

Please return completed application form to:-

Council Offices
Coventry Road
Lutterworth
LE17 4SH

CONFIDENTIAL

**LUTTERWORTH TOWN COUNCIL
APPLICATION FOR EMPLOYMENT**

POST DETAILS

Post applied for:

Where did you see this post advertised?

PERSONAL DETAILS

Surname		Other Names	
Title		Tel Number (home)	
Address		Tel Number (work)	
		Mobile Number	
		Email Address	
		Do you have a current full Driving Licence?	YES / NO
		What Class of Vehicle is it?	
Post Code		National Insurance Number	

ASYLUM & IMMIGRATION ACT 1996 – Proof of Legal Right to Work in the UK

Section 8 of the Act requires employers to keep documentary evidence of applicants' legal right to work in the UK. Employment is therefore subject to you being able to supply a 'specified document' (eg, a P60, NINO Card, UK or Eire birth certificate, passport) as confirmation of your eligibility to live and work in the UK.

Would you be able to produce such a document? **YES / NO**

REFERENCES (persons not related to you who can vouch for your Work experience and Character)

Details of two referees are required, one of which should be from your present or last employer. References will only be taken up where a candidate is to be invited for interview. If you do not wish your referees to be contacted at this stage, please indicate below. Please note that no offer of employment can be made without prior receipt of satisfactory references.

Reference 1 (work experience)		Reference 2 (character)	
Name		Name	
Title/Position		Title/Position	
Address		Address	
Post Code		Post Code	
Tel Number		Tel Number	
E-Mail		E-Mail	
Relationship to Applicant		Relationship to Applicant	
Can this referee be contacted prior to interview	YES / NO	Can this referee be contacted prior to interview	YES / NO

AVAILABILITY

Please indicate below any dates when you would not be available to attend for interview

If offered this job, when could you start?

Do you have any holiday commitments in the next 12 months?

RELATIONSHIP

Are you related to any Member / Employee of Lutterworth Town Council? **YES / NO**

If so, please give details

Canvassing of members of Lutterworth Town Council either directly or indirectly will disqualify an application.

EDUCATION, AND QUALIFICATIONS

Please give details in date order

Qualification Obtained	Grade / Level	Date (M/Y)	School / College / University

RELEVANT NON-QUALIFICATION COURSES ATTENDED

Organising Body	Brief Details of Course	Duration	
		From	To

MEMBERSHIP OF PROFESSIONAL BODIES/ASSOCIATIONS

Organisation	Membership Level	Date Achieved

EMPLOYMENT HISTORY - Please list current or more recent post first

Please list all organisations for which you have worked and include details of gaps in employment

Employer (including address and Nature of Business)	Post Title and Main Duties	Salary	Dates employed		Reason for leaving
			From	To	

SUMMARY OF EXPERIENCE AND SKILLS

Please give details of any experience and skills you have relevant to the post in support of your application and note what qualities you have which most suit you to the job you are applying for.

Please use the space below. You may use the additional sheet if necessary.

COMPUTER / INFORMATION TECHNOLOGY

Please give details of your IT Skills, listing experience of use of hardware, software, the Internet, etc.

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GENERAL

Do you have any other employment (including part-time or night work) which you intend to continue? (if yes please give details)	YES / NO
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Do you have any other commitments which may limit your working hours, eg, judicial, military or local government? (if yes please give details)	YES / NO
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Have you ever been convicted of a criminal offence (NB The Rehabilitation of Offenders Act 1974)?	YES / NO
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Some posts, including those that involve working with children or vulnerable adults, may be required to give details of any criminal convictions. If this post falls into this group you will be required to provide information on a questionnaire to be checked through the Criminal Records Bureau (CRB)

DECLARATION

I declare that the above information is correct and I consent to it being processed (see DPA below) for the purposes of recruitment. I also understand that misleading statements may be sufficient grounds for canceling any agreements made and that questions left unanswered may be discussed at interviews arising from this application. I accept that, on appointment I will complete a Pre-Employment Medical Form.

Signature	Date
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The Data Protection Act 1998 (DPA)

The information you provide on this application form will be processed only for the purposes of recruitment by persons necessarily involved in the recruitment procedure. We may contact relevant third parties in order to verify certain information given in your application (NB References are subject to your consent).

You have a right to have your application processed manually and to appeal against any negative outcome of automated processing. Upon completion of the recruitment procedure, information on you may be stored for a period of up to six months after which it will be destroyed.

OFFICE USE ONLY

			Invited for interview	YES / NO

Lutterworth Town Council

JOB DESCRIPTION

TITLE OF POST	Grounds Maintenance Operative
RESPONSIBLE TO	Facilities & Grounds Maintenance Supervisor & Clerk to the Council
HOURS OF WORK	Seasonal hours March to November – 22.5hrs p/w 8am to 4pm 3 days p/w December to February – 15hrs p/w 8am to 4pm 2 days p/w
SCALE OF PAY	SCP 13 to 18 (£17,391 to £18,870) pro rata Holiday 25 days plus bank holidays – pro rata
PENSION SCHEME	Local Government Pension Scheme

Overall Responsibilities

To ensure the Town Council parks and open spaces and recreational facilities are clean, tidy and safe

Specific Responsibilities

To assist the Facilities & Grounds Maintenance Supervisor to maintain the highest possible standards throughout the Town Council's parks, open spaces and to carry out the duties, including litter picking and bin emptying as necessary to achieve this. To include grass cutting weeding, hedge trimming, clearing leaves, planting, pruning and seeding.

To refer any problems to the Facilities & Grounds Maintenance Supervisor (specifically antisocial behaviour and illegal activity) and to assist in preventing wastage of materials and misuse of tools and equipment

To report to the Facilities & Grounds Maintenance Supervisor work in progress, outstanding work and delays

To ensure that the grounds are maintained to the highest standard.

To carry out minor repairs or renewals such as painting of benches, fences and removal of graffiti etc.

Driving is an essential requirement therefore evidence of a full driving license is required and the post holder must retain a full driving license at all times. The ability to operate various grounds maintenance equipment including ride on mowers.

Work to include horticultural operations and the use and maintenance of appropriate equipment, site preparation, construction and other related duties

To undergo training, either to enhance or provide desirable skills or knowledge as required by the post

To comply with the provisions of the Health and Safety at Work Act, ensuring all reasonable care of yourself and other persons who may be affected by your acts or omissions at work and to ensure that the Town Council's policies and procedures are applied and adhered to

To cover holidays and sickness when required (overtime will be paid at a flat rate)

To convey a high level of customer care, with tact and diplomacy, at all times and to act as a public face within council grounds, liaise with facility users to establish satisfaction or otherwise and report findings to the Facilities & Grounds Maintenance Supervisor

To carry out such duties as required within the capabilities of the post and the person

	Essential Criteria	Desireable Criteria	Method of Assessment / Source of Information
Skills & Activities	Basic gardening (digging, weeding, planting, mowing etc)	Knowledge of and ability to use a range of grounds maintenance equipment (inc a triple ride on mower) ability to carry out soft and hard landscaping	Application Form / Interview
Experience	Experience of working in a similar role	Experience in working for a local government authority	Application Form / Interview
Personal Attributes	Self motivated, Team Player Enthusiastic Polite & Courteous Willing to work outside in all weathers Physically able to complete tasks required for the role Honest		Application Form / Interview
Local Knowledge		Local knowledge of the Lutterworth area	Application Form / Interview
Qualifications	Sufficiently proficient numerically and able to read and write to a level required to fulfil the duties of the post	NVQ1 or 2 in appropriate Horticultural Qualification. PA1 & PA6 Pesticide Application	Application Form / Interview



Lutterworth Town Council are looking to appoint a

GROUNDS MAINTENANCE OPERATIVE

SEASONAL HOURS:

March - Nov 22.5hrs p/w ● Dec - Feb 15hrs p/w
SCP 13 to 18 (£17,391 to £18,870) pro rata
Plus Local Government Pension

Closing date - Friday 8th February 2019

We are looking for a self motivated, experienced person who is willing to work outside in all weathers to maintain the highest possible standards throughout the Town Council's parks and open spaces.

To include grass cutting, weeding, hedge trimming, clearing leaves, planting, pruning and seeding.

Further details and application forms are available from the Town Clerk at Lutterworth Town Council, Coventry Road, Lutterworth LE17 4SH or
email townclerk@lutterworth.org.uk

Lutterworth Town Council
An Equal Opportunities Employer