

Herefordshire Council application form and guidance notes

Position applied for:
Job reference number:

Personal information

Title: Miss Mr Mrs MS Other:
First name:
Last name:
House name / number: Street name:
City: County: Postcode:

Contact details

Please give details of how you would like us to contact you.

Home telephone: Work telephone: Mobile telephone:
Email address:
Please indicate if you are happy to receive correspondence via your email address, e.g.
invite to interview letter? Yes No

Disability

As users of the disability symbol, we guarantee to interview all disabled applicants who meet the minimum criteria for the role. Do you consider yourself to have a disability?
 Yes No

Close personal relationships

Do you have a close family or personal relationship with a Councillor, employee of Herefordshire Council, contractor, person in a partner organisation, or other person that may present a potential conflict of interest? Yes No

Please provide us with details:

Name:
Position:
Relationship:

This is to ensure that, as appropriate, the individuals involved are protected from allegations such as propriety, bias, or conflict of interest whether during the selection process, or on any subsequent appointment.

Job share

Are you applying for this job on the basis of job share? Yes No

Employment history

Employment status: Unemployed Employed Never Worked
Are you currently employed by Herefordshire Council? Yes No

Current or last employer

Provide details here of your employment history starting with your most recent employer. You can include any voluntary or unpaid work that you may have done. You must provide all details of your employment history, and indicate any gaps within your employment history and the reasons why.

Name of employer:

Your job title:

Line manager (will be contacted as a reference):

Building name / number:

Street name:

City: County:

Postcode:

Telephone number:

Salary and benefits:

Date from:

Reason for leaving:

Details of responsibilities and duties:

Past employment

Please provide us with details of past employment.

Employment

Employer:

Job held:

Salary:

Date employed from:

Date employed to:

Employer:

Job held:

Salary:

Date employed from:

Date employed to:

Employer:

Job held:

Salary:

Date employed from:

Date employed to:

References

References will be sought from previous employers, please indicate if you wish to be consulted before they are approached: Yes No

Please give details of your current or last line manager as named in the employment history section.

Name of reference:

Title: Miss Mr Mrs MS Other:

Job title:

Building name / number:

Street name:

City:

County:

Postcode:

Telephone number:

Email:

Occupation:

Relationship to you:

Please give details of your second most recent line manager who can provide a reference.

Name of reference:

Title: Miss Mr Mrs MS Other:

Job title:

Building name / number:

Street name:

City:

County:

Postcode:

Telephone number:

Email:

Occupation:

Relationship to you:

Education and qualifications

Please state here any job relevant qualifications. If an overseas qualification, state UK equivalent.

Qualifications

Qualification:

Grade:

Educational Establishment:

Date achieved:

Qualification:

Grade:

Educational establishment:

Date achieved:

Qualification:
Grade:
Educational Establishment:
Date achieved:

Qualification:
Grade:
Educational Establishment:
Date achieved:

Professional training courses

Please state here any job relevant professional qualifications

Training

Description:
Organising body:
Date achieved:

Description:
Organising body:
Date achieved:

Description:
Organising body:
Date achieved:

Professional bodies

Give details of job relevant personal development, and/or, activities, courses, membership of professional bodies.

Name of body:
Type of membership:
Date of membership:

Name of body:
Type of membership:
Date of membership:

Relevant skills, knowledge and experience

Please refer to the person specification, job description and application guidance when completing this section. Make sure to include examples of HOW you have demonstrated skills, knowledge and experience. Please use additional sheets if required.

Relevant skills, knowledge and experience:

Redundancy

Have you ever received a redundancy payment?

Yes

No

If yes, date of redundancy:

Disclosure and Barring Service (DBS Check)

If you have been convicted of any offence, you must disclose it, unless it is 'spent' under the Rehabilitation of Offenders Act 1974. However, having a criminal record will not necessarily bar you from employment with the Council. Any information revealed here or as a result of a Disclosure will be considered in light of the responsibilities of the post. If the post you are applying for is in a school, or has substantial access to children, the vulnerable, elderly, or is within Social Care working directly with clients then you **MUST** state any convictions bind over orders or cautions whether current or spent. In the event of employment, any failure to disclose these and / or pending investigations could result in disciplinary action and/or dismissal. All posts with access to children, the vulnerable or elderly, will be subject to a DBS Check.

Please give details of:

a) Any convictions (including driving offences)

b) Disqualifications from driving, or performing of professional duties

Please give details:

Health

If you are offered a post within Herefordshire Council it will be subject to a medical check.

Fair obtaining notice

The Data Protection Act 1998 gives rights to you about how your personal data is obtained and used by Herefordshire Council (the 'data controller') when you fill in this form. The information you provide will be used to process this form only and not kept any longer than is necessary for this purpose. For further information, please read our privacy statement located on the Herefordshire Council website at the following URL <http://www.herefordshire.gov.uk/privacy.asp>

Declaration

I declare that the information I am giving in this application is accurate and true. I understand that providing misleading or false information may disqualify me from appointment or may result in my dismissal.

I have read and agreed to the Fair Obtaining Notice and Declaration:

Yes

No

Signature:

Date:

If you need help to understand this document, or would like it in another format or language, please call: 01432 383003 or send an e-mail to: hoople.resourcing@hoopleltd.co.uk

Herefordshire Council guidance for applicants

Guidance for completing your application

Please use the following guidance notes to help complete your application. If you should need more space in any section, use a continuation sheet.

If you need help to understand the guidance or the form, or require it in a different format or language, please contact the Recruitment Team on 01432 383003 or email hoople.resourcing@hoopleltd.co.uk

1. Personal Information

Please complete your name, address and contact details, and let us know how you would like us to contact you.

Note: If you are an internal applicant, please refer to Guidance on the Council's intranet regarding references.

2. Disability

The Council is positive about employing disabled people and is a 'two ticks' symbol user. This means that all disabled applicants who meet the requirements of the job will be guaranteed an interview. You should tick 'yes' to this question in your application if you consider you have a disability, long-term limiting illness or health problem (12 months or more), or a diagnosed condition that may affect your future ability to carry out normal day to day activities.

If you are invited for interview, please inform the Recruitment Team of any requirements you may have for the interview. You will be asked about this in the letter setting out the interview arrangements.

3. Job Sharing

The Council provides flexibility in the workplace, and encourages effective work and life balance. It has range of flexible working policies including Job Sharing. If you are applying as a job sharer, this will be considered in relation to the job requirements.

4. Employment History

You should provide details of your employment history starting with your current or most recent employer. You can include any voluntary or unpaid work that you may have done, that is relevant to the role. You must provide all details of your employment history, and indicate any gaps within your employment history and the reasons why.

5. References

References provided must include your most recent, or current employer. If you are currently a Herefordshire Council employee, please include the details of your current line manager.

6. Education and Qualifications

Give full details of relevant educational, technical and professional qualifications, with subject area and attainment level/s or grades. If you have an overseas qualification, please state the UK equivalent if you know it.

7. Professional Training courses

Please provide details of any professional training courses that you have completed and membership of any professional bodies.

8. Relevant Skills, Knowledge and Experience

You will be invited for the selection stage (usually, interview), based in the main, on the information you provide in this part of the application form. It is essential that you state in the application form how your skills, knowledge and experience meets all the requirements of the person specification.

For example, if a current driving licence is needed for the job (e.g. a driving job) you must state that you hold a current driving licence.

9. Disclosure and Barring Service (DBS Check)

If you have been convicted of any offence, you must disclose it, unless it is 'spent' under the Rehabilitation of Offenders Act 1974. However, having a criminal record will not necessarily bar you from employment with the Council. Any information revealed here or as a result of a Disclosure will be considered in light of the responsibilities of the post. If the post you are applying for is in a school, or has substantial access to children, the vulnerable, elderly, or is within Social Care working directly with clients, then you **MUST** state any convictions, bind over orders, or cautions, whether current or spent. In the event of employment, any failure to disclose these and/or pending investigations could result in disciplinary action or dismissal. All posts with access to children, the vulnerable or elderly, will be subject to a DBS Check..

The Council is positive about ensuring equality of access to employment opportunities, and has a policy on employing people with a criminal record, and this is available on request. Please contact the Recruitment Team on 01432 383003, or email hoople.resourcing@hoopleltd.co.uk

10. Data Protection

The Council takes its responsibility for Data Protection seriously and fully complies with the Data Protection Act 1998. It follows the Code of Practice for Data Protection in Recruitment

and Selection. All information given in your application will be treated in the strictest confidence. If you are appointed, the application details will be kept in a personal file and may be held electronically. If your application is unsuccessful, your details will be kept for 6 months, and will then be securely destroyed.

11. Declaration

You are asked to sign your application as an accurate and true record. If you provide misleading or false information, this may result in you being disqualified from appointment, or dismissed. If you apply on line, you will be asked to sign your application as part of the pre-employment checks.

12. Further Information

More information is available in the following leaflets, either on the Website (www.herefordshire.gov.uk/jobs) or from the Recruitment Team on 01432 260028:

- Job Seekers' Guide
- Human Resources Information - terms and conditions of employment for job seekers
- Young People's Guide - for careers information

13. Equality of Opportunity

The Council endeavours to eliminate all unlawful discrimination, both direct and indirect, in the delivery of services and in employment.

The Council aims to ensure people are selected on their ability to perform the job. This information is not used for shortlisting purposes or decisions to appoint. It is used for statistical monitoring purposes only. If appointed, this information will form part of your personal record.

14. General Advice

You need to make sure you fully address the requirements of the person specification in your application.

Make sure you give examples of how you have used your skills, knowledge and understanding/experience against the person specification requirements.

Your application will be assessed against what you put in the application form, compared with the person specification requirement.

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Herefordshire Council

Diversity monitoring form

The following information is needed to help us ensure that our services are accessible to all. Your answers will be treated in the strictest confidence and will not be used to identify you. The Diversity Monitoring form will not be seen by the selection panel. It will be detached and the information used for monitoring purposes only.

Data Protection Act 1998

The data collected in this form will only be used for the purpose of statistical monitoring. This information will only be retained for as long as is considered necessary for monitoring purposes and then it will be destroyed. At all times it will be kept in accordance with the Act.

Your gender: Male Female Other, please specify:

Your date of birth:

Your age category:

0-15 years 16-24 years 25-44 years 45-64 years
 65-74 years 75+ years

Disability

The Council is positive about employing disabled people and is a 'two ticks' symbol user. This means that all disabled applicants who meet the requirements of the job will be guaranteed an interview. You should tick 'yes' to this question in your application if you consider you have a disability, long-term limiting illness or health problem (12 months or more), or a diagnosed condition that may affect your future ability to carry out normal day to day activities.

If you are invited for interview, please inform the Recruitment Team of any requirements you may have for the interview. You will be asked about this in the letter setting out the interview arrangements.

We guarantee to interview any applicant with a disability, who meets the requirements of the post. Do you consider yourself to have a disability? (Please refer to the Application Guidance)

- | | |
|--|--|
| <input type="checkbox"/> Yes please specify below (tick all that apply): | <input type="checkbox"/> No |
| <input type="checkbox"/> Deaf/hard of hearing/acute hearing | <input type="checkbox"/> Learning disability or difficulty |
| <input type="checkbox"/> Blind/partially sighted/sensitive to light | <input type="checkbox"/> Mental health |
| <input type="checkbox"/> Progressive/chronic illness (e.g. MS, cancer) | <input type="checkbox"/> Mobility difficulties |
| <input type="checkbox"/> Other (please specify): | |

Your sexual orientation (please tick one only):

Heterosexual Gay Bisexual Lesbian Prefer not to say

Your religion/belief (please tick one box only):

Christian Muslim Jewish Hindu Sikh Buddhist
 None Other (please specify):

Your ethnicity (please tick one box only):

WHITE British Irish Traveller Romany/Gypsy
 Other White background (please specify):

BLACK or Black british African Caribbean
 Other Black background (please specify):

ASIAN or Asian british Indian Pakistani Bangladeshi
 Other Asian background (please specify):

CHINESE or Chinese British Chinese
 Other Chinese background (please specify):

MIXED or Mixed british White & Black African White & Black Caribbean
 White & Asian White & Chinese
 Other Mixed background (please specify):

OTHER Any other background (please write in):

Your national identity (please tick one box only):

English Scottish British Welsh Irish
 Other (please specify):

Where did you see this role advertised? (Please tick one box only)

Hereford Journal Herefordshire Council website
 Job Centre Other please specify:

New Deal and other opportunities

Are you applying as a New Deal applicant? (please tick):

Yes No

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