



DORCHESTER TOWN COUNCIL

Council Offices, 19 North Square, Dorchester, Dorset. DT1 1JF
Telephone: (01305) 266861 Fax: (01305) 266085

Adrian Stuart, Town Clerk

e-mail: p.mullins@dorchester-tc.gov.uk

Date as postmark

Dear Sir/Madam

APPLICATION FOR POST OF GARDENER/LABOURER

Thank you for your interest in the above position. Enclosed with this letter is a job description, person specification and an application form. If you wish to apply for the job after studying the enclosures please return the completed application form to the above address by no later than Friday 4th April, 2014.

If you require any further information please do not hesitate to contact me.

Yours faithfully

P. Mullins
Compliance Manager

DORCHESTER TOWN COUNCIL

Name

Post: Gardener/Labourer

JOB DESCRIPTION

Under the direction of the Compliance Manager or the Operations Supervisor to undertake the following duties:

1. The maintenance protection and upkeep of all the Council's pleasure and recreation grounds, play areas, public open spaces and The Walks.
2. To assist in the planting of all trees, shrubs, flower beds and borders, wherever situated in the Town.
3. To assist in the general propagation of plants as required and in the provision of floral decorations as and when necessary.
4. To assist in the general repair of buildings, seats, greenhouses, fences and hedges, together with any rough painting required.
5. To assist as necessary with the installation of playground equipment and playground safety surfacing.
6. To assist in the receiving of monies and the issuing of receipts in connection with the booking of the tennis courts, bowling green and other recreational amenities.
7. To keep and maintain in good and clean condition all plant, tools and equipment belonging to the Council, together with all fixtures and the furniture provided in the mess room.
8. To act under the direction of the Compliance Manager/Operations Supervisor and to carry out all duties, whether or not specifically set out herein, as may be required from time to time.
9. To complete such paperwork, timesheets, etc. as may reasonably be required by the Council.

Signed:.....

Date:.....

DORCHESTER TOWN COUNCIL

PERSON SPECIFICATION

TEMPORARY GARDENER / LABOURER

	Essential	Desirable
Qualifications	Sound general education. A willingness to be trained.	A knowledge of Health and Safety matters. Manual handling. Safe use of mowers/strimmers. Gardening qualifications. Current driving licence.
Experience		Previous experience of commercial gardening. Previous experience of working with mowers and strimmers.
Skills	Good inter-personal skills with both colleagues and the general public.	Routine maintenance of equipment.
Attributes	Self-motivated. Honest and conscientious. Able to take initiative and work alone or in a small team. Able to work on a variety of different tasks.	Adaptable. Sense of humour.
Circumstances	Able to work occasional weekends.	No other job commitments.



DORCHESTER TOWN COUNCIL JOB APPLICATION FORM

Please complete in black ink and return to the address on the back page either by e-mail or post

Please do not use staples for additional information sheets of paper
All the sections of this form should be completed

VACANCY DETAILS

Post: Gardener/Labourer – Initial 6 Month Contract

Closing Date: 4th April, 2014

Where did you see the advertisement?

PERSONAL DETAILS

Surname:

First Names:

Home Address:

Telephone Numbers/E-mail addresses:

Private:

Work:

Mobile:

E-mail:

Postcode:

Can we contact you at work? **YES / NO**

NI Number:

Preferred Title:

Valid Driving Licence: **YES / NO / PROV**

Penalty Points: **YES / NO** No.

Car Owner: **YES / NO**

Are you related to (or are you the spouse/partner of) any employee of Dorchester Town Council? **YES / NO**

If yes please give details:

Canvassing will disqualify your application or make you liable to dismissal if appointed.

EDUCATION AND TRAINING

From	To	Schools, Colleges, University, etc attended (latest first)	Qualifications attained (with grades)

MEMBERSHIP OF PROFESSIONAL INSTITUTIONS

Organisation	Membership Status	Date Awarded

EMPLOYMENT HISTORY (most recent jobs first)

Please indicate all previous positions held (including any with this Council) **starting with the most recent.**

Present Position:

Present Employer:

Location:

Date Started:

Current Salary:

Reason for wishing to leave:

Benefits:

From

To

Previous Positions

Employer and Location

Reason for Leaving

NOTICE

Please state the period of notice you are required to give to your present employer:

INFORMATION IN SUPPORT OF YOUR APPLICATION

This should include the following:

1. Your reasons for applying for the job
2. How your skills, experience and personal qualities relate to the job requirements (please see the person specification on the job description). You are welcome to also include examples of voluntary or unpaid work which you feel support this. Please continue on a separate sheet if necessary.

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REFERENCES

Please provide two referees with knowledge of your work / character. One must be your current or most recent employer. If you have worked for your current employer for less than 6 months please attach another referee's name who must be a previous employer. If one of your referees is a personal one the referee should not be related to you in any way. References will be taken up in confidence.

a) Employer

Name

Job Title

Address

.....

Phone **E-mail**

Can we contact this referee prior to interview? YES / NO

b) Other referee

Name **Relationship to you**

Job Title

Address
.....

Phone **E-mail**

Can we contact this referee prior to interview? YES / NO

SPARE TIME ACTIVITIES

ADDITIONAL INFORMATION

Please give details of any convictions other than those which are 'spent' under the provisions of the Rehabilitation of Offenders Act 1974. Failure to disclose such convictions could result in dismissal. Any information given will be treated in the strictest confidence.

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I understand that the Council reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I understand that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act 1998 and I give my consent to this. Data may therefore be passed to other members or officers of the Council who require my information for legitimate business purposes.
3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Disclosure Scotland for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the Council any offer of employment may be withdrawn or my employment terminated.

Signed

Date

Completed applications should be sent to:

The Town Clerk, Dorchester Town Council, 19 North Square, Dorchester, Dorset. DT1 1JF

or: E-mail: admin@dorchester-tc.gov.uk