



## Broadbridge Heath Parish Council

[www.broadbridgeheath-pc.gov.uk](http://www.broadbridgeheath-pc.gov.uk)

The Parish Office, Sargent Way, Broadbridge Heath RH12 3TS

admin@broadbridgeheath-pc.gov.uk

### Application Form

#### Position Applied For:

#### Estate and Facilities Officer at Broadbridge Heath Parish Council

This form will be used to help the Council decide your suitability for the job, so please ensure that it is accurate and complete.

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

Please note: *CV's 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:	<b>Estate and Facilities Officer</b>

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

Current or Most Recent Employment
Name of Employer:

Job Title:	
Address:	Employment Dates: From:
	To:
Post Code: Telephone Number:	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 this post:	

### Previous Employment

Please give details of 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.

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Name of Employer:

Job Title:

Address:

Employment Dates:

From:

To:

Post Code:

Telephone Number:

Final Salary:

Please give a brief outline of your main responsibilities:

Reason for Leaving:

\*\*\*\*\*

Name of Employer:

Job Title:

Address:

Employment Dates:

From:

To:

Post Code:

Telephone Number:

Final Salary:

Please give a brief outline of your main responsibilities:

Reason for Leaving:

\*\*\*\*\*

Name of Employer:

Job Title:

Address:

Employment Dates:

From:

To:

Post Code:

Telephone Number:

Final Salary:

Please give a brief outline of your main responsibilities:

Reason for Leaving:

**Education & Qualifications**

*Please give details of all educational qualifications obtained and those currently being pursued.*

Qualification	Grade	Date Achieved or Expected	Name of School or Provider.

**Relevant Training**

Course Title	Provider	Dates

**Membership of Professional Institutes**

Institute	Level of Membership	Date of Entry/Award


**Information in Support of Your Application**

### References

*Please provide details of two referees from whom the Council may seek information regarding your suitability for employment*

#### Reference 1

Organisation:

Contact Full Name:

Contact Job Title:

Relationship:

Contact Email:

Address:

Phone Number:

Post Code:

Are we able to contact prior to interview? Yes / No

#### Reference 2

Organisation:

Contact Full Name:

Contact Job Title:

Relationship:

Contact Email:

Address:

Phone Number:

Post Code:

Are we able to contact prior to interview? Yes / No

### Criminal Convictions

*Please give details of any "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974, including dates and sentences. Unless the nature of the position allows the Council's interviewing panel to ask questions about your entire criminal record we only ask about "unspent" convictions. We will treat the information you provide as strictly confidential.*

### Disciplinary Proceedings

Have you been subject to any disciplinary proceedings or investigations at work in the past five years? Yes / No

If yes, please provide details:

<b>Personal Transport</b>	
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:	

<p><b>Eligibility to Work in the UK</b>  <i>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.</i></p>	
<p>Are you eligible to work in the United Kingdom and are you able to provide proof of this?            Yes / No</p> <p>If 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.</p> <p>If you are currently working in the UK with VISA restrictions, please provide the following information:</p> <p>Visa Number: <span style="float: right;">Expiry Date:</span></p>	

<b>Declaration</b>
<p>I declare that the information contained in the application form is true and correct.</p> <p>I confirm that I have not deliberately withheld any relevant information that could affect the Council's decision to employ me.</p> <p>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.</p> <p><b>Data Protection:</b></p> <p>If I accept employment with Broadbridge Heath Parish Council, I consent to my personal information being held by the organisation for the administration of my Contract of Employment.</p>

Signed:

Date:

Name:

***Submitting this completed application form electronically signifies your acceptance of ALL of the above declaration.***

Please return the completed application form to [admin@broadbridgeheath-pc.gov.uk](mailto:admin@broadbridgeheath-pc.gov.uk) by midday on Tuesday 7<sup>th</sup> May 2024.