



AYLESHAM PARISH COUNCIL

Aylesham House, Dorman Avenue South, Aylesham CT3 3AD

www.ayleshamparishcouncil.gov.uk

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IN COLLABORATION WITH SOCC, NAC, OVAL COUNTY ASSOCIATIONS

Application Form – Open Spaces Officer

Please complete this form as fully as possible. You may attach additional pages if needed.

1. Role Applied For

Job title	Open Spaces Officer
Hours	Part-time – 12 hours per week (3 x 4-hour shifts: Mon/Tue/Thu)
Preferred start date	

2. Personal Details

Full name	
Address	
Postcode	
Telephone	
Email	

3. Eligibility to Work in the UK

Are you legally entitled to work in the UK? Evidence of your right to work in the UK will be required before employment commences.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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4. Driving and Vehicle (Essential)

Do you hold a current Full UK driving licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have access to a roadworthy vehicle insured for business use?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you willing to use your own vehicle for Council business (mileage reimbursed)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

8. Experience and Suitability Statement

Please describe how your experience meets the duties outlined in the job description.
(Use additional pages if needed.)

9. Desirable Criteria – Evidence (If applicable)

If you have any of the following, please provide brief evidence/examples.

Desirable criterion	Your evidence / example
Experience/qualifications in maintenance of open spaces/recreation grounds	

Gardening/maintenance trade skills (e.g., tree-felling, landscaping, fencing, small works, building)	
Understanding of Health & Safety related to children's and adult play equipment	
Tool and equipment maintenance	

10. Health & Safety

Please describe your experience working safely, including PPE and risk awareness:	
Any relevant H&S training (e.g., manual handling, first aid, pesticide/PA1/PA6)?	
This role involves working outdoors independently across	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>several locations within the Parish.</p> <p>Have you previously undertaken lone working duties?</p>	<p>If yes, please briefly describe:</p>
<p>Do you have any medical condition that may affect your ability to undertake manual outdoor work safely?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details in confidence:</p>

11. Employment History

Employer	Role	Dates	Brief Description of Duties

12. References

Please provide two references. One should be your current/most recent employer if possible. Council reserves the right to take up references prior to interview.

Name	Relationship / Organisation	Email	Phone

13. Additional Information

Anything else you would like to tell us that supports your application (e.g., outdoor seasonal work, community involvement, relevant interests).

I confirm that I meet the essential criteria outlined in the job description Yes No

14. Data Protection (GDPR) Statement

The information you provide on this application form will be processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Your personal data will be used solely for the purposes of recruitment, selection, and assessing your suitability for the position you have applied for. The information will only be accessed by those involved in the recruitment process and will not be shared with third parties unless required by law or where necessary to carry out pre-employment checks (for example, Disclosure and Barring Service checks where applicable).

If your application is unsuccessful, your information will normally be retained for a limited period following the completion of the recruitment process and then securely deleted. If you are appointed, the information provided will form part of your personnel record.

You have the right to request access to the personal data we hold about you, request correction of inaccurate information, or request deletion where appropriate, in accordance with data protection legislation.

By submitting this application form, you confirm that the information you have provided is accurate and that you consent to the processing of your personal data for recruitment purposes.

15. Declaration

I confirm that the information given in this application is true and complete. I understand that providing false information may result in my application being withdrawn or, if appointed, disciplinary action.

Signature	
Print name	
Date	

***Please complete and return you application form to the Deputy Officer by
Tuesday 31st March 2026.***

***Either by post to: Aylesham House, Dorman Avenue South, Aylesham, Kent CT3 3AD
Or via email: deputyofficer@ayleshamparishcouncil.gov.uk***