



Applicant No.
(Office use only)

APPLICATION FOR EMPLOYMENT – CARETAKER/HANDYMAN

Completed Application Forms must be returned by:
Monday 24th June 2019

To:

The Clerk, Kidsgrove Town Council, Victoria Hall, Kidsgrove, Staffordshire, ST7 2PT

CONFIDENTIAL

Please complete in black ink or type

Application for the post of: Caretaker/Handyman – Kidsgrove Victoria Hall

Personal Details

Name:

Address:

Telephone Number

Mobile Number

Email address

Employment History

Please provide details of your work history and experience including previous posts, your present employer and unpaid voluntary or casual work.

Present (or most recent) Employment

Name and Address of Employer, if self-employed give brief details:

Position Held

Dates Employment Started

Date Employment ended or state if still in post

Reason for leaving if nit still in post

Key responsibilities and / or achievements:

1.

2.

3.

4.

5.

6.

All Previous Employment

Name and Full Address of Employer	Duration of employment, position held and main responsibilities – giving salary	Reason for Leaving

Please continue on a separate sheet if necessary

Please give details relating to gaps in your employment history

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Education

Please provide brief details of your education. Please enter most recent first

Name of Educational Establishment (School, College, University etc)	Qualifications obtained with subjects and grades

Please continue on a separate sheet if necessary

Training (if any)

Please provide details of all training and development undertaken relevant to this post

Training Course and Organiser/ Development Activity	Outcome – Grade Achieved where relevant

Please continue on a separate sheet if necessary

Membership of Professional Bodies (if any)

Body	Membership Type

Knowledge and Skills

The information provided in this section will be used to decide if you will be invited to the next stage of the selection process. It is essential therefore that you include details of the desirable requirements listed in the job description.

References

Please give the name and address of two people who can provide an assessment of your suitability for this post. One should be your present or a recent employer.

Position Held Name Address	Position Held Name Address
Email	Email
Phone No	Phone No

Declaration

I declare that that this application form has been completed by me and all the information I have given is accurate and complete to the best of my knowledge. I accept that if I have given any information which I know is false or if I withhold any relevant information it may lead to my application being rejected or if I have been appointed to my dismissal.

I consent that under the General Data Protection Act 2018 that the information contained in this application form may be processed by Kidsgrove Town Council, who will ensure the information will not be disclosed to any person/s for any other purposes or used for any purpose other than for this job application.

I give my permission for the Council to process and retain information about me contained in this form for the purpose of this job application.

Signed

Dated

If you submit an application electronically, you will be asked to sign the form before interview)