

## **GUIDANCE NOTES**

### **Completing the application form**

- In addition to these Guidance Notes please read carefully the notes you will find at the various sections on the application form.
- Shortlisting will be based on information you provide on the application form. If you do not mention something we will not be able to take it into account when deciding who to see for interview.
- Read the Job Description and any other documentation you have been sent before completing the form. Tailor your responses to the job you are applying for.
- Include experience and achievements from any walk of your life. You could include evidence of knowledge and skills gained through voluntary work, involvement in community activities, managing a home and family, school / college and special interests as well as previous paid employment. Tell us about any unpaid work you do or any position of responsibility you hold, for example in a club, or organisation you belong to.
- Complete all the shaded sections where questions are posed. You may complete the form by hand (in black ink please to assist photocopying) or by using Microsoft Word. Include extra sheets if there isn't enough room in the boxes provided.
- Due to the cost of postage, we do not send written confirmation of receipt of applications and if you have not heard from us within 21 days of the closing date you may assume your application has been unsuccessful.

**Skegness Town Council is an equal opportunities employer.**

### **Disability**

If you have indicated that you have a disability and provide evidence that you meet all the essential criteria (with any reasonable adjustments), you will be offered an interview as part of the Town Council's commitment to the employment of disabled people.



# SKEGNESS TOWN COUNCIL

Town Hall, North Parade,  
Skegness PE25 1DA  
Telephone: 01754 766113

e-mail:  
[jobs@skegnesscouncil.org.uk](mailto:jobs@skegnesscouncil.org.uk)

## JOB APPLICATION FORM

Please return completed applications to:

Town Clerk  
Skegness Town Council,  
Town Hall,  
North Parade,  
Skegness,  
PE25 1DA

You may email the application to [jobs@skegnesscouncil.org.uk](mailto:jobs@skegnesscouncil.org.uk) but will be required to sign a printed copy if selected for interview

**NO LATER THAN** 4pm on 31/01/19

### PLEASE READ THE ENCLOSED GUIDANCE NOTES BEFORE COMPLETING THIS FORM

\* Please enter the title of the job you are applying for.

Job  
Title\*:

Ground Maintenance Operative

### Personal Details

Surname:	National Insurance no:
Initial(s):	Home tel. no:
Address:	Work tel. no:
County:	E-Mail address:
Postcode:	

Do you have a current driving licence? **YES**  **NO**   
(also see disability/health section below)

Give details of any penalties on your licence or convictions pending if driving is essential to the job:

Do you have a disability/long term illness? **YES**  **NO**

If YES, indicate here if you are aware of any adjustments that the Town Council could make to help you apply for or carry out the job:

Continue on separate sheet if required

**EDUCATIONAL QUALIFICATIONS AND TRAINING**

You may be asked to provide evidence of qualifications obtained

**Secondary education (CSE, GCE, GCSE, RSA, A Levels etc)**

Examination	Level	Subject(s)	Grade

**Further and Higher Education (Degree, Diploma, BTEC, City and Guilds, NVQ etc)**

Institution	Full or Pt. Time	Qualification	Subject	Pass level or Grade

**Other relevant qualifications including membership of professional bodies (please include date achieved)**

--

**Relevant training and personal development** (state who provided training, dates undertaken and duration).

Examples could include: short courses, skills training, external awards/activities, etc.

--

## CURRENT/LATEST EMPLOYMENT

Name and address of current/most recent employer:	Job title:  Current/latest salary and any benefits:  Weekly hours  Date started employment
Date of leaving (if relevant):	
Notice required:	Reason for leaving:
Main duties/responsibilities/achievements	

### References

References will be taken up prior to any formal offer of employment.

Please give the names and addresses of two people who would be willing to supply a reference about you, including your most recent employer (or teacher/tutor, where appropriate), who have known you during the past three years. Please also state in what capacity they know you.

Name: Address:  Tel. no:  E-Mail address:  Relationship:  Organisation (if applicable):	Name: Address:  Tel. no:  E-Mail address:  Relationship:  Organisation (if applicable):
--	--

The information requested on this page may be provided on a separate sheet if preferred

## **WORK AND OTHER RELEVANT EXPERIENCE**

Please list below a complete record of other employments and include, if you wish, any voluntary activities either paid or unpaid. These should be in date order, starting with the most recent.

Name of organisation and nature of business	Dates/Job title/role with brief indication of main duties and responsibilities	Reason for leaving

continue on separate sheet if required

The information requested on this page may be provided on a separate sheet if preferred

### **ADDITIONAL INFORMATION**

It is **important that you provide evidence** in this section of how **you meet the Job Requirements**. Tell us about your achievements and your level of responsibility. Include examples from paid or unpaid work or other activities you have undertaken that are relevant to the job you are applying for. Also include here information about why you want the job and anything else you wish to say. If you do not tell us we will not be able to select you.

Continue on a separate sheet if necessary

You must complete all sections on this page

## Canvassing of Skegness Town Councillors or senior employees

Canvassing of Skegness Town Councillors or employees of Skegness Town Council, by or on behalf of yourself is strictly forbidden and may invalidate your application.

**Indicate here if you are related to any Town Councillor or senior employee of Skegness Council, giving their name.**

Please state **NONE** if appropriate.

### Criminal convictions

Please give details of criminal convictions below. Unless stated otherwise, you do not need to declare convictions which are 'spent', as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations.

However, if you are applying for a job supervising, caring for or otherwise connected with people from the following list, **you must always declare any convictions and/or cautions for criminal offences**, even where they are 'spent'. For these purposes, this includes working with children, young and older people, those who are dependant on alcohol or drugs, and those with mental or physical disabilities, illness, injury or deformity, including people who are blind, deaf or without speech.

For certain posts, police checks will be required. If this is necessary, you will be asked to sign a separate authorisation.

**Details of criminal convictions:**

Please state **NONE** if appropriate.

### Entitlement to work in the UK

To comply with the Asylum and Immigration Act 1996 all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see an appropriate official document (e.g. proof of NI number, passport etc)

**Do not send these now.** Further information will be sent to you if you are selected.

**Do you require a work permit to work in the UK?** YES  NO

**If you already have a work permit, please give the expiry date:**

### DECLARATION

To the best of my knowledge, the information I have supplied on this form is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to my dismissal.

Please see the Council's [privacy notice](#) for details on how we use and process your information. For a paper copy please contact Skegness Town Council office.

Signed:

Date:

### FOR OFFICE USE ONLY

Give details below of reasons for non-selection related to person specification (please tick as appropriate)

Selection stage	Qualifications			Experience/knowledge			Skills			Other
	unsatisfactory	satisfactory	good	unsatisfactory	satisfactory	good	unsatisfactory	satisfactory	good	
Invited for interview? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>										
Offered job? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>										
Please indicate if:	Appointed <input type="checkbox"/>			Withdrew <input type="checkbox"/>			Other			

Signed by Town Clerk:

Date: