



BLISLAND PARISH COUNCIL

Parish Clerk: Tammy White, BA(Hons), MSc, PGDip, MRTPI

Treglenes
Limehead
St. Breward
Cornwall. PL30 4LU

Tel: 07540 380531
clerk@blislandparishcouncil.co.uk
www.blislandparishcouncil.co.uk

Application Form

Post Title: Cleaner

PERSONAL DETAILS	
Full name:	_____
Address:	_____
Daytime telephone:	_____
Evening telephone:	_____
Mobile:	_____
Full driving license:	YES / NO
Post Code:	_____
Access to car:	YES / NO
Email:	_____

EDUCATION AND QUALIFICATIONS		
<i>Please give details in date order</i>		
From / To	School / University/ Further Education / College	Qualifications <i>(including grades or level of achievement)</i>

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EMPLOYMENT HISTORY

Please list current or most recent post first

Dates	Name & address of Organisation	Position held & summary of duties	Reason for Leaving

RELEVANT NON-QUALIFICATION COURSES ATTENDED

Organising Body	Brief Details of Course	Duration	
		From	To

MEMBERSHIP OF PROFESSIONAL BODIES/ASSOCIATIONS		
Organisation	Membership Level	Date Achieved

SUMMARY OF EXPERIENCE AND SKILLS
<p><i>Please give details of any experience and skills you have relevant to the post in support of your application and note what qualities you have which most suit you to the job you are applying for. Please use the space below. You may use the additional sheet if necessary.</i></p>

GENERAL	
Do you have any other employment (including part-time or night work) which you intend to continue? <i>(if yes please give details)</i>	YES / NO
Do you have any other commitments which may limit your working hours, eg, judicial, military or local government? <i>(if yes please give details)</i>	YES / NO

<p>Have you ever been convicted of a criminal offence (NB The Rehabilitation of Offenders Act 1974)?</p> <p><i>Some posts, including those that involve working with children or vulnerable adults, may be required to give details of any criminal convictions. If this post falls into this group you will be required to provide information on a questionnaire to be checked through the Criminal Records Bureau (CRB)</i></p>	YES / NO
<p>REFERENCES (persons not related to you who can vouch for your Work experience and Character)</p> <p><i>Details of two referees are required, one of which should be from your present or last employer. References will only be taken up where a candidate is to be invited for interview. If you do not wish your referees to be contacted at this stage, please indicate below. Please note that no offer of employment can be made without prior receipt of satisfactory references.</i></p>	

Reference 1		Reference 2	
Name		Name	
Title/Position		Title/Position	
Address		Address	
Post Code		Post Code	
Tel Number		Tel Number	
Relationship to Applicant		Relationship to Applicant	
Can this referee be contacted prior to interview;			
YES / NO		YES / NO	

<p>ASYLUM & IMMIGRATION ACT 1996 – Proof of Legal Right to Work in the UK</p> <p>Section 8 of the Act requires employers to keep evidence of applicants’ legal right to work in the UK Employment. The appointment is subject to the successful candidate being able to supply documentary evidence (i.e. P60, passport, UK or Eire birth certificate) to confirm your eligibility to work in the UK.</p> <p>Are you legally eligible for employment in the UK? YES / NO</p>
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THE DATA PROTECTION ACT 1998 (DPA)

The information you provide on this application form will be processed only for the purposes of recruitment by persons necessarily involved in the recruitment procedure. We may contact relevant third parties in order to verify certain information given in your application (NB References are subject to your consent).

You have a right to have your application processed manually and to appeal against any negative outcome of automated processing. Upon completion of the recruitment procedure, information on you may be stored for a period of up to six months after which it will be destroyed.

DECLARATION

I declare that the above information is correct and complete and that the information provided therein gives a fair representation of my qualifications and employment history. I understand that any questions left unanswered may be discussed at interviews arising from this application. I also accept that if any statement is false or misleading, or if I have withheld relevant information, my application may be disqualified or, if I have already been appointed, disciplinary action may be taken which may result in dismissal. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.

I consent to it being processed (see DPA above) for the purposes of recruitment. I accept that, on appointment I will complete a Pre-Employment Medical Form.

Signature**Date**

PLEASE RETURN TO : clerk@blislandparishcouncil.co.uk or
Blisland Parish Council, Treglenes, Limehead, St. Breward, Cornwall. PL30 4LU

CLOSING DATE FOR APPLICATIONS: 2nd March 2018 - midday

For internal use only:Invited to interview: Not selected for interview: Not selected after interview: References taken up: Satisfactory references: yes no Verbal offer: accepted refused Written offer made: Written acceptance received: