The contents of this form will be treated as confidential

Position **Park Warden at Westbrook Park**

**Personal Details**

|  |  |
| --- | --- |
| **Surname**  | **Forenames**  |
| **Mr/Mrs/Ms/Miss (delete as appropriate)** | **Address**  |
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| **Post Code**  | **Telephone number**  |
| **Email Address:**  |
| **National Insurance Number:**  |
| **Do you have a current driving licence? YES** / **NO (delete as appropriate)** |
| **Driving Licence No:**  |
| **If there are any endorsements on your driving licence, please give details below:** |
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**Couples applying / Partner looking for a job**

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| **Are you applying as a couple? YES / NO (delete as appropriate)****If Yes, please complete one application form each and detail here the type of role you are looking for (ie. maintenance, cleaning, sales etc.), giving as much information of experience/skills as possible (use a separate sheet if necessary), and whether you are looking for full or part-time employment).** |
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**Education History**

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| --- | --- |
| **School / College /****University attended****(From – To)** | **Qualifications/Grade Gained** |
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**Current Employment**

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| --- | --- | --- | --- | --- | --- |
| Length of Employment | Name & address of Employer | Job Title | Responsibilities/Duties | Rate of Pay | Reason for Leaving |
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| **Notice period required with current employer:**  |

 **Previous Employment History**

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| --- | --- | --- | --- | --- | --- |
| Length of Employment(from – to) | Name & address of Employer | Job Title | Responsibilities/Duties | Rate of Pay | Reason for Leaving |
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**Customer Service Experience – please give details (continue on a separate sheet if necessary)**

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**Office/Administration Experience – please detail experience and include details of computer software you are familiar with (continue on a separate sheet if necessary)**

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**Grounds, Maintenance and DIY Experience – please give details**

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| **Can you tow and reverse a trailer or caravan: Yes / No (please delete as appropriate)** |

**General Comments / Other Relevant Experience/Skills**

Please detail here your reasons for applying for this position, your main achievements to date and the strengths you would bring to this post. This is the part of the application form where you can bring to our attention any qualities you believe we should be aware of.

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**Leisure**

Please give details of your leisure interests, sports and hobbies and other pastimes.

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 **References**

Please give the name and address of two people from whom we may obtain a character and work experience reference. Please advise us if you would prefer us not to approach any reference and the reason why.

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**Criminal Record – Basic Disclosure Check**

Please give details of any criminal convictions except those spent under the Rehabilitation of Offenders Act 1974. For the purpose of this post we will be undertaking a basic disclosure check with Disclosure Scotland. www.disclosurescotland.co.uk

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**Health Records**

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| Do you have any disabilities that might affect your application?If YES, please tell us if there are any reasonable adjustments we can make to assist you in your application | YES / NO(delete as appropriate) |
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**Declaration**

Please read this carefully before signing the application

**Yes / No** (please delete as appropriate) **I confirm the above information is complete and correct.**

Any offer of appointment may be withdrawn if you knowingly withhold information, or provide false or misleading information.

***If your application is successful, your employment may be terminated should any subsequent information come to light once you have been appointed.***

**Yes / No** (please delete as appropriate) **I authorise you to contact the above two stated referees.**

**Yes / No** (please delete as appropriate) **If my Application for Employment is successful, I authorise you to contact my doctor for further details and confirmation of my state of health, and to undergo a medical examination if required to ensure my suitability to carry out my duties.**

Signed: …………………………………………………… Dated: …………………………

**What To Do Next**

Please email or post your completed application form, **together with a covering letter, to:**

**jointheteam@bestparks.co.uk**

**Glenn Jones, Arrow Bank Park, Eardisland, Hereford, HR6 9BG**

**Closing date: 28 February 2018**