**PRIVATE AND CONFIDENTIAL**

Application No

Date Received

Shortlisted Yes/No

**Yeovil Town Council**



# Application for the post of Groundskeeper

|  |  |  |
| --- | --- | --- |
| **Personal Details** | | |
| Surname | First Name(s) | Title |
| Home Address | | Home Tel No |
|  |
| Mobile Tel No |
| Have you a full current driving licence?  Yes/No | | Do you own a car?  Yes/No |
| Dates not available for interview | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Education and Qualifications** | | | | | | |
| Secondary School, College, University etc | | Dates | | | Qualifications | Grades |
| From | To | |
|  | |  |  | |  |  |
| **Present/Most Recent Employment** | | | | | | |
| From | To | | | Name and address of Employer | | |
| Job Title | | | |
| Grade | | | | Main Responsibilities | | |
| Period of Notice required | | | |
| Present Salary and Allowances | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous Employment (most recent first)** | | | | |
| Dates | | Name and address  of Employer | Job title, grade and responsibilities | Reasons  for leaving |
| From | To |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Referees** | |
| First Referee (present/most recent Employer) | Second Referee |
| Name | Name |
| Address | Address |
| Position | Position |
| May we contact this referee prior to interview?  Yes/No | May we contact this referee prior to interview?  Yes/No |
| (References will be taken up for shortlisted candidates only) | |

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| **Additional Information** |
| Please use this space to provide additional information in support of your application |
| Please use additional sheets as necessary |

|  |
| --- |
| **Medical History** |
| Details of any aspect of your medical history which should be made known to a prospective employer |

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| **Relationships** |
| Are you related to any councillor or employee of Yeovil Town Council?  Yes/No (If Yes, please give details below) |
| (Please note that the canvassing of councillors or officers directly or indirectly will disqualify your application) |

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| **Interests and hobbies** |
| Please list activities outside work - include membership of clubs and organisations and any voluntary work you undertake |

|  |  |
| --- | --- |
| **Declaration** | |
| I declare that the information I have provided in this application is, to the best of my knowledge, accurate and true. I understand that, if appointed, the provision of incorrect or misleading information may lead to my dismissal from the Town Council. | |
| Signed | Date |

**Please return completed application form electronically to** [**hr@yeovil.gov.uk**](mailto:hr@yeovil.gov.uk) **or in an envelope marked “Private and Confidential” to:**

**Katy Menday**

**Director of Leisure & Environment**

**Yeovil Town Council**

**Town House**

**19 Union Street**

**Yeovil**

**BA20 1PQ**

**To arrive no later than the closing date of Monday 6th January 2025 at 12 noon**