



EMPLOYMENT APPLICATION FORM

POST DETAILS

Post Title: **PART-TIME PUBLIC FACILITIES OPERATIVE – THURSDAY TO SATURDAY – 22.5 hours**

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 the 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 – PLEASE REFER TO THE JOB DESCRIPTION AND PERSON SPECIFICATION <i>(please continue on a separate sheet if necessary)</i>	Please circle your answer	
Do you have cleaning experience? <i>(This work can include toilets, offices, communal areas and litter picking)</i> Please give details below.	YES	NO
Do you have experience of working in a public place or with the public? Please give details below.	YES	NO
Do you have experience of working with minimum supervision? Please give details below.	YES	NO
Do you have experience of a physically active job? Please give details below.	YES	NO
Do you have knowledge of COSHH (Control of Substances Hazardous to Health)? Please give details below.	YES	NO
Are you willing to undertake training, including online training?	YES	NO

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

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

Membership of Professional Bodies: _____

Grade: _____ Date: _____

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

REFERENCES

Please provide the names and addresses of two referees – one of whom should be your present employer.

Name: _____	Name: _____
Position: _____	Position: _____
Address: _____	Address: _____
_____	_____
_____	_____
Post Code: _____	Post Code: _____
Email Address _____	Email Address _____
May we contact this referee prior to interview?	May we contact this referee prior to interview?
YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

Name by which known to our referee(s) (e.g. maiden name) _____

RELATIONSHIP TO ELECTED MEMBERS (EG. COUNCILLORS) AND EMPLOYEES

Applicants for any appointment with Ludlow Town Council are required to disclose any relationship which they may have with any elected representative, ie. Councillor or employee. "Relationship" includes by birth, marriage, partnership, friendship or businesses. It is a matter for the applicant to make an appropriate disclosure and failure to do so may disqualify an applicant.

I am / am not* related to any elected or prospective member or any person employed by Ludlow Town Council. * (delete as applicable)

If you are, please name relative/friend etc Name: _____
Relationship: _____ Position: _____

INTERVIEW ARRANGEMENTS

If you need any particular arrangements to be made in order for you to be interviewed for this position at our premises, please give details below.

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: _____

RETURN APPLICATION NO LATER THAN **22nd June 2026 (9am)**

by email to: assistant@ludlow.gov.uk - please put in the subject box of your email 'Job Application'

or via post - Gina Wilding, Town Clerk, Ludlow Town Council, The Guildhall, Mill Street, Ludlow SY8 1AZ (please mark envelope as 'Job Application')

In case of queries please call Tel: **01584 871970**

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.