

Applicant No.

Mere Town Council – Grounds Person (FULL TIME)

APPLICATION FOR EMPLOYMENT

Completed Application Forms must be returned by:

Noon on 28th April 2022

To the Town Clerk, Mere Town Council, Duchy Manor, Springfield Road, Mere, Wiltshire.
BA12 6EW

Email: lindseywood@merewilts.org

CONFIDENTIAL

Please complete in black ink or type

Application for the post of: **Grounds Person (Full Time)**

Employment History

Please provide details of your work experience including previous posts with your present employer, unpaid voluntary or casual work. If you have undertaken periods of other responsibilities raising family or caring please include these as well.

Present (or most recent) Employment

Name and Address of Employer:

Position Held

Is this your current job?

Yes / No

Start Date

Leaving Date (if applicable):

Notice Required

Basic Salary / Wage

Other Allowances

Reason for Leaving

Key responsibilities and / or achievements:

- 1.
- 2.
- 3.
- 4.

All Previous Employment

Name and Full Address of Employer	Start date, leaving date, position held and main responsibilities – giving salary	Reason for Leaving

Please continue on a separate sheet if necessary

Please give details relating to any gaps in your employment history

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Education

Please provide brief details of your education. Please enter most recent first

Name of Educational Establishment (School, College, University etc)	Qualifications obtained with dates, subjects and grades

Please continue on a separate sheet if necessary

Training

Please provide details of all training and development undertaken relevant to this post

Training Course and Organiser/ Development Activity	Date and Outcome (Grade Achieved where relevant)

Please continue on a separate sheet if necessary

Membership of Professional Bodies

Body	Membership Type

Knowledge and Skills

The information provided in this section will be used to decide if you will be invited to the next stage of the selection process. It is essential therefore that you cover the requirements listed in the person specification for the job, which are detailed below:

1. Driving

Do you have a full driving licence?

Please list any current endorsements:

2. Physical work

Are you able to do physical work and use heavy machinery, gardening tools and heavy equipment

3. Ability to use general grounds machinery

Are you able to use general grounds machinery?

Please list the machinery that you have used? i.e. strimmers, hedge trimmers, mowers

4. Knowledge and understanding of Health & Safety issues

Do you have a basic knowledge and understanding of Health & Safety in the workplace?

5. Requirement to attend training courses provided by specialist centres

Are you willing to attend training courses provided by specialist centres for the purpose of obtaining relevant certificates and/or qualifications?

6. Qualifications/certificates

If the answer to any of these questions is 'Yes', please give details of the qualifications attained and the dates

Do you have entitlement or qualification to tow a trailer (category B+E)?	Yes/No
Do you have any First Aid at Work training and or current certificates?	Yes/No
Do you have a recognised specified certificate to use a professional pesticide (Pesticide Spraying) to use with a handheld applicator and knapsack?	Yes/No
Do you have any recognised specified certificates to use a chainsaw for crosscutting and felling small trees?	Yes/No
Do you have any recognised training certificates for the maintenance and operation of Brushcutters/Trimmers?	Yes/No
Do you have any recognised training that would allow you to work on the highway (streetworks)?	Yes/No

References

Please give the name and address of two people who can provide an assessment of your suitability for this post. One of these should be your present/most recent employer. If you have not been in paid employment since leaving full-time education please give the name of your tutor or lecturer. Please indicate by marking clearly with an asterisk (*) if you do not want us to contact them prior to a conditional offer being made.

Name	Address
Email Address if available	
Position Held	Day Contact Number

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Email Address if available	
Position Held	Day Contact Number