

Application for Employment

Disclosure Required

Monitoring Form Number

Curriculum Vitae are not acceptable. This Application Form has been designed to exclude information that might lead to discrimination. Please read the Guidance Notes overleaf before completing this form.

1

Vacancy Details

Applicant ID (*Office Use Only*)

Post for which you are applying

Directorate/Establishment

Job Ref

Please return to:

Closing Date

If you would like an acknowledgement of your application, please return the postcard enclosed.

Date Acknowledged

2

Personal Details

SurnameInitials.....

Home Address.....

.....

.....Postcode

N. I. No

Telephone - Home
(please include area code)

Telephone - Work.....

Mobile Number.....

Email Address.....

This form is available in alternative formats (Braille, large print). If you need either of these formats please ask.



Guidance Notes

- We do not accept CVs (curriculum vitae).
- Please type or complete this application form in black or blue ink.
- Please complete the Recruitment Monitoring Form on the back page of this form (this information will not be used for selection purposes, and will be used for monitoring purposes only).
- We will decide whether to invite you for interview on the basis of the information given by you on this Application Form. Please refer to the enclosed guidance notes.

Data Protection Act

- When you sign and return this form, you are giving us permission to process and hold on computer, the information or data you have supplied or referred to on it, including any information that you may consider to be sensitive and personal.
- This information will also be held on your personal file, if you are appointed.
- The data may be used by Shropshire Council for the purposes of equality monitoring, compiling statistics and maintaining other employment records.

3

Present Employment (If you are currently unemployed please leave blank)

Present Job Title

Employer's Name

Address

.....Postcode

Basic Pay/Grade.....Other Pay

Date Started.....Period of Notice

Telephone Number.....May we contact you on this number? **YES** **NO**

(please include area code)

Brief outline of duties

.....

.....

.....

.....

Are you registered with the General Teaching Council/GSCC? **YES** **NO**

For Teaching Posts Only:

Are you on an Upper Pay Scale? **YES** **NO**

What is your mainscale point?.....

NOR.....DfES No

N.B. Teachers Pension Scheme:- If you are applying for a part time post, have you made a previous part time pensions election? **YES** **NO** If so, date

References (If you are applying for a headship post, please refer to the details in the headship pack in relation to references).

You are requested to give referee details from two employers, the first of which must be your current employer where you are presently working. The second referee must be your previous employer immediately prior to your current employer.

(i) Name

Address

.....

.....Postcode

Telephone Number
(please include area code)

Email Address

Occupation.....

Working Relationship to Candidate

May we contact this referee without asking you **YES** **NO**

(ii) Name

Address

.....

.....Postcode

Telephone Number
(please include area code)

Email Address

Occupation.....

Working Relationship to Candidate

May we contact this referee without asking you **YES** **NO**

We will not confirm an offer of appointment until we have received a satisfactory reference from your present or most recent employer (or school if you are a school leaver).

Absence

How many periods of absence have you had through ill-health in your last two years of employment?.....

In this period, how many days in total have you been absent from work through ill-health? *(please tick)*

- 0 - 3 DAYS** **4 - 10 DAYS** **11 - 20 DAYS** **21 - 29 DAYS** **30+ DAYS**

Please give brief details.....

.....

Previous Employment

Please list **all** of your previous jobs including any with your present employer. Include **all** local government and related service. Start with the most recent. References may be sought from your previous employers.

- (i) Job Title.....Date Started.....
 Employer's Name.....Date Left.....
 Address.....

Postcode.....
 Brief outline of duties:

 Reason for leaving:.....
- (ii) Job Title.....Date Started.....
 Employer's Name.....Date Left.....
 Address.....

Postcode.....
 Brief outline of duties:

 Reason for leaving:.....
- (iii) Job Title.....Date Started.....
 Employer's Name.....Date Left.....
 Address.....

Postcode.....
 Brief outline of duties:

 Reason for leaving:.....

If necessary, please continue on a separate sheet, placing your name in the TOP RIGHT corner and numbering the additional sheets. (please use initials rather than first names).

Driving (Please complete this section if the Person Specification for the post includes these requirements)

Do you have a valid driving licence? **YES** **NO** (please tick as appropriate)

If **YES**, type of licence.....

Do you have access to a vehicle which you are able to use for work purposes? **YES** **NO**

Completion of this section is Mandatory

11 Breaks in Employment History Since Leaving School

Any gaps in employment history since leaving school and reasons must be detailed below; this should include voluntary work, unemployment, domestic reasons, prison custody etc.

From To

Reason

From To

Reason

From To

Reason

From To

Reason

From To

Reason

If necessary, please continue on a separate sheet, placing your name in the TOP RIGHT corner and numbering the additional sheets. (please use initials rather than first names)

12 Disciplinary matters

Have you been subject to any disciplinary investigation or action, including suspension from duty, during your periods of employment with any employer? Include any investigations or actions taken by your professional body. Both Spent or Unspent matters need to be disclosed.

YES **NO** (please tick as appropriate)

If yes, please provide details below of action taken including dates. Include any pending incident/action.

.....
.....
.....
.....
.....
.....

If necessary, please continue on a separate sheet, placing your name in the TOP RIGHT corner and numbering the additional sheets. (please use initials rather than first names)

A series of horizontal dotted lines for writing.

“Shropshire Council regards as paramount the welfare and safety of vulnerable adults & children. Whilst criminal convictions are not necessarily a bar, this safety consideration will be key to all decisions regarding the employment of staff, approval of carers or volunteers and standards of external contractors.”

This position is exempt under the Rehabilitation of Offenders Act 1974.

It is within this context, and the following guidelines, that decisions will be made in relation to applicants who have any form of criminal conviction or who are included in either the Protection of Children Act List, or the Protection of Vulnerable Adults List.”

To assist with the implementation of this policy, all applicants are asked to complete the following questionnaire and provide written consent for checks to be completed.

1. Have you ever pleaded guilty, been convicted, or cautioned by a police officer, for any criminal offence? **YES** **NO**
 If the answer is **YES**, please provide the details in section 15.

2. Have you ever received a final written warning or been dismissed from your current or any previous employment (other than in a redundancy situation?) **YES** **NO**
 If the answer is **YES**, please provide the details in section 12.

3. Has your name been added to, either:
 • The DoH Consultancy List, now known as the Protection of Children Act List;
 • The DfES List 99;
 • The Protection of Vulnerable Adults List. **YES** **NO**
 If the answer is **YES**, please give details below.

.....

4. Have you ever been subject to any legal proceedings involving any social services authority or its equivalent, here or abroad, that has resulted in the removal of children or vulnerable adults from your care, or the imposition of a statutory supervision order? **YES** **NO**
 If the answer is **YES**, please give details below.

.....

5. Have you or any person with whom you reside ever been refused registration or cancelled from an official register of:
 • Child-minders;
 • Day Care Providers;
 • Private Fostering;
 • Registered Care Home or Children’s Home? **YES** **NO**
 If the answer to any of these questions is **YES**, please give details at section 15.

(Applicants are reminded that knowingly withholding this information, or failing to disclose subsequent information is likely to lead to immediate suspension or termination of employment or approval). Further applicants should note that it is a criminal offence to knowingly apply for, offer to do, accept, or do any work with children when prevented either:

- a) by reason of disqualification order under the Criminal Justice and Court Services Act 2000
- b) by reason of inclusion in one of the Lists held by the Department of Health under the Protection of Children Act 1989 or the DfES under the Education Reform Act 1988.

I hereby give consent to the local authority completing such checks as are necessary with records held by the authority and/or other agencies in order to verify the information provided above.

I further understand and agree that if, for whatever reason, my application is either refused or withdrawn, but information is revealed which leads the Council to conclude that I may pose a risk to children and/or vulnerable adults, it will keep this information for an appropriate period. I understand that the Council will not reveal this information to any other organisation or individual outside of the Council, unless it is asked a direct question about me or circumstances suggest that the protection of a child or children or vulnerable adult require immediate disclosure. I understand that, if practicable, I will be alerted to such possible disclosure and be invited to comment.

Name Position Applied For.....
(please use initials rather than first names)

Signed Date.....

15 If you answered YES to any of the questions at section 14, please give further details below

.....
.....
.....

This post is exempt under the Rehabilitation of Offenders Act and a Criminal Records Bureau Disclosure will be required from the successful applicant. Convictions or other disclosures will not necessarily be a bar to obtaining a position with this Authority.

FOR COMPLETION BY THE APPOINTING OFFICER
I confirm that I have discussed the above disclosures with the applicant.

Signed.....Position HeldDate

16 Languages (Please detail below if you have any language ability other than English)

Able to effectively converse and read * **YES** **NO**
Able to converse, read and write * **YES** **NO**
Totally fluent * **YES** **NO**
** State language*

17 Relationship To Council Members or Employees

Please give the details of any elected member or employee of the Council to whom you are related. If you fail to disclose such information you may be disqualified from consideration or, if appointed, liable to dismissal. **Canvassing of any councillor or senior officer will disqualify a candidate for appointment.**

Name.....Relationship

18 Data Protection Act

The information or data which you have supplied on this form will be processed and held on computer, and will also be processed and held on your personal records if you are appointed. The data may be processed by Shropshire Council for the purposes of equality monitoring, compiling statistics, and for the keeping of other employment records. By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.

19 Your Signature

I certify that to the best of my knowledge, the details provided on this form and all other supporting papers are true and correct. Furthermore, I understand that if I have provided false or misleading information in response to any questions on this form or have failed to disclose information, this will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1998 and any subsequent legislation.

Signature of ApplicantDate
(please use initials rather than first names)

N.B. If application is made on-line, you will be asked to sign this form if invited to interview.

Equal Opportunities and Recruitment

Equal Opportunities Policy

Our vision is “To improve significantly the quality of life for Shropshire people by working together”, which is at the heart of everything we do. Shropshire Council is committed to this vision.

We will strive for the highest possible public service and professional standards, and will be accountable to Shropshire people for everything we do.

We believe that equal opportunity is about treating people fairly, openly and honestly and recognising that people all have different needs, cultures, experiences and expectations.

It is the policy of Shropshire Council to ensure that no person, whether a job applicant, employee, service user or third party receives any less favourable treatment because of his or her gender, marital status, family status, lifestyle, age, ethnicity, religion, sexual orientation, disability, political affiliation, trade union membership or any other condition or requirement which cannot be shown to be justifiable.

We take positive steps to promote Equality & Diversity in employment such as the Lesbian, Gay, Bisexual & Transgender Group.

Race Equality Scheme

The Race Relations (Amendment) Act 2000 (“the Act”) places a general duty on the Council to promote race equality. This means that in everything we do, we need to:

- eliminate unlawful racial discrimination;
- promote equality of opportunity; and
- promote good race relations between people of different racial groups.

The Council is committed to fair treatment for everyone in Shropshire, whether our employees, our service users, or our potential service users.

The Council is a member of Shropshire and LSP Equality Scheme and supports it financially by making an annual contribution to its funding.

The Council is committed to setting out clearly in its Race Equality Scheme and Equality & Diversity Action Plan, how it intends to comply with the Act. We will use the necessary resources (in terms of people, time and money) to ensure that our statutory duties are complied with and that the Scheme’s Action Plan can be put in place. We will ensure that we use effective monitoring and review arrangements.

Raising Awareness in Racial Equality (RARE) is a group for Black and Minority Ethnic employees of Shropshire Council. RARE aims to seek to improve the working environment and career progression of Black and Minority Ethnic groups (BME) employees.

Disability Discrimination Act 1995

Under this Act, employers have a duty to make reasonable adjustments where, compared to a non-disabled person, a disabled person is substantially disadvantaged by either the working arrangements (which include the recruitment process) or the working environment.

The Act defines a disabled person in the following way:

- A disabled person is anyone who has or has had a **physical or mental impairment** which has a **substantial** and **long term effect** on their ability to carry out **normal day-to-day activities**.

You should be aware that we may ask you to give details of your disability should you be invited to interview. Any supporting information, for example a letter from a Disability Employment Adviser, would be helpful. The information you provide will be shared with the appointing officer responsible for shortlisting applicants and organising the selection process. You should be aware that you may be asked to give details and any supporting information.

Policy Statement for Applicants with Disabilities



We have made a commitment to improve employment opportunities for people with disabilities, and have adopted the Employment Department’s two ticks symbol ‘Positive About Disabled People’. This means that Shropshire Council has undertaken to guarantee an interview to all applicants with a disability who meet the essential requirements of the job as contained in the person specification.

Please complete the recruitment monitoring form over the page

Recruitment Monitoring Form

Monitoring Form Number

Job Ref Number

This sheet will be detached from your application form and will not be seen by anyone involved in the selection process. We will use this information for monitoring our recruitment processes and, if you are appointed, for our personnel/payroll records. Please complete in block capitals or by ticking the relevant box.

Surname.....First Names

Know as (if different from first name).....

Previous Other Name(s)

Preferred Title: **DR** **MR** **MRS** **MS** **MISS** **OTHER** (please specify)

Date of BirthAge

Place of Birth

Post applied forDirectorate

Gender

- MALE
- FEMALE

Jobshare

Would you like your application to be considered on a job share basis

- YES
- NO

Religion

In terms of my religion, I would describe myself as:

- Christian
- Jewish
- Buddhist
- Muslim
- Hindu
- Sikh
- Of other religion (please specify)

.....

- Having no religion

Sexual orientation

What is your sexual orientation?

- Heterosexual
- Lesbian
- Gay
- Bisexual
- I would prefer not to say

Ethnic Origin

I would describe my ethnic origin as:

White

- English
- Scottish
- Welsh
- Other White English
- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Other White

Black or Black British

- Caribbean
- African
- Any other black background

Asian or British Asian

- Indian
- Pakistani
- Bangladeshi
- Any other Asian Background

Mixed

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other mixed background

Chinese or other ethnic group

- White & Black African
- Chinese
- White & Asian
- Other
- Any other mixed background

Disability

For definition, please refer to policy statement overleaf.

In line with this policy, do you consider yourself to have a disability?

- YES
- NO

If you are selected for interview are there any special arrangements we would need to make for you?

- YES
- NO

If **YES**, and you are successful in obtaining an interview, we will contact you after the shortlist has been drawn up to discuss arrangements.

Advert

Where did you see this vacancy advertised? Please specify.

- Local Newspaper.....
- National Newspaper.....
- Professional Journal.....
- Job Centre.....
- Internet.....
- Other.....