

CONFIDENTIAL

| Ack'd | Refs | Interview | Appt. Offered | Medical | Contract Issued |
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Malew Parish Commissioners

Applications received after the closing date/time will **NOT** be considered.

**Subject to the Control of Employment Legislation, Malew Parish
Commissioners are committed to providing equality of opportunity for all
job applicants.**

APPLICATION FOR EMPLOYMENT

(Please complete all sections in your own handwriting, in **BLACK** ink)

On completion please return this form to:- Mr B.J. Powell. Clerk to the Commissioners
Main Road, Ballasalla, Isle of Man, IM9 2RQ

POSITION APPLIED FOR _____

PERSONAL DETAILS

Title (Mr/Mrs/Miss/Ms) _____ Surname _____ Forenames _____

Address _____

_____ Post Code _____

Daytime Tel. No. Work _____ Home _____

Evening Tel. No. Work _____ Home _____

E.mail Address _____

(N.B. calls to work numbers will be made discreetly)

National Insurance Number _____ Are you aged 16 – 64? Yes No

WORK PERMIT INFORMATION

Are you an Isle of Man Worker as defined in the Control of Employment Acts? Yes No

WORK-RELATED SKILLS

(Please detail all N/SVQ Certificates, Diplomas, etc, you have obtained that have been job related. Include details of licences you hold. Please specify when awarded, organising body, grades (if relevant) and the time it took to obtain the qualification).

OTHER SKILLS

(Computer literacy (specify software) and Any other skills that may be relevant to the job for which you have applied)

PRESENT (LAST) EMPLOYER DETAILS

Name of Employer _____

Address _____

_____ Post Code _____

Your job title _____

Full time/Part time _____

Date joined company _____

Details as to the nature of your work. Please include details of responsibilities and achievements.

Date left, and reason (if applicable) _____

PREVIOUS EMPLOYMENT (commencing with current/most recent post – continue on a separate sheet if necessary)

| Employer's Name(s) | Your Job Title | Type of Business | From - To | Reason for leaving |
|--------------------|----------------|------------------|-----------|--------------------|
| | | | | |

REFERENCES

Please provide the names and addresses of two persons from whom references may be obtained. Your first referee must be your present/most recent employer, or course tutor if leaving full time education.

- **Internal** candidates must give contact details of their current Line Manager, and may give additional names if desired.
- **External** candidates should not give the names of relatives or Members or Employees of the Commissioners for references.

Referee names should not be given without the consent of the person concerned.

Employment/Education Reference

May we approach this referee prior to interview?

Yes

*No

Name

Address

Post Code

Second Reference

May we approach this referee prior to interview?

Yes

*No

Name

Address

Post Code

If you have indicated *no we will only approach a referee if you are successful in being offered the position and on you giving your express permission.

CRIMINAL OFFENCES

Do you hold a criminal conviction that is **not considered spent** in accordance with the Rehabilitation of Offenders Act 2001?

Yes

No

Are you currently the subject of any criminal proceedings?

Yes

No

If the answer to either question is **Yes**, then please supply details on a separate sheet.

The following question is only for vacancies considered exempt under the Rehabilitation of Offenders Act (please refer to the terms and conditions of the vacancy for details as to whether or not it is considered exempt)

Have you ever been convicted of a criminal offence?
(If **Yes**, please supply details on a separate sheet)

Yes

No

OTHER INFORMATION

Do you hold a full, current Isle of Man valid Driving Licence?

Yes

No

RELATIONSHIP TO COMMISSIONERS' EMPLOYEE OR ELECTED MEMBER

You must state if you are related to an employee or Elected Member of Malew Parish Commissioners as it may affect the make up of the recruitment panel.

Name of employee/elected member to whom you are related

Relationship

HEALTH

Are you receiving any medical treatment at present or taking medication?

Yes

No

Please state details of sickness from work during the past two years

No. Absences

No. Days (Total)

Are you disabled? **Yes**

No

(If the answer to either question is YES please supply details on the sheet overleaf, including any assistance you may need to attend for interview).

DECLARATION

I declare that to the best of my knowledge the information contained in this form and my C.V. is true and accurate. I understand that if any of the details I have given are found to be false, or that I have withheld relevant information, my application may be disqualified or, if already in employment, my appointment terminated.

I understand that where the application is successful Malew Parish Commissioners may, from time to time thereafter, wish to process this information (as updated periodically) for personnel administration and management purposes.

I also understand that where this is the case, processing will take place in accordance with the provisions of the DATA PROTECTION ACT 2002 and that by signing this form I will be providing Malew Parish Commissioners with my consent to these uses.

I hereby give permission for a police check to be carried out if I am offered an appointment or if considered appropriate.

Signature _____

Date _____

JOB DESCRIPTION

AUTHORITY: Malew Parish Commissioners

POST TITLE: Refuse Driver/Loader/General Hand

GRADE: 5 +10% (3 When applicable to Loader/General Hand)

RESPONSIBLE TO: Clerk

RESPONSIBLE FOR: Refuse Operatives (when acting as Driver)

1. JOB PURPOSE

When acting as Refuse Driver, to drive a refuse collection vehicle, including carrying out daily maintenance checks, leading the team working on the particular collection round and reporting relevant issues to the Refuse Supervisor.

When acting as Refuse Loader, to load refuse/green waste or recycling onto the collection vehicle taking care for health and safety and customer care.

2. MAIN DUTIES AND RESPONSIBILITIES

When acting as Refuse Driver

- a) Carrying out daily maintenance and checks on the allocated vehicle and reporting any defects.
- b) Driving and operating the refuse vehicle safely round the required route and to the required discharge point.
- c) Acting as team leader and directing activities for the allocated crew.
- d) Ensuring that all bins on the relevant round are emptied in accordance with Commissioners policy, including dog bins and general litter bins..
- e) Assisting with loading refuse onto the vehicle when appropriate (e.g. where there is a large number of bins at a collection point or bulk removal).
- f) Responding politely to approaches from members of the public.
- g) Reporting accidents and incidents as required.
- h) Maintaining records as required.

When acting as Refuse Loader

- a) Manhandling waste (mainly wheeled bins/plastic sacks and boxes) and

loading refuse/green waste/recycling large items into the collection vehicle.

- b) Operating the bin-lift mechanism.
- c) Following appropriate procedures for the health and safety of the refuse crew, and members of the public.
- d) Assisting the driver when manoeuvring and reversing the vehicle
- e) Responding politely to approaches from members of the public.
- f) Reporting accidents and incidents as required.
- g) Maintaining records as required.

When Acting as General Hand.

- a) Operating gardening machinery, including Ride on Mower, Walk behind Mower, Strimmer, Hedgecutter.
- b) General Gardening: planting, weeding (including spraying), seeding, raking, sweeping.
- c) Maintenance and installation of street/park furniture such as, benches, signs, litter bins, fencing, playground equipment*.
- d) General maintenance of Commissioners Buildings such as minor painting, clearing gutters & drains, changing bulbs (occasionally at height), pressure washing.
- e) Seasonal tasks, such as erection of Christmas Decorations, gritting of Commissioners car parks.
- f) Driving the authority's vehicles (subject to licence requirements) to and from specific places.
- g) Other ad-hoc tasks as advised by the Clerk with agreement from job holder.

3. QUALIFICATIONS AND EXPERIENCE

- a) A driving licence for a large goods vehicles is essential (for Refuse Driver only)
- b) Skill in driving a large vehicle, involving a great deal of use on narrow roads and difficult access areas is necessary.
- c) Important skills include problem solving, communications, team leadership and customer relations.
- d) Knowledge of refuse vehicle operation is highly desirable, but training will be given.
- e) Physical fitness and stamina for walking all day are necessary.

4. SUPERVISION

When acting as Refuse Driver, the post-holder directs the activities of the refuse collection crew members.

The post-holder receives supervision from the Refuse Supervisor through day-to-day contact. When acting as Refuse Loader, on the job activities are directed by the Refuse Driver.

5. HEALTH AND SAFETY

All employees are required to take care for their own health and safety and that of their colleagues and others affected by their actions. You are required to comply with the Authority's health and safety policy and any instructions, training and guidance for health and safety provided to you.

You must report to The Clerk any matter that appears to represent a danger to health and safety at work.

Supervisors are responsible for ensuring that proper arrangements are made for the health, safety and welfare of their staff and others affected by their operations. These arrangements include risk assessments, training, guidance, instructions, safe working environment and safe equipment and materials, as detailed in the Authority's Health & Safety Policy.

6. CUSTOMER SERVICE

The Authority is committed to high standards of customer care and customer service to all sections of the community. All employees are required to comply with the standards of service set by the Authority.

7. SPECIAL NOTES AND CONDITIONS

Training will be given as appropriate.

Uniform and personal protective equipment will be provided.

Any concerns or issues should be raised to the Clerk in the first instance.