVING: | |
|---|--|

When would you be available for employment?

PREVIOUS EMPLOYMENT
 (Please give details of your employment over the last 10 years, showing the most recent first)

| DATES | | EMPLOYER - ORGANISATION (Outline Duties/Key Achievements) | REASON FOR LEAVING |
|-------------------|----|--|--------------------|
| FROM | TO | | |
| dd/mm/yy dd/mm/yy | | | |
| | | | |

Please continue on a separate sheet if necessary.

SUPPORTING STATEMENT

Drawing upon your experience, skill, abilities and qualifications you should demonstrate their relevance to the job that you are applying for. Use the job description and person specification as a guide and be sure to demonstrate your ability to do the job where you can.

Please continue on a separate sheet if necessary.

REFERENCES

Please give details of two referees whom we may contact about your suitability for this employment. One of these should be your present or most recent employer.

| | | | |
|------------|--|------------|--|
| (i) NAME: | | (ii) NAME: | |
| JOB TITLE: | | JOB TITLE: | |
| ADDRESS: | | ADDRESS: | |
| TEL NO: | | TEL NO: | |
| Email: | | Email: | |

May referees be contacted without further authority from you?

(i) Yes No

(ii) Yes No

We will not confirm an offer of appointment until we have received a satisfactory reference from your present or most recent employer (or school if you are a school leaver).

ADDITIONAL DETAILS

Please give the name of any Councillor/Senior Member of Staff to whom you are related (Canvassing of Councillors will disqualify your application):

Do you have a current driving licence?

YES NO

Do you have the use of a car?

YES NO

Please give details of any endorsements:

DATA PROTECTION

Campbell Park Community Council takes the protection of your personal data seriously, your personal data will be processed under the lawful basis of Contract (Article 6 (1b) UK GDPR) and your special category personal data is processed under the additional condition of Employment (Schedule paragraph 1 UK Data Protection Act 2018). Except to the extent we are required or permitted by law, the personal data which you provide in this application form and any other information obtained or provided during the course of your application will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the personal data will not be held longer than 6 months after the recruitment process ends. If your application is successful, the personal data will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment.

Signature of applicant:

Date:

Do you have the legal right to work in the UK?

Yes

No

Do you have any unspent criminal convictions?

Yes

No

UNDERTAKING

Please read and sign the following undertaking: I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form my future employment can be terminated without notice.

Signature of applicant:

Date:

Return Address:

Email: admin@campbell-park.gov.uk