**Job Application Form**

**Confidential**

**This form should be completed in black ink/typescript. Your application may not be considered if you do not complete all sections**

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| --- | --- | --- |
| Applicant Number |  | (To be completed by LTC) |

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| --- | --- |
| Post Applied for | **Caretaker Supervisor** |
| Closing date | **22nd July 2018** |
| Location | Manor House Littlehampton |

|  |  |
| --- | --- |
| Where did you see this post advertised? |  |

**PERSONAL DETAILS:**

|  |  |  |
| --- | --- | --- |
| Last Name |  | |
| First Name(s) |  | |
| Title | Mr / Mrs / Miss / Ms / Other | (Please delete as appropriate) |
| Known As |  | |

|  |  |
| --- | --- |
| Address |  |

|  |  |  |
| --- | --- | --- |
| Home Telephone |  | |
| Mobile Telephone |  | |
| Work Telephone |  | May we ring you at work? **YES / NO** |
| Email Address |  | |

|  |  |  |
| --- | --- | --- |
| Do you have a full Driving Licence? | **YES / NO** | (Please delete as appropriate) |

**EMPLOYMENT- CURRENT OR MOST RECENT:**

|  |  |  |
| --- | --- | --- |
| Position Details | Present / Most Recent | (indicate which the following details apply to) |
| Employer |  | |
| Address |  | |
| Nature of Business |  | |
| Reasons for Leaving |  | |
| Notice Required |  | |

|  |  |
| --- | --- |
| Position Held |  |
| Department |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date |  | **Leave Date** (if applicable) |  |

|  |  |  |
| --- | --- | --- |
| Basic Salary |  | (per annum) |
| Other Allowances |  | |
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| Description of Duties |
| (Please use a separate sheet if necessary. If you wish to attach a job description or a diagram of your position in the structure of the organisation, please do so). |

**PREVIOUS EMPLOYMENT- OTHER:**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Please give details below of all your previous employment, starting with the most recent. (Vacation jobs whilst a student need not be included). Include separate details about different posts with the same employer. Exact dates of employment must be given. (Continue on a separate sheet if necessary) | | | | | | | |
| Name of Employer | Position Held | Reason for Leaving | Basic Salary | From | | To | |
| M | Y | M | Y |
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**Please indicate reasons for any gaps in employment and full time study.**

**EDUCATION, & MEMBERSHIP OF PROFESSIONAL BODIES:**

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| --- | --- | --- | --- | --- | --- |
| Job related qualifications and membership of professional bodies (includes vocational and non-vocational courses). Please include date admitted to professional body and whether by exam or election. (Continue on a separate sheet if necessary). | | | | | |
| Education (including Part Time) – Secondary, Further or Higher. | | | | | |
| Establishment  (name and town) | From | To | Examinations taken/ Qualification gained | Date | Result / Grade | |
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|  |  |  |  |  |  | |
| Other Course Title / Professional Body Membership | | | | Date Achieved &  Grade / Level | | |
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**DISABILITY:**

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| We welcome applications from people with disabilities. If shortlisted for the position, we will ask you if any arrangements are required for the selection process. On the day, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the job. |

**REFERENCES:**

|  |  |  |
| --- | --- | --- |
| Two references are required for external candidates. One referee must be your current employer or, if you are currently not working, this should be your last employer. For students, one referee should be from your college. Internal candidates are required to provide one referee who must be their current manager. For posts working with children, internal candidates must provide two referees including their current manager.  Except for posts working with children, references will only be taken up for successful candidates who are offered a post. | | |
| Name |  |  |
| Address |  |  |
| Telephone No. |  |  |
| Fax No. |  |  |
| E-mail |  |  |
| Position / Relationship |  |  |
| I confirm that I am happy for Littlehampton Town Council to approach the referees listed above/ Please contact me first before contacting my referees. (*Please delete as appropriate)*    signed date    print name  Wherever possible we prefer to make contact my email, please ensure your referees are aware of this. | | |

**RELATIONSHIPS:**

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| Are you related to any employee or elected Member of Littlehampton Town Council  **YES / NO** (If yes, please give details below)  Canvassing Members or staff of the Council, directly or indirectly in connection with any appointment shall disqualify the candidate. |

**SKILLS & COMPETENCIES:**

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| You are asked to provide evidence of how you meet the requirements of the post with reference to the Job Description and Person Specification. This evidence should include examples where appropriate from your current or previous experience. Please answer fully as this information will be used to shortlist candidates for interview. You may use a separate sheet if necessary. |
|  |

**INTERESTS AND GENERAL INFORMATION:**

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| Please tell us anything that you think may be relevant or useful to your application.  You may use a separate sheet if necessary. |
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**DATA PROTECTION:**

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| The information that you have provided will be handled and processed in accordance with the Data Protection Act 1998. If you are appointed, the information will form part of your personnel record and may be used by the Town Council for business purposes including the prevention and detection of fraud. |

**REHABILITATION OF OFFENDERS ACT:**

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| Because of the nature of the work, many posts within the Town Council are exempt from the provisions of the Rehabilitation of Offenders Act 1974 and associated Order. Applicants for these posts are not therefore entitled to withhold details of previous convictions that for other purposes may be considered as “spent”, unless they are classed as ‘protected’ under the amendments to the Exceptions Order 1975 (2013), which provide that certain spent convictions and cautions are not subject to disclosure to employers, and cannot be taken into account. Guidance & criteria on the filtering of these cautions and convictions can be found on the Disclosure & Barring Service website.  Failure to disclose previous convictions, when required to do so, may lead to disciplinary action. If the post to which you are applying is exempt from the Act, you will be asked to declare any convictions prior to your interview / assessment.  If the nature of your work involves substantial access to children or other vulnerable groups you will be required, under the Police Act 1997, to apply for a Disclosure Certificate from the Disclosure & Barring Service so checks can be made in respect of your application. The level of disclosure will be indicated in the recruitment information.  For all other posts, if you are shortlisted for interview, you will be asked to disclose any convictions that are not considered to be “spent” under the Rehabilitation of Offenders Act. |

**DECLARATION:**

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| **I declare that the information given in this application is true and accept that false information may result in my application being disqualified and if appointed could lead to dismissal. I understand that if appropriate, a Disclosure & Barring Service check will be carried out.**  **Signature:**  **Date:** | Please return this form to:  Littlehampton Town Council  Manor House  Church Street  Littlehampton  West Sussex  BN17 5EW  Telephone :01903 732063  Email: [ltc@littlehampton-tc.gov.uk](mailto:ltc@littlehampton-tc.gov.uk) |