



EMPLOYMENT CANDIDATE PACK

POST: Parks & Grounds Operative

REFERENCE: FTC/ WORKS/PGO

CLOSING DATE: Friday 2nd February 2024





PERSONAL DETAILS

Post _____
 Department _____
 Closing Date _____
 Form No. _____

All sections of this form must be completed in **BLACK** ink or print.

THIS SHEET AND THE EQUAL OPPORTUNITIES MONITORING FORM WILL **NOT** FORM PART OF THE SHORTLISTING PROCESS

PERSONAL DETAILS

Surname _____ Forename _____ Title Mr/Mrs/Miss/Ms _____
 Address _____

 (If this is a temporary address, please also give your usual home address) _____
 Email Address _____
 Telephone No. Home _____ Work _____
 Mobile Telephone No. _____ National Insurance No. _____

REFERENCES

Please give the names and addresses of TWO referees known to you personally, one of whom must be your present or most recent employer (if previous employers know you by another name, please state this)

Name _____	Name _____
Job Title _____	Job Title _____
Address _____	Address _____
County _____ Postcode _____	County _____ Postcode _____
Email Address _____	Email Address _____
May we contact this referee without further reference to you? YES / NO	May we contact this referee without further reference to you? YES / NO

DECLARATION

I declare that the information set out in this application form is true in all aspects and that false information may render me liable for dismissal if I am appointed.

Signed _____ Date _____

The information on this form may be entered onto a computer and used for statistical, administrative and payroll purposes. Under terms and Conditions of the DATA PROTECTION ACT 2018 the data will be treated in a secure and confidential manner and not kept for longer than necessary.

EQUAL OPPORTUNITIES MONITORING

This authority operates a policy of equal opportunities and wishes to ensure that all applicants are considered solely on their merits. Therefore, we need to be able to check that all decisions are not influenced by unfair or unlawful discrimination. To help us to do this, we would be grateful if you would complete this short questionnaire. Your answers will be treated with the utmost confidence and will be used for statistical purposes only.

ETHNIC GROUP - Choose **ONE** section from A to E then tick the appropriate box

A WHITE

- ☐ British
☐ Irish
☐ Any other white background please write in

B MIXED

- ☐ White and Black Caribbean
☐ White and Black African
☐ White and Asian
☐ Any other mixed background please write in

C ASIAN OR ASIAN BRITISH

- ☐ Indian
☐ Pakistani
☐ Bangladeshi
☐ Any other Asian background please write in

D BLACK OR BLACK BRITISH

- ☐ Caribbean
☐ African
☐ Any other black background please write in

E CHINESE OR OTHER ETHNIC GROUP

- ☐ Chinese
☐ Any other ethnic background please write in

Do you require a work permit to take up this appointment

YES / NO

If YES, when does this expire

Nationality

Country of Birth

Date of Birth

Age

MALE

☐

FEMALE

☐

MARITAL STATUS

☐

Single

☐

Married

☐

Widowed

☐

Divorced

☐

Separated

DISABILITY

Applicants with disabilities, as defined under the Disability Discrimination Act 1995 will be invited for interview if all the essential job criteria are met

Do you consider yourself to have a disability

YES / NO

If YES, please tell us of any reasonable arrangements we can make in order to assist you

(a) To attend an interview

(b) To carry out the duties of this post

CONVICTIONS

Spent convictions must be declared for applications in relation to employment in the following areas:

(i) Have you received any convictions, cautions or binding-over, excluding "spent convictions" under the terms of the Rehabilitation of Offenders Act 1974 (exemption) Order 1975

YES / NO

(ii) If YES, please specify:-



CANDIDATE APPLICATION FORM

Post _____
Department _____
Closing Date _____
Form No. _____

All sections of this form must be completed in **black** ink or print.

CURRENT OR MOST RECENT EMPLOYMENT

Post held	_____	Name and address of employer	_____
Date appointed	_____		_____
Salary / Grade	_____		_____
Notice required	_____		_____
Date of leaving (if applicable)	_____		_____
Reason for leaving	_____		_____

DUTIES AND RESPONSIBILITIES

Please include any relevant experience in respect of the post you are applying for.

(Continue on separate sheet if necessary)

PREVIOUS EMPLOYMENT

Please list most recent first

Name and address of Employers	Position held	Grade / Salary	Dates		Reason for leaving
			From	To	

SUPPORTING INFORMATION / EXPERIENCE

*Any other experience or information in support of your application which is not detailed elsewhere in the application form.
Please show how you meet the criteria detailed in the Person Specification form.*

(Continue on separate sheet if necessary).

EDUCATION AND QUALIFICATIONS - SECONDARY EDUCATION	
1	High School Diploma
2	High School Diploma
3	High School Diploma
4	High School Diploma
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100	High School Diploma

School / College	Subject	Qualification (eg GCSE, O/A Level)	Grade

EDUCATION AND QUALIFICATIONS - FURTHER EDUCATION

School / College	Subject	Qualification (eg A Level, Degree etc)	Grade

TECHNICAL OR PROFESSIONAL MEMBERSHIP / QUALIFICATION

Institute	Grade of Membership	Year of Election

FURTHER TRAINING DEVELOPMENT

(Continue on separate sheet if necessary)

How many days absence from work through illness have you had over the last two years? _____

How many periods of absence have you had in the last two years due to illness? _____

Please give the name, address and telephone number of your G.P.

Name _____

Address _____

Tel. No. _____

OTHER INFORMATION

Do you possess a current driving licence? **YES / NO**

If 'yes' do you have regular access to a car? **YES / NO**

Where applicable

If this application is in respect of a post requiring statutory registration or a professional qualification, successful candidates will be required to produce current registration certificates prior to commencement of employment.

RELATIVES AT FERRYHILL TOWN COUNCIL

Are you related to any Member or Senior Officer of this Authority? **YES / NO**

If YES please give the names and state the relationship. Failure to disclose such a relationship may lead to your disqualification from appointment and, if appointed, may make you liable for dismissal.

Name _____ Relationship _____

Name _____ Relationship _____

Canvassing of members of the Council, any Committee of the Council, or Officers directly or indirectly for any appointment with the council is prohibited and shall disqualify the candidate for that appointment.

DECLARATION

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that the giving of false or misleading statements or withholding material or information may result in disciplinary action, including dismissal.

I understand that if the post is one which has substantial access to children or vulnerable people, the Council have my permission to proceed with any relevant police checks.

I understand that the appointment, if offered, will be subject to satisfactory medical clearance and references.

Date _____

Signature _____

The information on this form may be entered onto a computer and used for statistical, administrative and payroll purposes. Under terms and conditions of the DATA PROTECTION ACT 2018 the data will be treated in a secure and confidential manner and not kept for longer than necessary.

APPLYING FOR A JOB

Thank you for showing an interest in the vacancy we advertised. Before you fill in your application, please read the following notes. We hope you find them helpful.

Please do not send us a CV (career summary) as we will not be able to consider it. When filling in the application form, type or write clearly in **black** ink. This helps us with photocopying. In exceptional circumstances if you are unable to complete an application form a CV will be accepted. This must be agreed with the Town Clerk.

In the interests of economy receipt of your application will not be acknowledged unless you enclose a stamped addressed envelope or an e-mail address.

If you have not been contacted with regard to your application within two weeks of the stated closing date, please assume that it has been unsuccessful.

Please check the cost of postage as some applications weigh more than the usual first or second class postage prices.

When applying for the post please only return the following documents to the Town Clerk, Ferryhill Town Council, Town Hall, Ferryhill, County Durham, DL17 8JL, by the deadline date:

1. **Personal details sheet**
2. **Equal opportunities monitoring sheet**
3. **Candidate application form**
4. **Recruitment Questionnaire**

Recruitment Timetable

The selection process will involve a short listing of suitable candidates by Officers, and then a final interview with Officers. Short listed applicants will be notified by letter. The timetable is as follows

Closing Date: 2nd February 2024 4pm

Short listing: Week commencing 5th February 2024

Interview: Thursday 8th February 2024

If you have any queries on any aspect of the appointment process, or require additional information or merely wish to have an informal and confidential discussion, please contact the Works Manager on 01740 652157

For further information about Ferryhill Town Council, please visit the Council's website at www.ferryhill.gov.uk

When we select for interview we use the following 3 documents to identify suitable candidates:

- A) Job Description
- B) Person Specification
- C) Application Form

JOB DESCRIPTION

This tells you the main responsibilities of the job.

PERSON SPECIFICATION

This is the most important document which explains what we are looking for. It tells you what knowledge, experience and skills you need to do the job. We call these the 'criteria', which we use to make appointments.

'**Essential**' criteria are those which you must have to successfully carry out the responsibilities of the job. The person specification should show you which criteria we will use to shortlist for the interview.

'**Desirable**' criteria may be included. These are extra requirements which we may use if we receive too many forms which meet our 'essential' criteria.

You should ensure that in completing your application, you show how you meet these specific criteria.

APPLICATION FORM

If you want to apply for more than one job, please fill in a separate application for each job.

It is a good idea to make a rough draft first. Check through your draft to make sure that it is clear and that it covers all the criteria, before you fill in the form. Please give all the information you think we may need, as we cannot guess or assume anything about you.

You may find it easier to fill in the sections on 'duties and responsibilities' and information in support of your application' by using a word processor and then attaching the printed sheets to the form.

EDUCATION, QUALIFICATIONS AND TRAINING

Be as comprehensive as possible. The advertisement will indicate if a qualification is essential for the role. All offers of employment are subject to proof of relevant professional qualifications and membership documents of any professional bodies. You may have gained further relevant knowledge, skills and abilities from other training opportunities, ensure that you make reference to this.

EMPLOYMENT HISTORY

Please give details of your current employer first and then details of previous employers, listing the most recent first.

INFORMATION IN SUPPORT OF YOUR APPLICATION

Please tell us anything you think is relevant to the job you are applying for. You will need to give us enough information so that we can judge whether you are suitable for the job.

For example, if the job requires experience of report writing, tell us about the type of reports you have written, the main contents and who the reports were for.

You may have relevant experience from activities outside work. This may show the things we are looking for just as much as any work experience. For example, you may have skills and experience from running a club or voluntary group.

PERSONAL DETAILS

You must complete this section. Please provide contact numbers.

REFERENCES

Please ensure that you give details of two referees with which we can confirm the information given with your application, as well as providing us with information relating to absence, disciplinary record and suitability for the position applied for. One of the references must be from your present or most recent employer and, if you are a recent school leaver, one should be the Head Teacher of your last school. It is the policy of the Authority to seek references prior to interview. If you have any objections to references being sought at this stage ensure you have made this clear on the form.

DISCLOSURE & BARRING SERVICE CRIMINAL RECORDS CHECK

If appropriate to the post, the successful applicant will be required to complete an enhanced disclosure check prior to commencement of employment, which will be organised and paid for by Ferryhill Town Council.

EQUAL OPPORTUNITIES

Please also complete and return the Equal Opportunities Recruitment Monitoring form. This enables Ferryhill Town Council to follow the recommendations of the Equal Opportunities Commission, the Commission for Racial Equality and the Disability Rights Commission, that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential, and used for statistical purposes only. The form will not be treated as part of your application.

IF YOU HAVE A DISABILITY

If you have a disability which prevents you from meeting any of the criteria, tell us about this in your application. Please tell us what we could do to help you meet the criteria.

If you need help in filling in the application form or need information in a different form (for example large print), please let us know. If you have a disability we will offer you an interview as long as you meet the essential requirements of the job.

The Disability Discrimination Act defines 'disability' as follows:

'A physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day to day activities'.

DATA PROTECTION

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RECRUITMENT QUESTIONNAIRE FORM

It would be very much appreciated if you complete and return this questionnaire whether or not you intend completing the application form.

The information contained within the questionnaire will be used for analysis and will not form any part of the selection process. Thank you for your co-operation in completing this form.

RECRUITMENT QUESTIONNAIRE

As part of our work towards ensuring the most effective use of resources, we hope to learn from those who participate in the recruitment process. To do this, we would be grateful if you would complete this survey form as your views are important to us. This will provide constructive feedback to facilitate continuous improvement in our service, which will enable us to provide a service which reflects our customers' needs.

It would be very much appreciated if you complete and return this questionnaire whether or not you intend completing the application form.

The information contained within the questionnaire will be used for analysis and will not form any part of the selection process. Thank you for your co-operation in completing this form.

Post

Closing Date

GENERAL INFORMATION

1. How did you find out about the post?

Publication (please specify _____)	Word of Mouth	
------------------------------------	---------------	--

Internet		Job Centre		Other (Please specify) _____
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2. Please specify what attracted you to apply? (tick all relevant boxes)

Salary		Nature of the Job		Other benefits		Career Opportunities	
--------	--	-------------------	--	----------------	--	----------------------	--

Advert		Other (please specify) _____
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3. If you have decided not to apply please state what contributed to your decision.

.....

CANDIDATE PACK

Please indicate your views in relation to the information provided by ticking the boxes below

Scoring code: 1 Unsatisfactory 2 Satisfactory 3 Good 4 Excellent

		1	2	3	4
1	Guidance to Candidates				
2	Layout of application form				
3	Employment information				
4	Standard and relevance of other information				
5	Ease of reading and clarity of material				
6	Overall level of satisfaction with information				

COMMENTS

1. Which aspects of the pack did you feel were most useful?

2. Were there any aspects of the pack that did not meet your requirements?

3. Please provide any general comments you may have upon the recruitment service that has been provided.

4. How do you think the pack could be improved?

Signed Date

Print name

Thank you for taking the time to complete this survey

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