**CONFIDENTIAL (WHEN COMPLETED)**

**YATTON PARISH COUNCIL**

##### APPLICATION FOR POST OF GROUNDS & PROPERTY MAINTENANCE PERSON

(closing date noon Friday 7 February 2020)

Please complete clearly in black ink. Continue on separate sheet where necessary.

**Please return when completed by email to** [clerk@yatton-pc.gov.uk](mailto:clerk@yatton-pc.gov.uk) **or by hand or post, marked ‘Confidential’, to: Clerk, Aleana Baird, Yatton Parish Council, Hangstones Pavilion, Stowey Road, Yatton, Bristol BS49 4HS.**

Any questions, contact the Clerk as above or phone 01934 838971

**Where did you learn of this vacancy?**

**Personal details**

**First name(s):**

**Last name:**

**Address:**

**Postcode:**

**Daytime telephone:**

**Evening telephone:**

**Mobile telephone:**

**E-mail address:**

**Professional membership**

|  |  |  |
| --- | --- | --- |
| Name of professional body | Grade of membership and whether  by examination: | Date |
|  |  |  |
|  |  |  |
|  |  |  |

**Employment history Present/most recent post**

**Name and address of employer**:

Job/title: Grade:

Date from: / / to: / / Salary £

Other benefits:

Major duties/responsibilities:

Reason for seeking new position/leaving:

Period of notice/date available to start:

Is your present post your sole regular employment? Yes/No

# delete as applicable – if No please give details of any other position held.

Start date in Local Government\*:

Name of Local Authority where probationary period completed\*:

(\*Applies to existing/recent local government employees only).

**Employment history**

Previous posts (please start with most recent)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address  of employer: | Job/title: | From:  (mm/yyyy) | To:  (mm/yyyy) | Reason for leaving |
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Please give details and an explanation of any gaps in your employment history:

(N.B. We reserve the right to seek references from all previous employers)

**Education and training from age 11 years**

(most recent first)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of  institution: | Courses taken/subjects: | Dates (from - to):  mm/yyyy to mm/yyyy | Full  /part-time: | Qualifications  (Proof of qualification may be required.) |
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**Relevant experience**

Please use this section to explain how your skills, experience and knowledge would make you a suitable candidate for the post. This could include voluntary work, leisure interests and other activities which you consider to be relevant to the position. In completing this section please refer to the requirements in the job description and continue on a separate sheet if required.

**Additional information**

Do you have any special requirements if you are invited for interview? Yes/No

If so please give details on a separate sheet.

Dates when you are unavailable for interview (e.g. holidays):

Do you have the right to work in the UK? Yes/No

(Applicants invited to interview must produce documentary evidence of this such as a passport, birth certificate or work permit. Copies of documents will be retained.)

Do you have any criminal convictions other than convictions ‘spent’ under the Rehabilitation of Offenders Act 1974? Yes/No

If so please give details on a separate sheet.

Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your Yatton Parish Council employment?\* Yes/No

If so please give details on a separate sheet

Do you have a full driving licence? Yes/No

Do you have the use of a car/van? Yes/No

Do you have any current endorsements? Yes/No (If Yes, attach details)

Are you related (see below) to a councillor or employee of the Council\* Yes/No

If Yes, name of councillor or employee and relationship:

(\*Failure to disclose this information may disqualify you from the post.)

‘Related’ means you are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew, or niece of an existing councillor or employee of the Council; or of the partner of such persons. No candidate so related to a councillor or employee will be appointed without the authority of a committee of the Council.

The Council will disqualify any applicant who directly or indirectly seeks the support of any councillor for any appointment within the Council. No councillor may seek support for any person for any appointment within the Council.

**References**

Please give details of two named referees covering the last 5 years of your employment history. These should not include a relative and personal referees must be able to comment on your skills and abilities in relation to the post.

Additional references may also be sought from previous employers. References for shortlisted candidates may be taken up before interview unless you request otherwise.

|  |  |  |
| --- | --- | --- |
|  | Current/most recent employer (or alternative where not available) | Other referee |
| Name |  |  |
| Address |  |  |
| Telephone |  |  |
| email |  |  |
| Relationship |  |  |
| How long have they known you? |  |  |

**Declaration by Applicant**

I confirm to the best of my knowledge and belief that the information given on this form is correct. I understand that any offer of employment will be subject to satisfactory references and medical examination. Any misleading statement or deliberate omission will disqualify my application and may lead to dismissal. I consent to any enquiries and checks being undertaken by the Council in order to confirm that the information included in this application form is correct and to verify the authenticity of my qualifications.

I understand that if I am successful in my application, any information contained in this form together with any obtained in relation to it, will be retained by the Council during the course of my employment and for a reasonable time after the employment ends (pursuant to the Data Protection Act 1998).

Signature: Date:

Please note, if you are completing this application electronically, you will be asked to sign the form if you are invited to an interview.

##### YATTON PARISH COUNCIL

##### APPLICATION FOR POST OF GROUNDSPERSON

**Monitoring for equal opportunities**

The Council supports the principal of equal opportunities for all. The aim of this policy is to

ensure that you and other applicants for jobs are not discriminated against or disadvantaged by job requirements that are not relevant.

In order to make sure our policy is working in practice, we ask for your co-operation in completing and returning this form with your application. You do not, however, have to complete this form. The information you supply is seen only by staff monitoring the Equal Opportunities Policy and is held in strict confidence. No details of individuals will be released. There are notes for guidance overleaf.

Female/Male\* \* delete as applicable.

Date of birth dd/mm/yyyy / /

**Ethnic origin**

I would describe my ethnic origin as: (please tick one box only)

**White**  British Irish Other White

**Mixed**  White & Black Caribbean: White & Black African: White and Asian: Other mixed

**Asian or** Indian Pakistani Bangladeshi Other

**Asian British**

**Black or** Caribbean African Other Black

**Black British**

**Chinese or other** Chinese other ethnic group

**ethnic group**

Other ethnic group (please supply details):

**Do you consider yourself to be a disabled person?** Yes/No

**Notes** *of guidance*

**Ethnic origin**

The form lists a number of ethnic groups. You should put a tick against the one you feel you belong to. If the group you belong to is not listed, tick ‘other’ and provide details in the space provided.

**Disability**

Defining a disabled person: a person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities. People who have had disabilities in the past are included.

Impairment: covers physical and mental impairment (excluding mental illness and behavioural problems) including learning disabilities and hearing and sight impairments.

Substantial adverse effect: something which is more than a minor or a trivial effect and is beyond the

normal differences in ability which exist among people.

Long-term effect: one which has lasted or is likely to last for at least 12 months or for the rest of the life of the person. Therefore, loss of mobility due to a broken leg which is likely to heal within 12 months or a long term illness which a person is likely to recover from within 12 months are not included.

Substantial effects of a disability which has ceased but is expected to record at least once a year, for example rheumatoid arthritis or epilepsy, are included in the definition.

Normal day-to-day activities: those carried out by most people on a fairly regular and frequent basis. It does not include activities that are normal only for a particular person or group of people such as playing musical equipment or a sport to a professional standard or performing skilled or specialist tasks at work.

An impairment has a substantial adverse effect if it affects:

• Mobility

• manual dexterity

• physical co-ordination

• continence

• ability to lift, carry or otherwise move everyday objects

• speech, hearing or eyesight (excluding people who wear spectacles)

• memory or ability to concentrate, learn or understand.

Severe disfigurement: is included without any need to demonstrate that the impairment has a substantial adverse effect on ability to carry out normal day-today activities.

Progressive illness: such as cancer, multiple sclerosis, HIV infection and muscular dystrophy are covered from the moment the condition leads to an impairment which affects day-to-day activities.

Access requirements: these may include, for example, requirements relating to physical accessibility of the workplace, accessibility to information in different forms etc.