

**Keswick Town Council**

**Job Application Form**

The information requested in this form is important in assessing your application. Please complete accurately and in full. **PLEASE WRITE IN BLACK INK.**

**Job Title:** Gardener (12 month contract)

**Grade:** Real Living Wage Applies

**Closing date:** Wednesday 31 July 2019

**PERSONAL DETAILS**

Preferred form of address (e.g. Mr, Mrs, Ms, None)	
Surname	
Forenames	
Address	
Telephone home	Telephone daytime/mobile
Email address	
Have you been known by a different name Yes/No *please indicate If yes please give details.	

**Asylum and Immigration Act 2016**

The Asylum and Immigration Act 2016 makes it a criminal offence for Keswick Town Council to employ those who do not have permission to live or work in the United Kingdom. Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited to interview.

Do you have the right to live and work in the United Kingdom? YES/NO \*please indicate

National Insurance Number (if applicable) .....

**Relationship**

Do you have a personal relationship with, or are you related to any member of staff or to a Keswick Town Councillor?  
If 'yes', please give details .....

**Canvassing directly or indirectly will automatically disqualify you from the recruitment process.**

**Applicants with Disabilities**

Keswick Town Council seeks to make reasonable adjustments to the work environment and work practice to promote the employment of people with disabilities.

The definition of disability, as outlined in the Disability Discrimination Act 2016 states that “a person has a disability for the purpose of the Act if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities”.

**Do you have a disability you would like to tell us about?**

Yes     No

Nature of disability:

.....

(If yes, please list below any reasonable adjustments you would request):

During the interview process: .....

In carrying out the role for which you are applying:

.....  
.....

**Rehabilitation of Offenders Act 1974**

Have you ever been convicted of a criminal offence? YES/NO

(If yes, please provide details below):

.....  
.....  
.....

**Present Employment or Profession**

Name and address of present employer		
Job title	Date commenced	
Brief description of duties and responsibilities		
Grade	Salary	Other financial benefit

**Previous employment (earliest first including temporary, unpaid & voluntary work experience)**

From Mth / Year	To Mth / Year	Employer	Job title & grade	Wage / salary	Reason for leaving

**Education – Proof of qualifications may be required at interview**

Date From	To	Schools, colleges attended	Qualifications gained or pending Subject & level	Grade

**Attendance at training courses relevant to your employment**

Course title	Organising body	Duration	Date

**Membership of professional bodies**

Body	Grade of Membership	Date	Whether by exam

**JOB REQUIREMENTS**

Please use this space to explain how you meet each one of the job requirements. You may draw on knowledge, skills, abilities, experiences, etc. gained from paid work, unpaid work, domestic responsibilities, education, leisure interests and voluntary activities. It is recommended that you use the job description to help you organise your information.

**IF YOU REQUIRE MORE SPACE PLEASE ATTACH A SEPARATE SHEET**

## References

Give the names of two persons to whom reference may be made in respect of your application. The first should be from your last employer. Referees are only contacted if candidates are to be interviewed but if you do not wish a referee to be contacted until after a provisional offer of employment is made mark his or her name with a large asterisk.

Name
Position
Address
Telephone No.
Name
Position
Address
Telephone No.

## Declaration

I understand that all forms of canvassing of any Councillors or staff of Keswick Town Council in connection with this appointment will automatically disqualify me. I declare that all the information I have given is, to the best of my knowledge and belief, true and accurate. I accept that any false statement may disqualify me from employment or render me liable to summary dismissal, and that I may have to produce documentary evidence of my qualifications and previous salary. Furthermore, I have not omitted any facts which may have a bearing on my application for employment. I also understand that no offer, of employment made to me be binding unless confirmed in writing. I give explicit consent that the information which I give on this form may be processed in accordance with the Council's registration under the Data Protection Act 2018.

**Signed:**

**Date:**

**Please return your completed application form to:**

**Christine Fawcett – Parks Manager  
Keswick Town Council  
50 Main Street  
Keswick  
CA12 5JS**

**Email address: [parksmanger@keswicktowncouncil.gov.uk](mailto:parksmanger@keswicktowncouncil.gov.uk)**

We very much regret that the volume of applications for this post precludes the acknowledgement of individual applications. You will therefore only be contacted further should you be shortlisted for interview.

# EQUALITY & DIVERSITY MONITORING FORM

## STRICTLY CONFIDENTIAL

(Please note the monitoring forms will be detached from your application prior to short listing and are used for monitoring purposes only)

Post Title: .....

Post Advertised in: .....

Surname: ..... Forenames (in full): .....

Date of Birth ..... Age: ..... (years) Number of dependants: .....

Please tick boxes below as appropriate

### Gender

Male  Female  Transgender  Undeclared

### Ethnic Origin (Please tick the box that you feel best describes your ethnic origin)

#### White

- British
- Irish
- Traveller of Irish Heritage
- Gypsy/Roma

#### Mixed

- White & Black Caribbean
- White & Black African
- White & Asian
- Other Mixed Background (please specify)

Any other White Background (please specify) .....

Any other Mixed Background (please specify) .....

#### Asian/Asian British

- Indian
- Pakistani
- Bangladeshi

#### Black/Black British

- Caribbean
- African

Any Other Asian Background (please specify) .....

Any Other Black Background (please specify) .....

#### Chinese or other ethnic group

Chinese

Any Other Chinese or ethnic group (please specify) .....

Undeclared Ethnic Origin

### Employment

Are you currently in paid employment?  Yes  No  Undeclared

With Keswick Town Council

Or the Charitable Parks Trusts?  Yes  No  Undeclared

## Applicants with disabilities

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### Do you have a disability you would like to tell us about?

Yes     No

Nature of disability:

.....

## Religion and Belief

- Christian                       Buddhist                       Hindu
- Jewish                               Muslim                               Sikh
- No religion                       Other Religion     Undeclared

## Sexual Orientation

- Heterosexual (Orientation towards people of the opposite sex)
- Lesbian or Gay (Orientation towards people of the same sex)
- Bisexual (Orientation towards people of the same and opposite sex)
- Undeclared