

## Application Form

Please return completed applications to:

Parish Clerk  
Cottenham Parish Council  
Parish Office, Village Hall  
Lambs Lane  
Cottenham  
CAMBRIDGE  
CB24 8TA  
[clerk@cottenhampc.org.uk](mailto:clerk@cottenhampc.org.uk)

To arrive on or before midday 10<sup>th</sup> January 2022 – **NB early applications will be examined and suitable candidates may be invited to interview before this deadline.**

Job Title:

Part-time Caretaker

### Personal Details

Surname:	National Insurance no:
Forenames:	Home tel. no:
Address:	Work tel. no:
County:	Email address:
Postcode:	

Do you have a current driving licence? YES  NO   
(also see disability/health section below)

Give details of any penalties on your licence or convictions pending:

### Relevant experience and qualifications:

**Relevant training and personal development** (state who provided training and duration).  
Examples could include: short courses, skills training, external awards/activities, etc.

## CURRENT EMPLOYMENT

Name and address of current employer:	Job title:
Notice required:	
Main duties/responsibilities/achievements	

### References

Please give the names and addresses of two people who would be willing to supply a reference about you, including, if possible, your most recent employer (or teacher/tutor, where appropriate), who have known you during the past three years. Please also state in what capacity they know you.

Name: Address:  Tel. no:  E-Mail address:  Relationship:  Organisation (if applicable):	Name: Address:  Tel. no:  E-Mail address:  Relationship:  Organisation (if applicable):
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May we contact them if we decide to invite you for interview?			
YES   <input type="checkbox"/>	NO   <input type="checkbox"/>	YES   <input type="checkbox"/>	NO   <input type="checkbox"/>
(If NO, we will contact you for permission before requesting references)			

## WORK AND OTHER RELEVANT EXPERIENCE

Please list below a record of other recent employments and include, if you wish, any voluntary activities either paid or unpaid. These should be in date order, starting with the most recent.

Name of organisation and nature of business	Job title/role with brief indication of main duties and responsibilities	Reason for leaving if no longer employed

## ADDITIONAL INFORMATION

It is important that you provide evidence in this section of how you meet the Job Requirements. Tell us about your achievements and your level of responsibility. Include examples from paid or unpaid work or other activities you have undertaken that are relevant to the job you are applying for. Also include here information about why you want the job and anything else you wish to say.

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### Canvassing

Canvassing members of the Council or any council staff by you or anyone representing you is strictly forbidden and may invalidate your application.

**You must complete all sections below**

### Criminal convictions

Please give details of criminal convictions below. Unless stated otherwise, you do not need to declare convictions which are 'spent', as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations.

#### Details of criminal convictions:

Please state **NONE** if appropriate.

### Entitlement to work in the UK

To comply with the Asylum and Immigration Act 1996 all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see an appropriate official document (for example, a document showing your national insurance number, if you have one, your birth certificate, passport, etc.)

**Do not send these now.** Further information will be sent to you if you are selected.

**Do you require a work permit to work in the UK? YES  NO**

**If you already have a work permit, please give the expiry date:**

### DECLARATION

To the best of my knowledge, the information I have supplied on this form is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to my dismissal.

Signed:

Date: