



<p>APPLICATION FORM Reference Number :-</p>
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ECCLESFIELD PARISH COUNCIL

**APPLICATION FORM
Part-Time Cleaner**

Private and Confidential

Please complete all sections in full, and submit either online or in the post

Personal information

Post applied for:		
Full Name:		
Address:		
Telephone Number (home or mobile):		
Telephone Number (work):	Can you be contacted at work? YES/NO	
E-mail address (optional):		
Do you have the right to work in the UK?	YES/NO	

Employment

Present/most recent employment: (please indicate whether or not you are still in employed)		
Name and address of employer	Position held	Summary of duties

Previous employment (please give your latest employment first and explain any periods not accounted for. Continue on a separate sheet of paper if needed)

Name and address of employer	Position(s) held	Summary of duties

Education

School/college/ university/further education	Subjects studied	Results/grades

Other qualifications and training relevant to this post:

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Please use this space to explain why you are applying for this post and to give any additional information you feel may be relevant to your application. Please include any voluntary/social/sports or statutory activity where skills and experience have been gained that may assist you in your application. You may continue on a separate sheet of paper if necessary. **You are advised to use the Job Description and Person Specification as an indicator of the skills, experience and attributes that are required.**

General

Have you any criminal convictions you should disclose? If so, please give details (other than for spent convictions under the Rehabilitation of Offenders Act 1974, see explanatory notes). The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Please note any criminal convictions except those 'spent', or otherwise 'protected', under the Rehabilitation of Offenders Act 1974.

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, and by the referees you have noted, for recruitment purposes only. The Council will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which can be found at [Privacy Notice - Job Applicants.pdf](#)

May references be taken up prior to interview (please indicate)? YES NO

When would you be available to take up appointment?

Please check that all sections of this application form have been completed.

References:

Please give the name, address and telephone numbers of two referees. At least one should be a present or most recent employer. Please indicate in what capacity you know the referees.

Name:	Name:
Position:	Position:
Address:	Address:
Post Code:	Post Code:
Telephone number:	Telephone number:
Capacity:	Capacity:

Declaration:

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Council being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).

Signed:

Date:

Please return this form to Ecclesfield Parish Council either by email (via clerk@ecclesfield-pc.gov.uk) or in the post (via Council Offices, Mortomley Lane, Sheffield, S35 3HS) by 12 noon, on Monday 15th January 2024. Interviews it is anticipated will be held sometime the week commencing 29th January 2024. If you have not been invited to interview by that date, you may assume that your application has been unsuccessful.

FOR OFFICE USE ONLY:-

Received

Decision

Interview

Decision