**JOB APPLICATION**

**Position**: **General Maintenance Worker**

Please submit this application form to Calstock Parish Council

**By: Friday 24th February 2023**

Name …………………………………………………………………………………………….

Address ………………………………………………………………………………………….

…………………………………………………………………Post Code……..………………

Telephone No. ……………..... Mobile No………..…………..…….Fax ….……….…..

E-mail address …………………………………………………………………...…………….

Nationality ……………………………. National Insurance Number …………………….

Do you hold current driving licence Yes/No

Would working evenings or weekends be a problem Yes/No

Or cause occasional difficulty Yes/No

If offered the position what is the earliest date you could start? ……………………….

Do you consider you have a disability under the Disability Discrimination Act 1995? Yes/No

Have you been convicted of any Criminal Offence [As defined in the Rehabilitation of Offenders Act 1974] within the last 5 years? Yes/No

## Criminal Records Bureau

Applicants invited for interview may be subject to a criminal record check from the CRB before the appointment is confirmed.

**QUALIFICATIONS**

Details of any training courses or certification achieved that may be relevant to this post. i.e. Machinery Handling, Safety with Chemicals, Safety at Work, First Aid, Horticulture, Working with Ladders, Working on Highways, Food Hygiene, etc.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Achieved** | **Awarding Body** | **Certification/Qualification** | **Level** |

PREVIOUS EMPLOYMENT

Please enter details of your last three employments in order.

|  |  |
| --- | --- |
| **1.**  Name & Location of  Employer |  |
| Job Description |  |
| Date of starting |  |
| Date of leaving |  |
| Reason for leaving |  |
| Salary per hour or per annum |  |

|  |  |
| --- | --- |
| **2.**  Name & Location of  Employer |  |
| Job Description |  |
| Date of starting |  |
| Date of leaving |  |
| Reason for leaving |  |
| Salary per hour or per annum |  |

|  |  |
| --- | --- |
| **3**.  Name & Location of  Employer |  |
| Job Description |  |
| Date of starting |  |
| Date of leaving |  |
| Reason for leaving |  |
| Salary per hour or per annum |  |

Please mention any other employment or experience that you feel may be relevant to this position and the reasons for any periods when you were not employed.

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## REFERENCES

Please provide the names and contact details of two persons who may be applied to for a reference, these should be previous employers. References will only be taken up following interview.

1. **Name…………………………………………………………………………………......Address……………………………………………………………………………………………………………………………………………………………………………….Telephone……………………………………………………………………………….**
2. **Name…………………………………………………………………………………......Address……………………………………………………………………………………………………………………………………………………………………………….Telephone……………………………………………………………………………….**

## Occupational Health Assessment

Applicants invited for interview will be requested to fill a form so that the County Council assessment team can make an accurate assessment of your medical suitability for the job for which you have applied for. This information is confidential and the form from the successful applicant will be seen by the staff at the County Council Occupational Health Unit.

## Declaration

The details on this application form are, to the best of my knowledge, correct. I recognise that the deliberate withholding or falsification of information could lead to disqualification of my application, or dismissal if appointed. Any canvassing of members of the Council will disqualify my application.

Signature of applicant……………………………………………… Date ……………….

This Parish Council is an Equal Opportunities Employer.

Please note that there is a **NO SMOKING** policy in all Parish Council premises. Employees are not expected to smoke during working hours