



## JOB APPLICATION FORM

<b>Post applied for</b>	Handyman / Handywoman
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### PERSONAL DETAILS

<b>Last Name</b>	
<b>First Name(s)</b>	
<b>Title</b>	Mr / Mrs / Miss / Ms / Other ..... (Please delete as appropriate)

<b>Address</b>	
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<b>Home and/or mobile Telephone</b>	
<b>Email Address</b>	
<b>Work Telephone</b>	May we ring you at work? <b>YES / NO</b>
<b>National Insurance Number</b>	

Asylum and Immigration Act 1996.  
 It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to confirmation of appointment, you will be required to provide evidence of a National Insurance number, passport or other document on the approved list to satisfy the Village Council that the Act is being complied with.

Do you require a work permit to work in the UK?	Yes / No
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### PRESENT OR MOST RECENT EMPLOYMENT

<b>Employer</b>			
<b>Address</b>			
<b>Nature of Business</b>			
<b>Job Title</b>			

<b>Start Date</b>		<b>Leave Date</b> (if applicable)	
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**Give a brief description of your role and responsibilities**

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**Do you intend to continue with this job? If so, please provide weekly hours and days of work**

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## PREVIOUS EMPLOYMENT

Please give details below of all your previous employment, starting with the most recent. (Vacation jobs whilst a student need not be included). Indicate reasons for any gaps in employment. (Continue on a separate sheet if necessary)

Name and address of Employer	Position Held and main responsibilities	Reason for Leaving	From		To	
			M	Y	M	Y

## DISABILITY

We welcome applications from people with disabilities. We will provide an inclusive and accessible recruitment process, and will make any reasonable adjustments if you are selected for interview. If we offer you the position, we will discuss any workplace adjustments that may be required to enable you to carry out the job.

## EDUCATION AND QUALIFICATIONS

Name of School, College, University or other body	Subjects studied and qualifications achieved	From		To	
		M	Y	M	Y

## SUPPORTING INFORMATION

Please use this space to explain why you think you would be suitable for the post by reference to the job description.  
If further space is needed, please continue on a separate sheet.

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## REFERENCES

Two references are required for external candidates  
*References will only be taken once an offer has been made to the successful applicant*

<b>Name</b>		
<b>Address</b>		
<b>Telephone Number</b>		
<b>Fax No.</b>		
<b>E-mail</b>		
<b>Position / Relationship</b>		

## RELATIONSHIPS

Are you related to any elected member of Ashurst Wood Village Council or to any Village Council Staff?    **YES / NO**    (If yes, please give details below)

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Canvassing of Council Members, directly or indirectly, in connection with any appointment for a paid position with the Council shall disqualify the candidate.

## REHABILITATION OF OFFENDERS ACT 1974

See Guidance Notes attached.

You are required to declare any criminal convictions below (including bind over and cautions but excluding minor motoring offences) which are not 'spent' in accordance with the Rehabilitation of Offenders Act 1974. Failure to disclose any information relating to criminal convictions may disqualify your application or result in dismissal without notice.

## DATA PROTECTION STATEMENT

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may verify your qualifications, for recruitment purposes only. The Village Council will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

If your application is unsuccessful, the information will be held for a period of 6 months, following which it will be confidentially destroyed. Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be used for the administration of your employment contract and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information see the Council's Privacy Notice on the website [www.ashurstwood-vc.gov.uk](http://www.ashurstwood-vc.gov.uk)

## DECLARATION

I confirm that all the information given by me on this form is true and accurate. I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated. I understand that I may be required to undertake a criminal records check.

Signature.....Date.....

### Please return this form to:

Rebecca Roberts, Clerk  
Ashurst Wood Village Council  
20-22 Maypole Road  
Ashurst Wood  
East Grinstead  
RH19 3QN

### Or send by email to

[clerk@ashurstwood-vc.gov.uk](mailto:clerk@ashurstwood-vc.gov.uk)

# The Rehabilitation of Offenders Act (1974)

## Guidance Notes

Please read these guidance notes carefully before completing the section on the Rehabilitation of Offenders Act 1974 on the Application Form

### Disclosure of Criminal Convictions

Under this Act you are required to disclose details of previous convictions, until a certain length of time passes and the convictions become spent.

You do not need to provide details about either minor motoring offences or previous convictions once they become spent. This includes the date you sign the application form.

Please note the following when considering whether a conviction is spent:-

- a. spent periods are reduced if the conviction took place when you were aged 17 or less;
- b. a custodial sentence of longer than four years in prison will never become spent;
- c. a sentence of preventative detention and a sentence of detention during Her Majesty's pleasure is never spent; or
- d. it is immaterial for the process of calculating a spent conviction whether the sentence is suspended or not;

The information you provide will be treated strictly confidentially. Having a conviction will not necessarily bar you from employment. This will depend on the circumstances and background to the offence(s) which will be taken into account when considering how suitable you are for the type of work involved, should your application be successful.

Failure to disclose any unspent convictions may result in the offer of employment being withdrawn. If already appointed, you could be dismissed without notice.

Please see the list below which details the rehabilitation periods for criminal convictions. The period begins at the end of the sentence unless otherwise stated.

<b>Sentence</b>	<b>Becomes 'spent' after</b>
Imprisonment or youth custody between 30 months and 4 years	7 years
Imprisonment or youth custody between 6 months and 30 months	4 years
Imprisonment or youth custody of 6 months or less	2 years
Absolute discharge	immediately
Conditional discharge, binding over order	when order ends
Community order, such as unpaid work, or youth rehabilitation order	1 year (or 2 years from conviction if no end date)
Fine	1 year (from conviction)