

## **GUIDANCE NOTES FOR COMPLETING APPLICATION FORM**

**Should you need to apply using an alternative format e.g. audio tape, large print etc. please contact HR Services for further advice.**

You will note that the application form is split into two parts and in order for your application to be considered, **both parts must be completed**:-

**Part A** provides essential information in order that the short listing panel can make a decision based only on relevant information regarding qualifications, work experience and skills and thereby avoid any possible discrimination.

**Part B** provides essential information for HR Services to process your application and to fulfil obligations regarding our public duty to provide statistics for monitoring purposes and assess the effectiveness of our Equal Opportunity Policy. This part is not seen by either the short listing or interview panel. However, failure to complete this part B of the form will result in your application not being progressed further. You should note that Section 9 (Monitoring Details) is voluntary and you do not have to complete this section if you do not wish to do so.

**Please complete your application form using type, or if you are handwriting your form, BLACK ink.** The application form must be completed in full. If any section does not apply to you, please write N/A in the space provided.

### **APPLICATION FORM - PART A**

#### **Part 2 – Previous Employment**

You are required to provide at least 5 years of employment history.

#### **Part 3 – Qualifications & Training**

This is divided into 2 sections. The first is for **Academic and Professional** qualifications such as G.C.S.E.s, NVQs, A levels, degree, etc and the **Training** section is for any courses you have attended that are not awarded an official qualification. Please continue on a separate sheet if you need to. This may include personal development, in-house training, apprenticeships, evening classes, adult education or other learning development events.

#### **Part 4 - Applicants Statement**

You should refer to the person specification in order to demonstrate how you meet the criteria set out, outlining your relevant skills and experiences. Give concrete, real life examples of where you have previously demonstrated the required skills where possible, e.g. problems you have solved, difficult situations you have successfully resolved.

#### **Part 5 - References**

The Council **must receive** two references that are satisfactory to this organisation or any offer of employment may be withdrawn. One of your references must be from your current or most recent employer. If you have not worked before, you may give the name of a teacher, tutor, lecturer or other person who is able to comment on your ability.

If the post involves working with children or vulnerable adults, and where you are not currently working with vulnerable groups but have done in the past, it is important that a reference is also obtained from the employer by whom you were most recently employed in such work. For these posts, references from relatives or those writing in the capacity of friends will not be acceptable. We reserve the right to contact any of your previous employers for a reference.

#### **Driving Requirements**

The questions relating to driving are only applicable where the person specification describes this as part of the criteria necessary for the performance of the post. Therefore, you do not need to complete this question if it is not relevant.

## **Part 6 - Declaration**

It is essential that both part A and part B of the application form are **signed and dated**.

## **APPLICATION FORM - PART B**

### **Part 8**

#### **Immigration, Asylum and Nationality Act 2006**

Under the Immigration, Asylum and Nationality Act 2006, the Council is required to consider all new employees' eligibility to work in the United Kingdom before they commence employment. This Act requires the Council to ensure that it does not employ people who are not entitled to live or work in the UK. Therefore you will be asked to provide documents as listed during the appointment process.

The following countries listed are part of the European Economic Area (EEA):-

|                |               |                |
|----------------|---------------|----------------|
| Austria        | Greece        | Netherlands    |
| Belgium        | Hungary       | Norway         |
| Bulgaria       | Iceland       | Poland         |
| Croatia        | Ireland       | Portugal       |
| Cyprus         | Italy         | Romania        |
| Czech Republic | Latvia        | Slovakia       |
| Denmark        | Lithuania     | Slovenia       |
| Estonia        | Liechtenstein | Spain          |
| Finland        | Luxembourg    | Sweden         |
| France         | Malta         | United Kingdom |
| Germany        |               |                |

Since June 2002, nationals from Switzerland also have the same free movement and employment rights as EEA nationals.

#### **Immigration, Asylum and Nationality Act 2006**

If you are made an offer of appointment to this post, you will be required to provide documents as follows from either List A or List B.

**DO NOT SEND ANY DOCUMENTS WITH YOUR APPLICATION FORM**

##### **List A**

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and colonies having the right of abode in the UK
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland
3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to a national of a European Economic Area country or Switzerland
4. A permanent residence card or document issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the family member of a national of a European Economic Area country or Switzerland
5. A Biometric Residence Permit issued by the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK
6. A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK
7. An Immigration Status Document issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK **together with** an official document issued by a previous employer or Government agency with the person's name and National Insurance number (a P45, P46, National Insurance card, or letter from a Government agency)

**8.** A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents **together with** an official document issued by a previous employer or Government agency with the person's name and National Insurance number (a P45, P46, National Insurance card, or letter from a Government agency)

**9.** A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **together with** an official document issued by a previous employer or Government agency with the person's name and National Insurance number (a P45, P46, National Insurance card, or letter from a Government agency)

**10.** A certificate of registration or naturalization as a British citizen **together with** an official document issued by a previous employer or Government agency with the person's name and National Insurance number (a P45, P46, National Insurance card, or letter from a Government agency)

**11.** A letter issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK **together with** an official document issued by a previous employer or Government agency with the person's name and National Insurance number (a P45, P46, National Insurance card, or letter from a Government agency)

LIST B – Documents which show a right to work for up to 12 months

1. A passport or other travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work you are offering

2. A Biometric Residence Permit issued by the UK Border Agency to the holder which indicates that the person named in it can stay in the UK and is allowed to do the type of work you are offering

3. A residence card or document issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to a family member of a national of a European Economic Area country or Switzerland

4. A work permit or other approval or other approval to take employment issued by the Home Office, the Border and Immigration Agency or the UK Border Agency together with either a passport or travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work you are offering or a letter issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder or to you confirming the same

5. A Certificate of Application which is less than 6 months old issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to or for the family member of a national of a European Economic Area country or Switzerland stating the holder is allowed to take employment together with a positive verification letter from the UK Border Agency's Employer Checking Service

6. An Application Registration Card (ARC) issued by the Home Office, the Border and Immigration Agency stating that the holder is 'ALLOWED TO WORK' or 'EMPLOYMENT PERMITTED' together with a positive verification letter from the UK Border Agency's Employer Checking Service

7. An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder with an endorsement indicating that the person named on it can stay in the UK and is allowed to do the type of work you are offering together with an official document issued by a previous employer or Government agency with the person's name and National Insurance number (a P45, P46, National Insurance card, or letter from a Government agency)

8. A letter issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder or to you as the potential employer or employer, which indicates that the person named in it can stay in the UK and is allowed to do the type of work you are offering together with an official document issued by a previous employer or Government agency with the person's name and National Insurance number (a P45, P46, National Insurance card, or letter from a Government agency)

## **Disclosure of Criminal Convictions**

1. If you are applying for a post classified as exempt from the Rehabilitation of Offenders Act 1974, you must state whether or not you have any convictions, criminal charges or summonses pending against you.
2. If the post you are applying for is not exempt, then you may regard certain convictions as spent.

Please see the table below for details of relevant convictions and time periods. Please note, the Government has made changes to the Rehabilitation of Offenders Act 1974 (following implementation of the Legal Aid Sentencing and Punishment Act 2012) reducing the period during which certain convictions must be disclosed – see <https://www.gov.uk/exoffenders-and-employment> for further information. Convictions as below become spent following the end of the rehabilitation period listed in the table.

Having a criminal record will not necessarily bar you from working for the Council. The information you provide will be treated as strictly confidential and will be considered only in relation to the appointment for which you are applying. A main consideration will be whether the offence is one which would make an applicant unsuitable for the type of work to be done.

| <b>Sentence</b>  | <b>Rehabilitation period (from end of sentence)</b>                             |
|--|---|
| For a sentence of imprisonment not exceeding six months  | 2 years   |
| For a sentence of imprisonment exceeding six months but not exceeding thirty months            | 4 years   |
| For a sentence of imprisonment exceeding thirty months but not exceeding four years            | 7 years   |
| For a Community Order/Youth Rehabilitation Order   | 1 year  |
| For a fine   | 1 year from date of conviction  |
| For an absolute discharge  | none  |
| For conditional discharges, supervision orders, binding over orders, attendance centre orders. | The date the Order ceases to have effect  |
| For cashiering, discharge with ignominy or dismissal with disgrace from the Armed Forces       | 1 year from date of conviction  |
| For simple dismissal from the Armed Forces   | 1 year  |
| For detention by the Armed Forces  | 1 year  |
| For detention by direction of the Home Secretary:  |   |
| For a period exceeding six months but not exceeding thirty months                              | 5 years   |
| For a period not exceeding six months  | 3 years   |
| For a Referral Order   | The date the Order ceases to have effect  |
| For a Detention & Training Order – age 15 – 17 yrs   | 5 years for Order exceeding 6 months; 3.5 years for Order of less than 6 months |
| For a hospital order under the Mental Health Acts  | The date the Order ceases to have effect  |
| Motoring endorsement imposed by a court  | 5 years from date of conviction   |
| Motoring Penalty points imposed by a court   | 3 years   |
| Motoring disqualification imposed by a court   | At the end of disqualification  |

### **Notes**

- (i) A sentence of more than four years imprisonment can never become spent.

(ii) If you were under 18 years of age on the date of conviction for any of the sentences except those under the heading "For detention by direction of the Home Secretary" please halve the period shown in the right-hand column. This excludes custodial sentences of up to 6 months where the rehabilitation period will be 18 months from the end of the sentence.

(iii) It is immaterial for the purposes of calculating a spent conviction whether a sentence is suspended or not. Simple cautions become spent immediately. Conditional cautions become spent after 3 months.

### **Disclosure & Barring Service (DBS) checks**

Prior to employment some posts within the Council will require successful applicants to obtain a satisfactory DBS certificate. The Council is committed to safeguarding and promoting the welfare of children and vulnerable adults therefore, where a post is related to working with vulnerable groups, the successful applicant will be required to provide a DBS disclosure at the appropriate level for the post. The Council complies fully with the DBS Code of Practice.

If the post you are applying for requires a disclosure from the DBS this will be stated on the Job Profile. It will be covered by the Exceptions Order to the Rehabilitation of Offenders Act 1974 and therefore, all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. The successful applicant will be given a DBS application form to obtain a disclosure.

### **Part 9 - Monitoring Details**

Because of the discrimination legislation relating to employment, public authorities have a duty to carry out regular monitoring of the mix of employees regarding age, disability, ethnicity and gender. It may seem personal to ask your religion or belief and your sexual orientation but the Council also has to provide statistics on these areas. Whilst this is helpful to us, you have the right not to disclose this information. The information you provide in Part 2 will be sent to authorised agencies such as the Office of National Statistics, but only in the form of overall statistics and will not contain information that can be traced to named individuals.

### **Equalities Act (2010)**

Under the Equalities Act, a person is disabled if they have a physical or mental impairment which has a **substantial and long-term** adverse effect on their ability to carry out normal day to day activities.

**Substantial** means something which is more than a minor or trivial effect and regularly limits what you can do.

**Long term** is the effect of an impairment which has lasted at least 12 months, or where the total period for which it lasts is likely to be at least 12 months, or which is likely to last for the rest of the life of the person affected.

**Examples of impairments include:** Sight, hearing or speech; Learning difficulties and disabilities, including dyslexia; Mental health conditions, including schizophrenia, severe anxiety and depression; Fluctuating and progressive conditions, including epilepsy, HIV/AIDS, multiple sclerosis and cancer (from point of diagnosis); Conditions such as asthma or diabetes which would have a significant impact if not controlled by drugs or therapy; Facial (and other) disfigurement; Conditions affecting mobility, coordination, dexterity or continence.

### **Those specifically excluded from the act include;**

- Addiction or dependency on alcohol, nicotine, or any other substance (other than as a result of the substance being medically prescribed).
- Seasonal allergic rhinitis (e.g. Hayfever), except where it aggravates the effect of another condition
- A visual impairment which is or can be corrected by wearing contact lenses or glasses.

### **Declaration of Relationships and Canvassing**

The Council is required to ensure that all appointments are on the basis of merit, and that there is no conflict of interest between its Councillors and employees. Therefore, you are required to

declare in writing whether you are related to any current Councillor or employee of the Council. Such relationships include parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother or sister (incl. in-laws), uncle, aunt, nephew, niece or being the partner of such a person.

The declaration of any such relationship will not disqualify you from consideration. However, to ensure that the Council's recruitment decisions are seen to be fair and on merit, the appointment of an applicant with such a relationship(s) must be authorised by a Director.

A failure to disclose any such relationship or directly, or indirectly seeking the support of any Councillor or employee for any appointment with the Council, will be investigated. Candidates should be aware that this may lead to disqualification or may be dealt with under the appropriate procedure which may include the Disciplinary Procedure after employment.

Any candidate who is unsure whether or not a relationship should be declared (or where the relationship is not one listed) is advised to contact HR Services for guidance.