Application form guidelines

Please use these notes as a guide to assist you when completing your application form

- We use a standard application form to ensure that we treat all applicants fairly and consistently, therefore, please do not attach a CV
- Please complete the form using **black ink**; if you have computer access use our online application
- If a section does not apply to you please enter N/A

Job application details:	Please insert the job title and reference number for the role you are applying for.
Contact details:	Please ensure that you complete this accurately so that we are able to contact you during the recruitment process.
Education/Qualification(s) and Training Courses:	Please list any qualification(s) and relevant training you have acquired along with any grades.
Employment history:	Please give details of your employment history in date order, most recent first. Briefly describe the duties of the role you held paying particular attention to those that are relevant to the role for which you are applying. Jobs working with children or vulnerable adults please list all employment history including any gaps in accordance with "Safer Recruitment" guidelines. For all other roles please list your full employment history up until the last ten years, include other roles that are relevant to the job you are applying for.
Your application:	Please follow the guidance on the application form. We request three referees so that if you do not wish us to contact your current employer we can still obtain two references for you
References:	Please follow the guidance on the application form
Further information:	Please answer "yes" or "no" as appropriate. Further information on "Rehabilitation of Offenders Act" to follow in this guidance
Declaration:	Please read and sign the declaration. Giving false information may result in withdrawal of offer or dismissal.

Monitoring Equality and Diversity in Employment form:

Completion of the Equal Opportunities information is at your discretion. This section will be used for monitoring purposes only and will not be passed to the people involved in the selection process for this job.

Central Bedfordshire Council has developed a Single Equality and Diversity Scheme which demonstrates our corporate commitment as community leaders and service providers to equality and diversity being at the heart of all that we do, for local people, our employees, our partners, and the community at large.

Positive about disabled people:

We have been awarded the "two ticks symbol" by the Job Centre which we display on our application form. We are committed to the principles of the two ticks symbol, one of these being that all applicants who consider themselves to have a disability and who meet the essential criteria for a position are guaranteed an interview. Further information on the commitments of the "two ticks symbol" can be found at:
http://www.direct.gov.uk/en/DisabledPeople/Employmentsupport/LookingForWork/DG_4000314

If you do indicate on your application form that you consider yourself to have a disability please specify the nature of your disability: e.g. physical disability, visual disability, hearing impairment, speech impairment, learning disability or mental health problems.

Ethnic Origin:

Your ethnic origin is your racial and / or cultural identity i.e. where you originate from. You could be a UK citizen but your ethnic origin i.e. your ancestry could be Asian, African or Chinese.

Eligibility to work in the UK

We are required by law to ensure that all prospective employees are legally entitled to live and work in the United Kingdom.

If you are selected for interview you must bring **originals** of the following documents:

- A UK or EU passport or other passport showing that you have the right to live in, or entitlement to re-admission into the UK.

For more information please refer to the guidance on the UK Border Agency Home Office website
http://www.ukba.homeoffice.gov.uk/workingintheuk/

If you do not have a full valid passport you will need to provide a combination of the following:

- A full birth certificate issued in the UK or the Republic of Ireland.

and

- A document showing your permanent National Insurance Number [e.g. P45, pay slip, P60, National Insurance card, or a letter issued by a government agency.]

Please be aware that you will not be able to start employment with the Council, until you are able to produce the above documents.

If you fail to produce the appropriate documents within a reasonable timeframe, the job offer will be withdrawn. We will retain a copy of the document(s) you provide for our records whilst you remain an employee of the Council.

Rehabilitation of Offenders Act 1974

Disclosure of Criminal Records

The Council is an equal opportunities employer and as such will only consider criminal records if they are relevant to the post in question. A conviction is not necessarily a bar to employment with the Council.

Introduction:

A particular concern for local authorities in recruitment is to ensure that it guards against appointing people who are unsuitable for working with children or vulnerable adults. There are various measures that can be taken to avoid this happening, one of which is to check whether the person to be appointed has any previous convictions for relevant offences.

The Rehabilitation of Offenders Act 1974 was introduced to ensure that ex-offenders who have not re-offended for a period of time since the date of their conviction are not discriminated against when applying for jobs. This enables ex-offenders to 'wipe the slate clean'. However, if the post they are applying for is exempt from the Act, (see below), they are legally required to disclose convictions that have become 'spent'.

Exemptions from the Act:

In order to protect certain vulnerable groups within society there are a large number of posts and professions that are exempt from the Act above. These include posts involving access to children, young people, the elderly, disabled people, alcohol or drug misusers and the chronically sick. In such cases organisations are legally entitled to ask applicants for details of all convictions, irrespective or whether they are 'spent' or 'unspent'.

If the position you are applying for is exempt under the Rehabilitation of Offenders Act and you are offered the position, you will be required to complete a 'Disclosure' application. More information on The Criminal Records Bureau and the Disclosure System can be found at:
http://www.direct.gov.uk/en/Employment/Startinganewjob/DG_195809