



EMPLOYMENT APPLICATION FORM

POST DETAILS

Post Title: **FULL-TIME ASSISTANT GROUNDS PERSON**

PERSONAL DETAILS

Full Name (Mr/Mrs/Miss/Ms/Other) _____

ADDRESS _____

Post Code: _____ Tel (Home): _____

Tel* (Work): _____ *If necessary, may we telephone you at work?

YES ☐

NO ☐

Email Address _____

STATEMENT – I hold a full, valid UK driving licence YES ☐ NO ☐

Where did you see this post advertised? _____

PRESENT / MOST RECENT EMPLOYMENT

Name of Employer: _____

Address: _____

_____ Post Code: _____

Job Title: _____ Who do you report to? _____

Date commenced: _____ Period of Notice: _____

Current Salary and/or Scale: _____

* (Scale applies to Local Government Employees Only)

Please give dates of any holidays booked: _____

Date of leaving, if applicable: _____

Reason for leaving, if applicable: _____

INFORMATION TO SUPPORT YOUR APPLICATION <i>(please continue on a separate sheet if necessary)</i>	Please circle your answer	
Do you have experience in grounds maintenance? <i>(This work can include grass cutting, hedge cutting, strimming, fencing, litter picking or repairing paths).</i> Please give details:	YES	NO
Do you have experience in property maintenance? <i>(This work can include minor plumbing works, or building maintenance).</i> Please give details:	YES	NO
Do you have experience with outdoor play equipment? <i>(This work includes safety inspections or replacement of parts).</i> Please give details:	YES	NO
Do you have experience in vehicle and plant maintenance? <i>(This work includes vehicle and plant safety checks, and carrying out routine maintenance).</i> Please give details:	YES	NO
Would you be prepared to be a member of the emergency call-out team and be able to respond appropriately to out-of-hours emergencies? <i>If you have previous experience, please give details:</i>	YES	NO

Would you be prepared to undertake cleaning and maintenance checks of our public toilet facilities if/when required?	YES	NO
Would you be prepared to work weekends and evenings as required for regular civic and one-off events?	YES	NO
Are you able and willing to work at heights?	YES	NO
Are you willing to undertake training?	YES	NO
Do you hold a current full driving licence and be prepared to operate all the Council's vehicles and equipment as required?	YES	NO
Please use this space to add any other information about yourself which you feel is particularly relevant to the position applied for.		

OUTSIDE HOBBIES / INTERESTS <i>(please continue on a separate sheet if necessary)</i>

EDUCATION, QUALIFICATIONS AND TRAINING <i>(you may be required to produce evidence of qualifications)</i>					
Secondary School/College/University	Approx Dates		Qualifications	Grade	Approx Date
	From	To			

Membership of Professional Bodies: _____

Grade: _____ Date: _____

PREVIOUS EMPLOYMENT – MOST RECENT FIRST <i>(please continue on a separate sheet if necessary)</i>					
Employer	Job Title	Approx Dates		Salary	Reason for leaving
		From	To		

DECLARATION

I declare that the information given by me is true. I will not approach any elected members or officers of the Council in order to advance my appointments as I understand that this will disqualify me from consideration; other than if the advertisement invites me to contact a named individual to seek further details.

Signed: _____

Date: _____

You can email your application to: assistant@ludlow.gov.uk

Please put in the Subject box of your Email 'Job Application'

or post your application to: Gina Wilding, Town Clerk, Ludlow Town Council, The Guildhall, Mill Street, Ludlow, SY8 1AZ (please mark the envelope as 'Job Application')

In case of queries please call Tel: 01584 871970

Closing date for applications is Monday 10th November 2025 (9am)

PRIVACY NOTICE

Ludlow Town Council collects and manages personal data under the Data Protection Act 2018 and the General Data Protection Regulation.

Your information will be lawfully processed by the Council and will not be shared with any third parties without consent.

To find out more about our privacy arrangements, please access the Council's website where our full Privacy Notice and Privacy Policy can be viewed.