



**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: Parks Manager

Grade: SCP 25 £36,363 FTE (pay award pending), career graded to rise with performance to SCP 28 £39,152 FTE

Closing date: Wednesday 24 June 2026 5pm

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 1996

The Asylum and Immigration Act 1996 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 Acts 1995 & 2005 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.

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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.

<p>Declaration</p> <p>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 1998.</p> <p>Signed: _____ Date: _____</p>

Please return your completed application form to:

Vivien Little – Town Clerk
Keswick Town Council
50 Main Street
Keswick
CA12 5JS

Email address: townclerk@keswicktowncouncil.gov.uk

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

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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