

Application Form –Groundsman

Please ensure that all parts of the application are completed in BLOCK CAPITALS

1. Personal Details

First Name:	Last Name:
National Insurance number:	DOB
E-mail:	
Home address:	Mobile No:
	Home Tel:

2. Reason for Application

Please detail the main reason that made you apply for this position as Groundsman :

Please list the skills, knowledge and behaviours (or competencies) that you believe are the most important in your application and provide specific examples of when you have demonstrated them:

3. Education and Qualifications

Name & address of school or college	Qualification achieved or being studied

4. Work History

Name of employer and address :	Position held:	Dates of employment, from and to :
Roles and Responsibilities?		Reason for leaving:

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Roles and Responsibilities?		Reason for leaving:

5. Personal Interests and Hobbies.

Please detail your personal interests and hobbies :

6. References.

Please provide the names of 2 people (not related to you), who can be contacted to provide a reference for you. At least one should be work related. If this is your first job, please give a tutor / lecturer's name.

Name:	Telephone Number:	Email:	How do you know this person?

7.

8. Equal Opportunities.

Chalfont St Giles Parish Council is an equal opportunities employer. This information you provide is not used in the selection process, but to monitor the decision made, and ensure that they are made fairly. You can assist us by completing the questions below. Please note that it is not mandatory to complete any of these questions.

Gender:	Date of Birth :
Nationality :	1 st Language:
<p>Ethnic Origin (please circle) :</p> <p>WHITE British Irish Other White</p> <p>MIXED White & Black Caribbean White & Black African White & Black Asian</p> <p>ASIAN or ASIAN BRITISH Indian Pakistani Bangladeshi</p>	<p>BLACK or BLACK BRITISH Caribbean African</p> <p>CHINESE or OTHER ETHNIC GROUP Chinese Other</p>
Religion :	
<p>Do you consider yourself to have a disability? (please circle) :</p> <p style="text-align: center;">YES NO</p>	If Yes, please give details :

9. Selection Process

If you have any impairment that may affect your participation at any stage of assessment (application and interview), and you may require adjustments to be made, please let us know here:

Eligibility to work in the UK & Ireland: You must bring the original documentation if invited to an interview as evidence of your entitlement to work in this country. Failure to do so will invalidate your application. <i>Please confirm which of the following you have:</i>
<input type="checkbox"/> British Passport or UK birth certificate
<input type="checkbox"/> Passport showing right to live & work in the UK
<input type="checkbox"/> Non-European passport with relevant work visa
<input type="checkbox"/> Certificate of registration / naturalisation as a British Citizen
<input type="checkbox"/> EEC passport or identity card plus required work registration letter
<input type="checkbox"/> Any other document that supports your eligibility to work in the UK

10. Declaration

I have read the instructions and questions contained within this application form and declare the statements I have given are true and that I have not knowingly withheld any material fact. Should I accept employment with Chalfont St Giles Parish Council, I understand that it will be on the basis that the truthful completion of this form constitutes part of the terms and conditions for my employment. I consent to you taking up references as detailed in this form.

Signed :
Date:

Please return your application form along with your current CV by Friday 7th September 2018 to : The Parish Clerk, Chalfont St Giles Parish Council, Council Offices, Gravel Hill, Chalfont St Peter, Buckinghamshire, SL9 9QX.