

St Stephen Parish Council



Employment Application Form

Position: Groundsperson - Grounds Team
Reports to: Parish Clerk
Date: Closing date: 20 September 2021 at 9am
Interview date: TBC

Please complete this form in black ink or on the computer. It will be to your advantage to complete it as fully as possible in order to ensure you are compared fairly with other applicants. We will not accept a CV.

Return the completed form by the deadline to: Parish Clerk, St Stephen Parish Council, Parish Centre, Station Road, Bricket Wood, St Albans AL2 3PJ or email to: clerk@ststephen-pc.gov.uk

Please make sure you read the enclosed job description and person specification carefully and show how your experience and qualifications would enable you to fulfil the role in your personal statement.

St Stephen Parish Council is an equal opportunities employer and your application will be judged solely on merit and irrespective of ethnic origin, race, colour, gender, disability, age, trade union activity, marital status, religion, belief or sexual orientation or any other protected characteristic.

Data Protection

The information which you give is strictly confidential and will be used only for the purpose for which it has been supplied. If you are appointed the information from this form will be stored securely and shared with SSPCs payroll provider, for the purpose of payroll and HR administration.

Applicant details:

Full Name: _____

Address: _____

Email: _____

Home Phone: _____ Mobile: _____

Are you currently employed by related to a member or employee of St Stephen Parish Council ?

Yes / No (delete as appropriate)

If yes, please specify: _____

How did you find out about the post? _____

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Educational Achievements			
School & Further Education (Secondary onwards)	Qualifications Achieved	Year	Grade (If relevant)

Professional And Vocational Qualifications			
Institute or Professional Body	Qualifications Achieved	Year	Grade (If relevant)

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Employment Record	
Current or most recent employer: _____	
Address: _____ _____ _____	
Postcode: _____ Immediate Manager: _____	
Reason for Leaving, if appropriate: _____	
Start Date: _____ Notice Period: _____	
Leaving Date: _____ Current Salary: _____	
Brief Description of Duties: _____ _____ _____	

Previous Employers (Most Recent Employment First - 10 yrs max.)			
Employer's Name and Postcode	Position	Dates	Reasons for Leaving

St Stephen Parish Council

References

Current or Immediate Past Employer

Referee: _____

Address: _____

Postcode: _____ Email: _____

Capacity in which known: _____

Second Reference, previous employer or personnel contact.

Referee: _____

Address: _____

Postcode: _____ Email: _____

Capacity in which known: _____

Note: References will not be taken up until an offer of employment has been made.

St Stephen Parish Council

Personal Statement

Please provide a personal statement which you feel would assist us in assessing your suitability for this position. Use further sheets if necessary.

St Stephen Parish Council

Driving Licence

Do you hold a current driving licence? Yes / No (delete as appropriate)

If yes, please specify type: _____

Do you have any current endorsements? Yes / No (delete as appropriate)

If yes, please specify: _____

Disability Discrimination Action 1995

Please note below if you believe there are any reasonable adjustments we should be making to assist with the interview. _____

Declaration

Note. The following will result in disqualification from the interview process or dismissal.

- a. Canvassing a Member or Senior Officer of the Council
- b. Failure to disclose a relationship with a member or employee
- c. Failure to disclose convictions under the Rehabilitation of Offenders Act 1974
- d. Knowingly giving false information on application form

I confirm that I have the right to unrestricted residence and employment in the United Kingdom.

The information which I have given in this form is true to the best of my knowledge.

Signed: _____ Date: _____

If successful you will be asked to present various statutory documents and these will be copied, so that the Parish Council can carry out pre-appointment "Right to Work" checks.