****

**Application Form**

Thank you for requesting an application form for a vacancy in Seaford Town Council. We will use this form to help us decide your suitability for the job, so please ensure that it is accurate and complete.

The information you provide on this form will be used in accordance with the Data Protection Act and your form will be retained for six months from the closing date. The application form of the successful candidate will form part of their personnel file and will be used for employment related purposes.

Please note: CVs may be submitted but only in addition to the application form – the application form should be a standalone document in itself. All sections of the application form must be completed. Please use extra sheets if necessary to ensure satisfactory information is provided.

|  |
| --- |
| Job Details |
| Post Applied For: | **Assistant Greenkeeper** |

|  |
| --- |
| Personal Details |
| Applicant Name: |  |

Seaford Town Council, 37 Church Street, Seaford, East Sussex, BN25 1HG

01323 894 870 admin@seafordtowncouncil.gov.uk

www.seafordtowncouncil.gov.uk

www.facebook.com/seaford.town.council

|  |
| --- |
| Personal Details |
| Surname: | Forename(s): |
| Title: |
| Address:Post Code: | Telephone Numbers:Daytime:Evening:Mobile: |
| Email Address: |

|  |
| --- |
| Current or Most Recent Employment |
| Name of Employer: |
| Job Title: |
| Address:Post Code:Telephone Number: | Employment Dates:From:To: |
| Current or Final Salary: |
| Period of Notice Required: |
| Please give a brief outline of your main responsibilities: |
| If this was your last employer, please state why you left: |
| If this is your current employer, please state why you are applying for the post: |

|  |
| --- |
| Previous EmploymentPlease give details of ALL your previous employment accounting for any gaps. You should use a separate box for each position held, start with the most recent and work back. Please use extra sheets if needed. |
| \*\*\*\*\* |
| Name of Employer: |
| Job Title: |
| Address:Post Code:Telephone Number: | Employment Dates:From:To: |
| Final Salary: |
| Please give a brief outline of your main responsibilities: |
| Reason for Leaving: |
| \*\*\*\*\* |
| Name of Employer: |
| Job Title: |
| Address:Post Code:Telephone Number: | Employment Dates:From:To: |
| Final Salary: |
| Please give a brief outline of your main responsibilities: |
| Reason for Leaving: |
| \*\*\*\*\* |
| Name of Employer: |
| Job Title: |
| Address:Post Code:Telephone Number: | Employment Dates:From:To: |
| Final Salary: |
| Please give a brief outline of your main responsibilities: |
| Reason for Leaving: |

|  |
| --- |
| Relevant Education & Qualifications*Please give details of all relevant educational qualifications obtained and those currently being pursued.* |
| Qualification | Grade | Name of School or Provider. |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Relevant Training |
| Course Title | Provider | Dates |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Membership of Professional Institutes |
| Institute | Level of Membership | Date of Entry/Award |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Gaps in Employment or TrainingDetails should be given for any period not accounted for by employment, education or training. |
| Date From | Date To | Reason for Gap |
|  |  |  |

|  |
| --- |
| Information in Support of Your Application |
| Please indicate below why you are applying for this post: |

|  |
| --- |
| References*Please provide details of two referees from which the Council may seek information regarding your suitability for employment covering at least five years of your employment history. One of your referees must be either your current or most recent employer previously.*  |
| Reference 1 |
| Organisation: |
| Contact Full Name: |
| Contact Job Title: | Relationship: |
| Contact Email: |
| Address:Post Code: | Phone Number: |
| Able to be contacted before interview? Yes / No |
| Reference 2 |
| Organisation: |
| Contact Full Name: |
| Contact Job Title: | Relationship: |
| Contact Email: |
| Address:Post Code: | Phone Number: |
| Able to be contacted before interview? Yes / No |

|  |
| --- |
| Relationships |
| Are you related in any way to an elected member (i.e. Councillor) of Seaford Town Council or an employee of the Council? Yes / No  |
| If yes, please provide details: |

|  |
| --- |
| Personal Transport |
| Do you hold a current driving licence?Yes / No | Are you a car owner or do you have access to a car?Yes / No |
| If YES, please state the type of licence you hold: |
| Do you have any current endorsements? Yes / No |
| If YES, please specify: |

|  |
| --- |
| Post-Selection Questions |
| In order to ensure a fair selection process, there are some necessary questions that the Town Council opts to put to candidates once the selection process has taken place but ahead of interviews being carried out. These will be as follows:**Disabilities:**In order for the Town Council to meet its obligations, if you are selected for interview the Town Council will at that point seek to ascertain whether you consider yourself to have a disability and as a result, if any adjustments need to be made or alternatives offered to enable a fair recruitment process. The Equality Act 2010 defines a person as having a disability if he/she “has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day activities”. **Criminal Convictions:**Due to this post being a senior level post in a public sector organisation, candidates selected for interview will be asked to give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974, including dates and sentences. Where deemed necessary, the Council’s interviewing panel may be required to ask questions about any “unspent” convictions relevant to the duties required of the post of Town Clerk. A criminal record will not necessarily be a bar to obtaining a position at Seaford Town Council. We will treat the information you provide as strictly confidential.**Disciplinary Matters:**Due to this post being a senior level post in a public sector organisation, candidates selected for interview will be asked to give details of any disciplinary action they have been subject to during the past five years. Having been subject to disciplinary action will not necessarily be a bar to obtaining a position at Seaford Town Council. We will treat the information you provide as strictly confidential. |

|  |
| --- |
| Eligibility to Work in the UK*The Immigration, Asylum and Nationality Act 2006 requires all employers in the UK to make basic document checks on every candidate, before they commence employment.*  |
| Are you eligible to work in the United Kingdom and are you able to provide proof of this? Yes / NoIf selected for interview, you will be required to bring along original documents to provide evidence that you are eligible to live and work in the UK and copies will be taken at interview. If unsuccessful these copies will be destroyed in accordance with data protection legislation. If you are offered the post these original documents will be retained on your personnel file.If you are currently working in the UK with VISA restrictions, please provide the following information:Visa Number: Expiry Date: |

|  |
| --- |
| Declaration |
| I declare that the information contained in the application form is true and correct. I confirm that I have not deliberately withheld any relevant information that could affect the Council’s decision to employ me. 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 Seaford Town Council, I consent to my personal information being held by the organisation for the administration of my Contract of Employment. Signed: Date:Name:***Submitting this completed application form electronically signifies your acceptance of ALL of the above declaration.***  |

Please return the application form electronically to georgia.raeburn@seafordtowncouncil.gov.uk

For any assistance with the form or process, please contact 07712 538 299.

**Additional Information – Advertising Methods:**

To enable the Town Council to analyse the effectiveness of its advertising methods, can we ask how you became aware of this vacancy:

East Sussex Association of Local Councils (ESALC)

East Sussex Access Jobs

Indeed

Seaford Town Council website

Other (please specify):