

APPLICATION FORM

PLUMPTON PARISH COUNCIL

**APPOINTMENT OF
GENERAL HANDYPERSON**

Plumpton Parish Council is an equal opportunities employer. 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 to provide the best chance of obtaining an interview. If you require any assistance please contact The Parish Clerk on 07570 445501.

Please complete the form in full in black ink or type and use only A4 size paper for any continuation sheets.

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PERSONAL DETAILS

Preferred Title:

Family Name:

First Name:

Address:

Post Code:

Home Tel. No:

Work Tel. No:

Mobile No:

Email Address:

HOBBIES AND OTHER INTERESTS (INCLUDING POSITIONS OF RESPONSIBILITY)

Please give details of any outside interests or non-vocational experience which you feel will support your application.

REHABILITATION OF OFFENDERS ACT 1974

Please give details of any "unspent" convictions as defined by the Rehabilitation of Offenders Act 1974. 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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SECONDARY/FURTHER HIGHER EDUCATION ATTENDED AND QUALIFICATIONS (IN DATE ORDER)

School, College and/or University	Dates		Qualification(s) awarded (Subject and Level)	Date Awarded
	From	To		

Please note that you will be asked to produce evidence of your qualifications.

PROFESSIONAL QUALIFICATIONS (MEMBERSHIP OF PROFESSIONAL BODIES)

Please give details of any relevant professional or technical bodies of which you are a member.

Professional Body	Qualifications/Level of Membership	Date Awarded

DETAILS OF JOB-RELATED TRAINING (MOST RECENT FIRST)

Please give details of any relevant short training courses, trade/professional training, Government training schemes or secondments you have completed.

Course Title and Duration	Provider	Date

PRESENT EMPLOYER

Name of current Employer:

Address:

Post Code:

Job Title:

Present Salary:

Reporting to:

Date Commenced:

Leave Date or Notice Period Required:

Please outline your main tasks, responsibilities and achievements – continue on a separate sheet if necessary. (Please attach a copy of your job description if you wish.)

Why do you wish to leave your current job (if applicable)?

EMPLOYMENT HISTORY

Please list your previous employment history in chronological order using a separate sheet if necessary and please 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		

RELEVANT EXPERIENCE, SKILLS AND KNOWLEDGE

Please state below your reasons for 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 of the criteria set out for this job role. This should include information about any period not accounted for in the section above by full time employment or education and training (and if appropriate voluntary work). Please use a separate sheet if necessary and/or attach any supporting documents.

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Eligibility to Work in the UK

The Immigration, Asylum and Nationality Act 2006 requires all employers in the UK to make basic document checks on every candidate, before they commence employment.

Are you eligible to work in the United Kingdom and are you able to provide proof of this? Yes

If selected for interview, you will be required to bring along original documents to provide evidence that you are eligible to live and work in the UK and copies will be taken at interview. If unsuccessful these copies will be destroyed in accordance with Data Protection legislation. If you are offered the post these original documents will be retained on your personnel file.

If you are currently working in the UK with VISA restrictions, please provide the following information:

Visa Number:

Expiry Date:

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

Yes No

The Council has legal obligations 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 on the approved list to satisfy the Council that you comply with this requirement.

DRIVING LICENCE

Do you hold a current driving licence? Yes No

If "yes" please state type of licence you hold: (please indicate "trailer" classification)

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

Do you have any current endorsements? Yes No

If "Yes", please specify:

REFERENCES

Please give details of two referees. One should be your present employer.

Name:	Name:
Position:	Position:
Relationship:	Relationship:
Address:	Address:
Post Code:	Post Code:
E-mail address:	E-mail address:

Tel. No.:	Tel. No.:
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Have you any objection to the references being obtained prior to interview. Yes No

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

Disciplinary Proceedings

Have you been subject to any disciplinary proceedings or investigations at work in the past five years? No

If yes, please provide details:

RELATIONSHIPS

Are you, to your knowledge, related to or have any relationship with a Member or employee of the Parish Council? Yes No

If "yes", please give details.

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 _____

ACKNOWLEDGEMENT AND RETURN OF COMPLETED FORM

When completed, please return the application form by **18th March 2024** to:-

**Mrs Anita Emery
Clerk and RFO
Village Hall
1 Westgate
Plumpton Green
East Sussex
BN7 3BQ
Anita.emery@plumptonpc.co.uk**

Please mark the envelope "**Confidential – Application for the post of General Handy Person**". If you would like an acknowledgement of receipt please enclose a stamped addressed envelope when submitting this application form.

INTERVIEW ARRANGEMENTS

It is our intention that **interviews will be held week commencing 25th March 2024**

Please confirm that you will be available if selected for interview. Yes No