



Calstock Parish Council

Miss Clare Bullimore, Clerk to the Council
Tamar Valley Centre, Cemetery Road, Drakewalls, PL18 9FE
01822 748847

clerk@calstockparishcouncil.gov.uk
www.calstockparishcouncil.gov.uk

JOB APPLICATION

Position: General Maintenance Worker

Please submit this application form to Calstock Parish Council

By: MONDAY 15TH JUNE 2026, 17:00

Personal Details

Name:	
Address:	
Contact Number:	
Email address:	
Do you hold current driving licence and insurance:	
Are you able to work evenings and/or weekends	Yes / No
If offered the position what is the earliest date you could start?	
Do you have a disability or health condition for which we may need to make reasonable adjustments during the recruitment process or in the workplace?	Yes/No
This role is subject to a Basic DBS check. Do you have any unspent criminal convictions?	Yes / No

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	

2. Name & Location of Employer	
Job Description	
Date of starting	
Date of leaving	
Reason for leaving	

3. Name & Location of Employer	
Job Description	
Date of starting	
Date of leaving	
Reason for leaving	

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 (please continue on a separate sheet if necessary).

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.

Name	Organisation and/or Address
Contact	How do you know this person?

Name	Organisation and/or Address
Contact	How do you know this person?

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.

Calstock Parish Council – Recruitment Privacy Notice

Calstock Parish Council collects and processes personal data from job applicants in order to manage the recruitment process and meet our legal obligations as a local authority.

What information we collect We collect the information you provide on your application form, including contact details, employment history, qualifications, and any information needed to assess your suitability for the role. We may also collect information about reasonable adjustments, and—where applicable—information relating to unspent criminal convictions for roles requiring a Basic DBS check.

Why we collect your information We use your data to:

- assess your application and shortlist candidates
- contact you about the recruitment process
- verify information provided
- meet our legal and safeguarding responsibilities

We process this data because it is necessary to enter into an employment contract, to comply with our legal duties, and because we have a legitimate interest in managing recruitment.

Who we share your information with Your information will only be shared with staff and councillors involved in the recruitment process. We do not share your data with third parties unless legally required to do so.

How long we keep your information Unsuccessful applications are retained securely for **six months** after the recruitment process ends, after which they are deleted. Information for successful candidates is transferred to their personnel file and kept in line with our retention schedule.

Your rights You have the right to access, correct, or request deletion of your personal data, and to object to or restrict how it is processed. To exercise these rights, please contact the Parish Clerk at clerk@calstockparishcouncil.gov.uk.

Data controller

Calstock Parish Council is the data controller.

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