



BRIDGNORTH TOWN COUNCIL

JOB APPLICATION FORM: Caretaker- Bridgnorth Community Hall

APPLICATION NO:

- Bridgnorth Town Council is working towards becoming an equal opportunities employer.
- CV's and letters of application will not be accepted.
- Application forms received after the closing date will not be considered.
- Please complete each section of the form, even if the answer is NO or Not Applicable.
- To help when your application form is to be photocopied please complete it in black ink.
- Please write a reference on any continuation sheet to identify the section to which it refers.
- Subject to the declaration signed by you concerning the accuracy of the information given the information contained in your application will be used for recruitment purposes only. An annual recruitment report may be prepared and the information contained within the equal opportunities monitoring form will be used for that purpose.

EMPLOYMENT DETAILS

Present or most recent employment	
Name & Address of Employer	Reason for leaving last employment if currently unemployed
Job Title	Present/Last Salary
	Amount of notice required (if appropriate)

PREVIOUS EMPLOYMENT DETAILS (Please begin with most recent)

Name of Employer	Job Title	Start date	Years	End date



EDUCATION AND TRAINING DETAILS

List of any relevant qualifications

List any relevant previous experience related to the post of Caretaker

Names and Addresses of TWO persons from whom references may be obtained (one of whom must be your present or most recent employer and reflect your employment over the preceding 3 years).

1. Name _____

2. Name _____

Address _____

Address _____

Post Code _____

Post Code _____

Telephone Number _____

Telephone Number _____

Email Address _____

Email Address _____

Position Held _____

Position Held _____

Please tick the boxes if you do not wish that specific referee to be contacted prior to interview

1.

2.

Do you hold a valid driving licence

Yes/No

Do you have access to a car

Yes/No

INFORMATION IN SUPPORT OF YOUR APPLICATION



You will have received a job description for the post you have applied for. Please address each element of the job description and tell us how you meet the level of competence/knowledge required.

At the end of the form, or on a continuation sheet you may add any general statements you also consider will assist you with this application.



Equal Opportunities Monitoring

APPLICATION NO:



Personal Details:

Surname _____ Title _____

Forename(s) _____

Address _____

Post Code _____

Age _____ Date of Birth _____ Home/Mobile Tel. No. _____

Work Tel. No. _____

Disabled Persons: Under the Disability Discrimination Act the definition of disability is:- "a person has a disability for the purposes of this act if she/he has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities"

Do you have such a disability Yes No

If 'Yes' what specific arrangements by way of adjustment within the workplace do you require?

Sickness Leave: Total number of days sick in the last two years _____ days

Rehabilitation of Offenders Act 1974: Bridgnorth Town Council welcomes applications from all candidates. Criminal records will be taken into account for recruitment purposes when the conviction is relevant. Unless the nature of work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar you from employment.

Have you any previous convictions? Yes No

If 'YES', Please give details of the offence(s), including the date and sentence:-

The Rehabilitation of Offenders Act 1974 requires applicants to give details of any convictions which are not spent. Failure to disclose such convictions could result in disciplinary action of dismissal.

Ethnic Background: Please describe the ethnic background which is most appropriate to you:-

- | | | | |
|-------------------|---|-------------|---|
| White | <input type="checkbox"/> | Indian | <input type="checkbox"/> |
| Irish | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> |
| Black - African | <input type="checkbox"/> | Bangladeshi | <input type="checkbox"/> |
| Black - Caribbean | <input type="checkbox"/> | Chinese | <input type="checkbox"/> |
| Black other | <input type="checkbox"/> Please specify | Other | <input type="checkbox"/> Please specify |

- Are you related to a councillor or employee of Bridgnorth Town Council YES/NO
- If yes please give the name of the person _____
- Where did you see this post advertised _____



Please now sign in the space provided below. In signing you are certifying that the information provided by you in your application form is correct.

If it is discovered that your employment was obtained on the basis of misleading statements or deliberate omissions your employment will be terminated on the grounds of gross misconduct. Additionally if it is discovered that you have canvassed a councillor or employee of the Council in an attempt to obtain more favourable treatment of your application, the application will be disqualified or if you have already been appointed your employment will also be terminated for gross misconduct.

Should this occur you will be required to repay any monies paid to you in relocation expenses, car loans or training support.

Signed

Date

Return to:

'Job Applications'
Bridgnorth Town Council
College House
4 St Leonard's Close
Bridgnorth
Shropshire WV16 4EJ