



# Alfreton Town Council

**CONFIDENTIAL**

## **JOB APPLICATION FORM**

An equal opportunities employer

Office address:  
Alfreton Town Council  
Alfreton House  
High Street  
Alfreton  
DE55 7HH

01773 520032

[www.alfretontowncouncil.co.uk](http://www.alfretontowncouncil.co.uk)

[alfretontc@aol.com](mailto:alfretontc@aol.com)

IMPORTANT – before filling in this form, please read the additional information for applicants carefully.  
Please complete in BLACK ink.

JOB DETAIL: **GROUNDS MAINTENANCE OPERATIVE**

CLOSING DATE: **MONDAY 6TH FEBRUARY 2017 AT 12 NOON**

INTERVIEW DATE: **WEDNESDAY 8TH FEBRUARY 2017**

TITLE	SURNAME	FIRST NAME
PREVIOUS NAMES	NATIONAL INSURANCE NUMBER	PREFERRED FIRST NAME
ADDRESS		
POST CODE		
TELEPHONE NUMBERS DAYTIME	EVENING	MOBILE
EMAIL ADDRESS		
Please indicate your preferred method of contact? Telephone <input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/>		

**PRESENT OR MOST RECENT EMPLOYMENT**

EMPLOYER AND ADDRESS	JOB TITLE	
	ANNUAL SALARY OR FULL TIME EQUIVALENT	
	START DATE	
	NOTICE REQUIRED	
	REASON FOR LEAVING AND DATE (IF APPLICABLE)	

Brief details of main duties and responsibilities

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**PREVIOUS EMPLOYMENT**

Please give details of all previous jobs for the last 10 years. Full details should be given for any period not accounted for by full time employment, education or training (e.g. unemployment, voluntary work, raising a family, part time work).

EMPLOYER AND ADDRESS	JOB TITLE AND DUTIES	DATES		REASON FOR LEAVING
		To	From	

**MEMBERSHIP OF PROFESSIONAL BODIES/ASSOCIATIONS**

Please give details of membership of professional or technical bodies/associations. This section will not be relevant for some jobs.

NAME OF PROFESSIONAL BODY	MEMBERSHIP LEVEL	DATE JOINED	PROFESSIONAL REGISTRATION NUMBER/REFERENCE

**EDUCATION**

Please give details of your education and qualifications.

ESTABLISHMENT ATTENDED	COURSE TITLE/SUBJECT	QUALIFICATION(S) OR OUTCOME	DATES	
			From	To

**PROFESSIONAL AND VOCATIONAL TRAINING**

Please give details of any relevant training. This section will not be relevant to some jobs.

Establishment attended	Course	Qualification(s) or outcome	Dates	
			From	To

**SUITABILITY FOR JOB**

Using the job description and person specification provided, please give further details about why you believe you are suitable for this job. You may wish to give examples of previous experience or skills and abilities, or any knowledge you have. Please continue on a separate sheet if necessary.

**SUITABILITY FOR JOB (continuation sheet)**

**REFERENCES**

Please give the names and addresses of two people we may contact for references. Your first referee must be your present or most recent employer. Full contact details must be given so that your application is not delayed.

NAME OF REFEREE	NAME OF REFEREE
THEIR JOB TITLE	THEIR JOB TITLE
THEIR RELATIONSHIP TO YOU I.E LINE MANAGER	THEIR RELATIONSHIP TO YOU I.E LINE MANAGER
ORGANISATION AND ADDRESS	ORGANISATION AND ADDRESS
POST CODE	POST CODE
EMAIL	EMAIL
TELEPHONE	TELEPHONE

Can we contact your present employer for a reference before an offer of employment is made? Yes  No

Written references will be needed for any candidate who is successful at interview. Please ensure your referees are aware of this, and are happy to provide this information. Referees will be asked for information on disciplinary issues, sickness absence etc.

**ASSOCIATION WITH A TOWN COUNCILLOR OR EMPLOYEE OF ALFRETON TOWN COUNCIL**

Do you have a close association with a county councillor or employee of Derbyshire County Council? Yes  No

If you have answered yes, you are required to declare the name and relationship involved.

THEIR NAME	THEIR JOB	THEIR DEPARTMENT	YOUR RELATIONSHIP

**Please note**

Any applicant who directly or indirectly seeks the support of any councillor or officer for any appointment with the council will be disqualified.

**DISCLOSURE OF CRIMINAL RECORDS**

Please give details of any criminal convictions, warnings, reprimands, cautions, or other orders, pending prosecutions, or criminal investigations. **We will only take them into account if we consider them relevant to the job for which you have applied.** You are not required to disclose offences which are spent under the Rehabilitation of Offenders Act 1974, unless the post for which you have applied is exempt under the Act. For these exempt jobs both spent and unspent offences must be disclosed, unless they are "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. If the vacancy for which you are applying requires such a disclosure, this will be stated clearly on the advertisement and the supporting details you will have received with this form. For these posts an offer of appointment will be subject to satisfactory Disclosure & Barring Service clearance. Any information disclosed will be treated in the strictest confidence.

Have you any criminal convictions or are you at present the subject of criminal charges? Yes  No   
**If yes, please provide details in a sealed envelope marked "Confidential" and bring to interview.**

**DECLARATION**

I declare that the information on this form is true and accurate.

I understand that providing misleading or false information will disqualify me from appointment or may lead to me being dismissed if appointed to the post.

**Privacy Notice**

I consent to the information contained in this form, and any other information received by or on behalf of the council relating to my application, being processed by the council in administering the recruitment process and to assist with the prevention and detection of fraud.

SIGNATURE

DATE

***If you submit this form electronically, you will be required to sign this declaration if invited to interview.***

Please advise us of any other information relevant to the recruitment process so we can ensure every attempt is made to meet your needs. This could include dates when you are not available for interview or any special requirements you may have such as necessary equipment and/or resources to enable you to attend an interview.