



## FORDINGBRIDGE TOWN COUNCIL

### Application Form – Grounds Operative

Closing date for applications: Friday 9<sup>th</sup> October 2023

<b>Surname:</b>	<b>First names and title:</b>
<b>Address:</b>	<b>Telephone:</b>  <b>Email:</b>
<b>Source of application</b>	

**Asylum & Immigration Act 1996** – Prior to appointment you will be required to provide evidence of a passport or other documents on the approved list to satisfy Fordingbridge Town Council that the Asylum & Immigration Act is being complied with.

Do you require a work permit to take up employment in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you hold a current clean driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/>

## Employment Record

Please list all employment in the last 10 years in reverse chronological order, starting with your present or last position. Please continue on a separate A4 sheet if you need to.

### Present or most recent employment

<b>Name &amp; address of employer</b>
<b>Job Title</b>
<b>Dates employed</b>
<b>Period of notice required</b>
<b>Please give a brief description of your main responsibilities</b>

### Previous Employment

Please list all previous employment in chronological order (most recent first)

<b>Date From/To</b>	<b>Position Held/Duties</b>	<b>Name and address of Employer</b>	<b>Reason For Leaving</b>

## Education & Qualifications

Please give details of all qualifications obtained (from Secondary School onwards) and those currently being pursued

Name of School, College, University	Dates attended From/to	Subject studied	Grades and year obtained

## Training

To include professional training, short courses and secondments

Course Title	Organisation	Dates

## Other Experience

Details should be given for any period not accounted for by full time employment, education, training eg voluntary work, unemployment.

Experience	From/To

**Information in support of your application**  
If further space is needed please continue on a separate A4 sheet

## References

(These will only be contacted if you are invited for interview)

<b>Referee 1 (present or last employer if possible).</b>	<b>Referee 2</b>
Name	Name
Job title	Job title
Name of organisation	Name of organisation
Address	Address
Post Code	Post Code
Tel No	Tel No
How long have you known this person and in what capacity?	How long have you known this person and in what capacity?

## Rehabilitation of Offenders Act 1974

Please give details of any 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

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## Declaration

I declare that the information contained in this application form is true and correct. I understand that any false or misleading information or omissions concerning criminal convictions may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.

### Data Protection

If I accept employment with Fordingbridge Town Council I consent to my personal information being held by the organisation for the administration of my Contract of Employment.

Signed

Name

Date

Please return your completed application to Town Clerk,  
Fordingbridge Town Council & Information Office, 23 Salisbury Street, Kings Yard,  
Fordingbridge, SP6 1AB  
[town.clerk@fordingbridge.gov.uk](mailto:town.clerk@fordingbridge.gov.uk)