



## AYLESHAM PARISH COUNCIL

Aylesham House, Dorman Avenue South, Aylesham CT3 3AD

[www.ayleshamparishcouncil.gov.uk](http://www.ayleshamparishcouncil.gov.uk)

Email: [contact@ayleshamparishcouncil.gov.uk](mailto:contact@ayleshamparishcouncil.gov.uk) Telephone: 07830353872



IN COLLABORATION WITH SECC, NAGC, 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what evidence can you provide? (e.g., passport, share code)	

#### 4. Driving and Vehicle (Essential)

Do you hold a current Full UK driving licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Driving licence number (optional)	
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 of the role, including open spaces/grounds maintenance, minor repairs, inspections, and working with the public. (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)?	

**12. References**

Please provide two references (one should be your current/most recent employer if possible).

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).

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#### **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 Thursday 30<sup>th</sup> April 2026. Either by post to: Aylesham House, Dorman Avenue South, Aylesham, Kent CT3 3AD Or via email: [deputyofficer@ayleshamparishcouncil.gov.uk](mailto:deputyofficer@ayleshamparishcouncil.gov.uk)**

