



3A Market Place, Whitwick, Coalville, Leicestershire LE67 5DT

Tel: 01530 459527 **Email:** clerk@whitwickparishcouncil.gov.uk

Website: www.whitwickpc.org.uk **Parish Clerk:** Sharon Kaye

APPLICATION FORM - CARETAKER

Whitwick Parish Council is an equal opportunities employer and your application will be judged solely on merit. Please answer all the questions in this form honestly and truthfully and read and sign the declaration and consent under the Data Protection Act at the end of the form. **Please complete the form in black ink or type.** Return your form by post or email to the address above by the closing date, if provided.

PERSONAL DETAILS

Title	
Surname	
First name	
Address	
Postcode	
Please give the best phone number to contact you on	
Email address	

PREVENTION OF ILLEGAL WORKING

The Parish Council is obliged to ensure that you can work legally in the UK. Prior to taking up any employment you will be required to provide evidence of a passport and/or other relevant documents to satisfy the Council that you comply with this requirement.

Do you require permission or a work permit to take up employment in the UK?

Yes ☐ No ☐

Are there any restrictions on you living in the UK? Yes ☐ No ☐

EDUCATION

Please give details of your education and qualifications, including any currently being taken.

Dates (from/to)	School, College, University, etc	Qualifications (include grades)

Please note that you may be asked to provide evidence of your qualifications.

RELEVANT TRAINING COURSES

Please give details of any relevant training you have completed and membership of any professional body

Dates	Body/Organisation	Details

CURRENT OR MOST RECENT EMPLOYMENT
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Please give details of your current or most recent employment.

Employer (include address)	From / to	Job Title	Salary

Please provide a brief description of the main duties and responsibilities of your current or most recent job. Please continue on a separate sheet if necessary.

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Please state your notice period for your current employment.

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EMPLOYMENT HISTORY

Please list your previous employment history in chronological order, using a separate sheet if necessary, and give reasons for any gaps in your employment history.

Name and Address of Employer	Employment Period		Job Title and main responsibilities	Reason for Leaving
	From	To		

Do you have any other paid employment that you would wish to continue if you were offered this post? YES / NO

If yes, please give details and include the days and hours you work each week

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RELEVANT EXPERIENCE, SKILLS AND KNOWLEDGE

Please say why you are applying for this post and the experience, skills and knowledge you have which would enable you to do it well. Please refer to the Personal Specification and ensure you cover all the criteria set out for this job role. Please use a separate sheet if necessary and/or attach any supporting documents.

FURTHER INFORMATION

Please give details of your outside interests, hobbies, etc, including any voluntary or unpaid work which you feel will support your application.

Do you have access to a mobile telephone which can be used in an emergency?

Yes ☐ No ☐

REHABILITATION OF OFFENDERS ACT 1974

Please give details of any “unspent” convictions as defined by the Rehabilitation of Offenders Act 1974. This should include date of conviction and sentence imposed. Unless the nature of the position allows the Council to ask questions about your entire criminal record we will only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining employment with the Council.

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If you are appointed, the Parish Council may undertake Disclosure and Barring (DBS) checks.

Please confirm whether you agree to this.

Yes

☐

No

☐**REFERENCES**

Please give details of two persons who the Council could contact and would be willing to supply a reference for you. We would prefer your referees to be your most recent employers including your current employer, if applicable.

Name	Name
Job Title	Job Title
Organisation	Organisation
Address	Address
Phone Number	Phone Number
Email address	Email address
If you are shortlisted, may we obtain a reference before interview: Yes <input type="checkbox"/> No <input type="checkbox"/>	If you are shortlisted, may we obtain a reference before interview: Yes <input type="checkbox"/> No <input type="checkbox"/>

References will be obtained and their authenticity checked if you are to be offered the appointment.

CAR DRIVING

Are you a car owner or do you have access to a car? Yes ☐ No ☐

Do you hold a current, full, driving licence? Yes ☐ No ☐

Do you have any bans or restrictions that may affect your ability to use your vehicle?

Yes ☐ No ☐

RELATIONSHIPS

Are you, to your knowledge, related to any councillor or staff members of Whitwick Parish Council. If so, please give details:

INTERVIEW ARRANGEMENTS

If you are selected for interview you will be notified within 2 weeks **of the closing date (if provided)** with **interviews being held the following week**. Please confirm that you will be available on these dates if shortlisted, or list any times you will not be available in the next 4 weeks below:

Yes ☐ No ☐

DECLARATION AND DATA PROTECTION ACT CONSENT

I declare that all the foregoing details given in this application are true to the best of my knowledge and understand that verification checks may be made. I also understand that if the information I have given is found to be untrue or misleading this will be sufficient grounds for disqualification from appointment or dismissal from any employment gained.

I understand that the information given in this form will be processed only by the Council for the purpose of considering my application for employment and if I am successful in my application this form and the information in it will be retained in my personnel file for such time as I am an employee and for up to six years after the end of my employment. Otherwise

this form will only be retained by the Council for so long as it is required in connection with the application.

Signed:	Date:
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We thank you for your interest in this position with Whitwick Parish Council.