HEDGE·END TOWN COUNCIL

Serving the Community

CONFIDENTIAL
Application Form
Post Applied for: Grounds Person

Closing date for applications: 10 May 2026

Town Clerk
2000 Centre St Johns Road
Hedge End
Southampton SO30 4AF

Phone: 01489 780440
E-mail: townclerk@hedgeend-tc.gov.uk
Web: www.hedgeend-tc.gov.uk

Job Application Form

Vacancy title:

Please tell us how you heard about this vacancy:

1. Personal details

Last name: **First name:**

Address:

Postcode:

Home Telephone No. **Daytime Contact No.**

E-mail address:

National Insurance No.

Driving Licence

Yes ☐ **No** ☐

Do you hold a full, clean manual driving licence valid in the UK?

3. Education/Qualifications

School	Study dates	Qualification and Grade	Date obtained
College/University	**Study dates**	**Qualification and Grade**	**Date obtained**
Ongoing Professional Development	**Study dates**	**Qualification and Grade**	**Date obtained**

Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

4. Employment history

Previous employment: Please include any previous experience (paid or unpaid), starting with the most recent first.

Employment History *(most recent first)*

Dates	Employer	Job Details	Reason for leaving

5. Information in support of your application

Outside Interests

Please give details below of your outside interests and hobbies, including any positions held.

Skills, abilities and experience

This section is for you to give specific information in support of your application. Please set the information out below and continue on a maximum of two sides of A4 paper. Consider to what extent you have gained the skills and experience necessary for the post. Your experience need not have been gained in paid employment and may include special interests relevant to the post. It is important that you provide evidence of your achievements by giving examples to support your application.

6. Convictions/ Disqualifications

Do you have any criminal convictions? If yes, please give details on a separate sheet but should exclude spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974.

Yes ☐ **No** ☐

Have you previously applied for work with the Town Council? If so, please give details and dates.

Are you related to any Councillor or member of staff at the Town Council? If so, please give details.

Is there anything concerning your medical history or state of health relevant to your application you wish to declare? If you answer yes, please refer to the Equality of Opportunity questionnaire.

Are there any restrictions regarding your employment? For example, do you require a Work Permit? If you answer yes, please provide details on a separate sheet of paper.

Do you have a current clean manual driving licence?

Yes ☐ **No** ☐

Do you have access to a vehicle?

Yes ☐ **No** ☐

7. Reasonable adjustments/Arrangements for interview

If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be?

If appointed when could you start? Give period of notice if applicable

References

Please give the detail of **two** references – see guidance sheet for further information.

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up for the successful candidate. Testimonials or references from relatives are not acceptable and the personal referee must have known you for at least five years.

Name of referee and relationship to you:	

Address:	
	Postcode:
Email:	**Tel:**

Name of referee and relationship to you:	

Address:	
	Postcode:
Email:	**Tel:**

Declaration

Statement to be signed by the applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

By signing and returning this application form you consent to Hedge End Town Council using and keeping information about you provided by you or third parties such as referees relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Such information may include details relating to ethnic monitoring and disability. These will be used solely for internal monitoring and for no other purpose.

I confirm that the information supplied in this application is true and correct to the best of my knowledge and belief. I understand that should my application be successful, and it is proved I have given false information, my employment will be terminated with immediate effect.

Signed:		**Date:**	

Guidance sheet

Please read through the following guidelines that will help you complete the application form.

- Complete all sections of the form.
- Make sure the form is tidy and try to avoid mistakes by writing out a version first to make sure you are happy with the information you are providing. Always read through your final version before you send it.

To complete your application:

- Please type or write clearly in black or blue ink.
- Ensure you clearly state the job title you are applying for.
- In the 'Employment history' section you must state why you have left a position.
- Always explain any gaps in work history.
- Proof of qualifications and membership to professional bodies may be required.

References

We will take up professional references once you have been interviewed and **provisionally** offered the post. Please make sure that you have given the full contact details of your referees so that this does not delay processing reference requests.

If you have no employer references, we will take up references with named individuals at colleges where you have studied, or people who know you in a professional capacity. Please do not put down family members or people you live with as referees.

You will only be confirmed in the post once we are satisfied with the information received from your referees.

Supporting Statement

The 'Why you feel you are suitable for this position' part of the form is called your *supporting statement*. It is the most important part of the application form.

You should consider the following:

- Applications can only be assessed on the information you provide. You need to clearly demonstrate your capabilities.
- You need to explain how you meet each of the person specification points and provide examples from your previous experience. Do not forget to present this in relation to the job description.
- Often the strongest applications are those that link the three elements highlighted above and are presented in a clear format (e.g. numbered points that correspond to person specification).
- We expect your supporting statement to be a minimum of ¾ of a side of A4 and a maximum of 2 sides.
- Honesty is always the best policy; please do not make false claims.
- If you are making a career change, stress what skills are transferable to the role you are applying for.
- Ensure you return your application in good time before the closing date - aim for the day before the deadline.
- Use concise, unambiguous sentences and avoid exaggerations.

Finally, good luck with your application and thank you for your interest.