



Llantrisant Community Council

Application for the Post of Council Halls Caretaker

Please complete **ALL** sections of this form, using **black ink** and print. Please do **NOT** enclose a CV, or other additional information.

1. PERSONAL DETAILS (IN BLOCK LETTERS)

SURNAME TITLE

FIRST NAMES

ADDRESS
INC POSTCODE

TELEPHONE NO: Home Mobile

EMAIL ADDRESS:

2. REFEREES

Please give the names and addresses of two referees, who should not be related to you, one of whom should be your present employer or latest employer.

References will be taken up prior to interview unless you indicate otherwise below

Referee 1	Referee 2
Name	Name
Address	Address
Tel:	Tel:
Email:	Email:
Can we take up reference before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	Can we take up reference before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

3. EDUCATION AND TRAINING

Please give details of your educational qualifications and training, including subjects taken and short courses where appropriate. (use a separate sheet if necessary)

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4. CURRENT AND PREVIOUS EMPLOYMENT INCLUDING VOLUNTARY WORK

Present or most recent employer/organisation

FROM Month/ Year	TO Month/ Year	EMPLOYER/ORGANISATION NAME & ADDRESS	JOB TITLE AND BRIEF DETAILS OF POST Please note any achievements whilst there.	REASON FOR LEAVING

Previous employers/organisations (continue on separate sheet if necessary)

FROM Month/ Year	TO Month/ Year	EMPLOYER/ORGANISATION NAME & ADDRESS	JOB TITLE AND BRIEF DETAILS OF POST Please note any achievements whilst there.	REASON FOR LEAVING

5. CAREER CHOICE

Explain why you have applied for this role. Emphasis why you consider yourself to be a strong candidate:

6. RELEVANT SKILLS, EXPERIENCE & ABILITIES

Please show how your paid and unpaid work experience, qualifications, training and life experience meet up to the requirements of the person specification and job description. The information provided in this section is very important in assessing your application. It is your opportunity to provide any additional information that you feel is relevant to your application. (use a separate sheet if necessary)

7. OTHER

Do you require a work permit to take up employment in the UK? Yes No
If yes – do you have one? Yes No

Do you hold a current clean driving licence? Yes No

If successful, when could you take up this post?

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Are you, to your knowledge, related to any staff member or Councillor at Llantrisant Community Council? Yes No

8. DECLARATION

I confirm that to the best of my knowledge the information given on this form is true and correct and can be treated as part of any subsequent Contract of Employment. I understand any false statements may jeopardise my application and may lead to an offer being withdrawn.

Signed:..... Dated:.....

Here at Llantrisant Community Council we take your privacy seriously and will only use the information provided on this form to consider you for the position of Community Hall Caretaker. The information will be shared with members of the Staffing Committee who will complete the shortlisting and interviews. We will contact your named referees regarding your suitability for the role. Following the completion of the recruitment process all unsuccessful applications will be disposed of in the confidential waste. The successful application form will be included as the start of your employee file. Please confirm that you consent for your personal information to be used in this way.

Signed: Date:

Please return your completed application to:

The Clerk, Llantrisant Community Council, The Parish Office, Caerlan Hall,
Newbridge Road, Llantrisant, CF72 8EX.

CLOSING DATE: WEDNESDAY 6th December, 2017

If shortlisted, interviews will be held on Tuesday 19th December, 2017.

Please complete the Equal Opportunities Monitoring Data overleaf.

EQUAL OPPORTUNITIES MONITORING DATA

The following monitoring information is used to ensure that recruitment procedures do not lead to discrimination and that legal and other requirements are met. It is separated from your completed form and will play no part in the selection process.

Date of Birth:

Please tick as appropriate

Gender: Male Female

Marital Status: Single Married Divorced Widowed

Ethnic Origin (The categories used are those recommended by the Commission for Racial Equality:

Arabic Black African Black Caribbean

Black – other (please specify) Chinese Indian

Bangladeshi Pakistani White

Irish Other (please specify)

Disability – Do you have a disability? (The Disability Discrimination Act 1995 defines disability as ‘a physical or mental impairment which has a substantial and long-term adverse effect on ability to carry out normal day-to-day activities)

Yes No

If yes please indicate if you have any special requirements with regard to attending an interview:

Rehabilitation of Offenders Act 1974

Please declare any offences, sentences or cautions, reprimands, final warnings (and dates) which are not spent under the Rehabilitation of Offenders Act 1974. You are advised to disclose and charges which are or may be pending. A Disclosures and Barring (Formerly CRB) check may be undertaken.