



HALEWOOD TOWN COUNCIL

Application for the post of:

CARETAKER / CLEANER

1. PERSONAL DETAILS

SURNAME _____ FORENAME(S) _____
ADDRESS _____ HOME TEL. NO _____
_____ MOBILE NO _____
_____ EMAIL _____

2. PLEASE STATE ANY RELATIONSHIP YOU MAY HAVE TO ANY MEMBER(S) OF HALEWOOD TOWN COUNCIL

Candidates are reminded that canvassing will result in immediate disqualification

3. EMPLOYMENT HISTORY please give the details of your employment to date, starting with your present or most recent employer and work backwards.

Employers Name & Address	Dates of employment	Brief description of Role	Salary/Wage	Reason for leaving
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4. GENERAL EDUCATION Please give details of schools and colleges attended since the age of 11.

School Name & location	Dates attended	Qualifications obtained	Grade
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5. PROFESSIONAL TRAINING. Please give details of professional training and qualifications

Name & location of Establishment / Institute	Dates attended	Qualifications obtained	Grade (if applicable)
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6. MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Name of Organisation	Grade of Membership	By Qualification or Other Means	Date
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7. TRAINING COURSES Please give details of any training courses attended which you consider relevant to this application which are not listed elsewhere on this form.

Course Name	Dates attended	Qualifications obtained (if appropriate)	Grade (if appropriate)
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8. OTHER RELEVANT SKILLS AND KNOWLEDGE. Please use this section to explain why you are applying for the job. Concentrate on how your skills and experience match those listed in the Job Description and Person Specification. Continue on a separate sheet if required.

9 PLEASE STATE WHAT TYPE OF DRIVING LICENCE YOU HOLD AND DETAILS OF ANY ENDORSEMENTS OR PENALTY POINTS

10. CRIMINAL CONVICTIONS In order to protect certain vulnerable groups on society, there are a large number of posts and professions that are 'exempt' from the Rehabilitation of Offenders Act 1974. In these circumstances, organisations are legally entitled to ask applicants for details of all convictions, irrespective of whether they are 'spent' or 'unspent'. We will not necessarily exclude you from employment if you have a criminal record. We will treat the information you provide as strictly confidential and we will only take this into account when the conviction is relevant. An enhanced disclosure from the DBS Service is required.

DO YOU HAVE ANY SPENT OR UNSPENT CONVICTIONS? Please tick as appropriate

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

IF YOU HAVE ANSWERED YES, PLEASE GIVE DETAILS: (date, offence and sentence)

11. REFERENCES Please give the details of two people from whom a reference can be obtained, one of whom should be your current or last employer.

Name

Name

Address

Address

**Can we contact your referees before interviews are held?
Please tick as appropriate**

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

12. ENTITLEMENT TO WORK IN THE UK AND DECLARATION

To comply with the Immigration, Asylum and Nationality Act 2006, all potential employees will be required to supply evidence of eligibility to work in the UK.

I confirm that the information I have provided on this form is accurate and true. I understand that canvassing of any Councillor or employee of the Town Council or giving false information will make my application unacceptable and, if appointed, may lead to dismissal.

SIGNED _____

DATE _____

If you return this form by email without a signature, we will assume that you have accepted the declaration.



HALEWOOD TOWN COUNCIL

Equal opportunities monitoring form

Halewood Town Council is committed to equality of opportunity and do not believe that an applicant's ethnic origin, colour, religion, sex, disability, age, marital status, political or sexual orientation should have an effect on their suitability.

Please complete the following information to help us promote fairness of employment opportunity to everyone.

We will keep this information confidential. If your application is unsuccessful, it will be destroyed.

1. PERSONAL DETAILS

SURNAME _____ FORENAME(S) _____

ADDRESS _____ HOME TEL. NO _____

_____ MOBILE NO _____

_____ EMAIL _____

Post Code _____

2. POST APPLIED FOR

3. **MALE** **FEMALE** Please circle

4. **DO YOU CONSIDER YOUR SELF TO HAVE A DISABILITY AND IF SO ARE THERE ANY AIDS OR ADAPTATIONS THAT WOULD ASSIST YOU IN CARRYING OUT THE DUTIES OF THIS POST OR AT AN INTERVIEW?**

5. RELIGIOUS BELIEF How would you describe your religion or belief?

Buddhist		Muslim	
Christian		Sikh	
Hindu		No religion	
Jewish		Prefer not to say	



HALEWOOD TOWN COUNCIL

Equal opportunities monitoring form

6. ETHNIC MONITORING The following groups are recommended by the Equalities and Human Rights Commission and take account of those used in the National Census. Please tick.

WHITE		ASIAN OR ASIAN BRITISH	
A1 English, Welsh, Scottish, Northern Irish, British		C1 Indian	
A2 Irish		C2 Pakistani	
A3 Gypsy or Irish Traveller		C3 Bangladeshi	
A4 Any other white background. Please give details		C4 Chinese	
MIXED OR MIXED BRITISH		C5 Any other Asian background	
B1 White and black Caribbean		BLACK, AFRICAN, CARIBBEAN OR BLACK BRITISH	
B2 White and black African		D1 African	
B3 White and Asian		D2 Caribbean	
B4 Any other mixed background. Please give details		D3 Any other black, Caribbean background. Please Give details	
PREFER NOT TO SAY		OTHER ETHNIC GROUP	
		E1 Arab	
		E2 Any other ethnic group. Please give details	

7. COUNTRY OF BIRTH

THANK YOU VERY MUCH