

Swanscombe & Greenhithe Town Council  
The Council Offices  
The Grove  
Swanscombe  
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[www.swanscombeandgreenhitetowncouncil.gov.uk](http://www.swanscombeandgreenhitetowncouncil.gov.uk)

# Application Form



POSITION APPLIED FOR:

**FACILITIES OPERATIVE.**

**In the interests of economy only short - listed candidates will be contacted.**

## Personal Details

SURNAME:	
FIRST NAME(s):	
TITLE:	DATE OF BIRTH:
ARE YOU ELIGIBLE TO WORK IN THE UK?      Yes <input type="checkbox"/> No <input type="checkbox"/> (If you are offered a position you will be required to produce an appropriate qualifying document)	
NATIONAL INSURANCE NUMBER	
HOME ADDRESS:	
POSTCODE:	
DAYTIME TELEPHONE NUMBER:	
EVENING TELEPHONE NUMBER:	
MOBILE TELEPHONE NUMBER:	
E-MAIL ADDRESS:	
MAY WE CONTACT YOU AT WORK?      Yes <input type="checkbox"/> No <input type="checkbox"/>	
DO YOU HAVE A CURRENT DRIVING LICENCE?      Yes <input type="checkbox"/> No <input type="checkbox"/>	
DO YOU HAVE THE USE OF A CAR?      Yes <input type="checkbox"/> No <input type="checkbox"/>	

**CURRENT OR MOST RECENT EMPLOYMENT**

JOB TITLE:	START DATE:
SALARY & BENEFITS:	LEAVING DATE:
REASON FOR LEAVING/WANTING TO LEAVE:	NOTICE PERIOD:
EMPLOYER'S NAME & ADDRESS:	
DESCRIBE THE MAIN DUTIES AND RESPONSIBILITIES IN YOUR PRESENT / MOST RECENT POSITION:	

# Employment History

## PREVIOUS EMPLOYMENT (exclude current or most recent, please submit explanations for any gaps in employment history)

1	EMPLOYER'S NAME & ADDRESS:	JOB TITLE:	
		START DATE:	LEAVING DATE:
		REASON FOR LEAVING:	

BRIEF DESCRIPTION OF MAIN DUTIES:

2	EMPLOYER'S NAME & ADDRESS:	JOB TITLE:	
		START DATE:	LEAVING DATE:
		REASON FOR LEAVING:	

BRIEF DESCRIPTION OF MAIN DUTIES:

3	EMPLOYER'S NAME & ADDRESS:	JOB TITLE:	
		START DATE:	LEAVING DATE:
		REASON FOR LEAVING:	

BRIEF DESCRIPTION OF MAIN DUTIES:

# General Experience

## **SUPPORTING STATEMENT**

**PLEASE OUTLINE YOUR EXPERIENCE, SUITABILITY AND INTEREST IN THIS POSITION:**

Please address the requirements of the job description in your application, drawing on experience at work or in a voluntary capacity. Please continue on an additional sheet if necessary.

# Education & Training

<b>EDUCATION (Secondary, Further / Higher)</b>			
SCHOOLS, COLLEGES, UNIVERSITIES OR INSTITUTES OF FURTHER EDUCATION ATTENDED	DATES (MTH / YR)		QUALIFICATIONS GAINED, INCLUDING SUBJECTS, GRADES OR RESULTS EXPECTED
	FROM	To	

## TRAINING

DETAILS OF ANY PROFESSIONAL QUALIFICATIONS AND/OR MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS:

*THE COUNCIL WILL REQUEST EVIDENCE OF QUALIFICATIONS REQUIRED FOR THIS POST BEFORE CONFIRMING AN APPOINTMENT.*

<b>SICKNESS RECORD</b>	
NUMBER OF DAYS ABSENT FROM WORK DUE TO SICKNESS IN THE LAST THREE YEARS:	
NUMBER OF OCCASIONS ABSENT FROM WORK DUE TO SICKNESS IN THE LAST THREE YEARS:	

## EQUAL OPPORTUNITIES INFORMATION

1 YOUR SEX IS	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	
2 YOUR AGE GROUP IS	16-30 <input type="checkbox"/>	31-45 <input type="checkbox"/>	46-60 <input type="checkbox"/>
			61+ <input type="checkbox"/>
3 DO YOU CONSIDER YOURSELF DISABLED? YES <input type="checkbox"/> NO <input type="checkbox"/>			
<p><i>(Please note that you may be asked further questions if you are invited for an interview, e.g. whether or not you require any reasonable adjustment to this role because of a disability).</i></p>			
4 ETHNIC ORIGIN (please tick only ONE of the boxes below)			
WHITE		BRITISH <input type="checkbox"/>	IRISH <input type="checkbox"/>
		OTHER <input type="checkbox"/>	
MIXED		WHITE & BLACK CARIBBEAN <input type="checkbox"/>	WHITE & ASIAN <input type="checkbox"/>
		WHITE & BLACK AFRICAN <input type="checkbox"/>	OTHER <input type="checkbox"/>
ASIAN OR ASIAN BRITISH		INDIAN <input type="checkbox"/>	PAKISTANI <input type="checkbox"/>
		BANGLADESHI <input type="checkbox"/>	OTHER ASIAN <input type="checkbox"/>
BLACK OR BLACK BRITISH		BLACK AFRICAN <input type="checkbox"/>	BLACK CARIBBEAN <input type="checkbox"/>
		OTHER BLACK <input type="checkbox"/>	
CHINESE/ OTHER ETHNIC GROUP		CHINESE <input type="checkbox"/>	OTHER ETHNIC GROUP <input type="checkbox"/>
5 HOW DID YOU LEARN ABOUT THIS VACANCY? (please state papers/publications/internet)			

## Supplementary Information

### REHABILITATION OF OFFENDERS ACT

**PLEASE COMPLETE THIS SECTION ONLY IF YOU HAVE A CRIMINAL CONVICTION WHICH IS NOT CONSIDERED AS 'SPENT' UNDER THE REHABILITATION OF OFFENDERS ACT.**

Disclosure of a conviction does not automatically debar applicants from consideration. The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

NATURE OF OFFENCE(s)	DATE SENTENCE PASSED
SENTENCE(S) OR ORDER(S) GIVEN BY THE COURT	
NAME & ADDRESS OF COURT	

# General Information and Declaration

## DECLARATION

- I certify that the information provided is correct and agree that it should form part of the basis of my engagement. I authorise Swanscombe and Greenhithe Town Council to check the information I have supplied. I understand that falsification of qualification or information may lead to withdrawal of any offer of employment and/or dismissal without notice.
- I am aware that the Council will create and maintain computer and paper records on me and that these records will be processed in accordance with the Data Protection Act 1998 and may be used internally by the Council.

***I have read and accept this declaration:***  ***(please tick to accept)***

- I hereby declare\* that to the best of my knowledge, I am not related to any Swanscombe & Greenhithe Town Councillor or Senior Officer of the Council.

*If you are unable to make the declaration, do not tick the box but state in the space below any relationship of the nature referred to.*

## REFERENCES

PLEASE GIVE DETAILS OF TWO REFEREES YOU HAVE WORKED FOR, ONE OF WHICH MUST BE YOUR CURRENT/MOST RECENT EMPLOYER, AND COVERING AT LEAST YOUR LAST SIX YEARS EMPLOYMENT HISTORY (continue on a separate sheet if necessary)

1	NAME OF ORGANISATION	2	NAME OF ORGANISATION
	NAME OF REFEREE		NAME OF REFEREE
	JOB TITLE		JOB TITLE
	ADDRESS & POSTCODE		ADDRESS & POSTCODE
	TELEPHONE		TELEPHONE
	E-MAIL		E-MAIL

**CV'S ALONE WILL NOT BE ACCEPTED.**

**IN THE INTERESTS OF ECONOMY ONLY SHORT - LISTED CANDIDATES WILL BE CONTACTED.**