

Application form guidance

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North Tyneside Council

GUIDANCE NOTES ON COMPLETING YOUR APPLICATION FORM

Thank you for considering employment with North Tyneside Council. Please read all the information before completing your application. There are three parts to the form. This helps us make sure that the process is effective, objective and fair.

North Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. The following guidance notes are provided for your information to ensure we have sufficient information to process your application and to help us meet our safeguarding obligations.

You must complete Parts A and B of the application form and return all parts (A, B and C) of the form. If they are not relevant to you, please mark them as 'not applicable', or 'n/a'. Incomplete application forms may not be considered for short listing.

If it is difficult for you to complete the form (e.g. if you have a disability or if English is your second language) and you require an alternative format (Braille, large print, audio tape etc) please contact the Employee Services Team on 0191 643 5599.

Part A

Personal details

Confirmation of your identity will usually be undertaken at the interview stage by checking appropriate documents including a form of photographic ID.

Disability Confident Employer

North Tyneside Council is committed to the employment and career development of people with disabilities and in accordance with the Disability Confident scheme we guarantee an interview to all applicants with disabilities who have demonstrated that they meet the essential criteria required for the post. We can only do this where such candidates indicate they have a disability. If you wish to be considered for an interview under this scheme, please complete the declaration in Part A of the application form.

Ex-Armed Forces Personnel

The Council is committed to supporting those who have served in the Armed Forces into employment. As an employer we guarantee an interview to all applicants who have served with the Armed Forces who meet the essential and desirable criteria for the post. Please tick the box if you think you are eligible under this commitment

References

You must supply the names of two referees from whom we can obtain references. If they have a work e-mail address, please provide this.

We will only contact your references if you are offered a position with the Council. One of your referees must be your current or most recent employer. If the role you are applying for will involve contact with children, young people or vulnerable adults you will be asked to supply a referee who can provide a reference based on when you have previously worked with children, young people and/or vulnerable adults. Open 'to whom it may concern' references will not be accepted.

Your referees will be asked to provide details on your suitability for the post. For relevant posts additional information will be sought on any concerns or allegations that have been made against you relating to the safety and welfare of children, young people and/or vulnerable adults or behaviour towards them. For successful candidates North Tyneside Council may verify your reference by telephoning the referee to ensure that the information received is genuine. North Tyneside Council reserves the right to contact your current employer and any previous employer.

Pre-Employment Checks

Employment with North Tyneside Council will only be confirmed when all pre-employment checks such as references, medical and DBS checks (where appropriate) are completed and satisfactory. No unsupervised access to children, young people and /or vulnerable adults will be permitted until all checks are complete.

Disclosure and Barring Service

If the position you are applying for involves contact with children, young people and/or vulnerable adults, and you are successful, you will be required to obtain an Enhanced DBS Disclosure from the Disclosure and Barring Service and produce your certificate. If you are registered with the DBS update service we will ask you for the certificate number and permission to contact DBS. We will keep in strict confidence any information we receive from the Disclosure and Barring Service. We will store it securely during the recruitment and selection process.

You are required to complete the declaration and provide all relevant details of cautions, convictions or final warnings, including those considered as spent under the Rehabilitation of Offenders Act 1974 and all subsequent amendments. Due to changes in the law, certain spent convictions and cautions are 'protected' which means that you do not need to declare them nor can they be taken into account for employment

Criminal Convictions

A conviction is a 'protected conviction' if:

- it does not relate to a 'listed offence', such as violent and sexual offences

- no custodial sentence was imposed
- you have no other convictions (where you have more than one conviction, all convictions will be included on the certificate)
- you were under 18 at the time of the conviction and five and a half years or more have elapsed
- you were aged 18 or over at the time of the conviction and 11 years or more have elapsed.

A caution is a 'protected caution' if:

- it does not relate to a listed offence, such as violent and sexual offences
- you were aged under 18 at the time of the caution and two years or more have elapsed
- you were aged 18 or over at the time of the caution and six years or more have elapsed.

Further guidance and criteria on the filtering of these cautions and convictions can be found at the following website: <http://www.legislation.gov.uk> and organisations such as Unlock.

Failure to declare any relevant convictions may disqualify you from the appointment and, if appointed may mean that you will be dismissed without notice. A criminal record will not affect your chances for a post unless it makes you unsuitable for appointment. In making this decision, we will consider the nature of the offence, how long ago and what age you were when it was committed using a risk assessment process.

If you have been disqualified from working with children or vulnerable adults and you apply for, or accept, work working with children or vulnerable adults then you will be breaking the law.

Part B

Employment and education history

We require you to tell us about your employment and education history together in full starting with the secondary school you attended. We are asking for the information in this way to help identify any gaps where you were not in education or employment, as part of our commitment to safeguarding children, young people and vulnerable adults. We would like you to start with the secondary school, along with the exams and qualifications you obtained. You should follow this with your first job or college attended, and so on, to bring you up to date. If you were unemployed for a period of time, please state this, giving the dates (to the nearest month) and a reason. You will also be required to supply your original qualification certificates and for relevant posts, proof of registration with any relevant bodies e.g. Health and Care Professions Council (HCPC).

Skills, knowledge and experience

This section asks you to demonstrate how you meet the skills, knowledge and experience that are set out in the Person Specification of the role that you are applying for by providing specific examples.

Further Information

You can put here any other information that you would like to include in your application.

Part C

Equal Opportunities Monitoring Form

This section is used for equal opportunities monitoring purposes only. We have a duty to monitor our recruitment process, and this information helps us to do that. The information you provide on this form will be kept confidential and does not form any part of the recruitment process itself. This is removed on receipt of your application and will not be seen by anyone involved in the selection process. Our intention is to select the best candidates for the job regardless of their age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage & civil partnership and pregnancy & maternity (Protected Characteristics, Equality Act 2010). We would appreciate it if you would complete this section to assist us with monitoring. However, you don't have to do so and if you choose not to it will not affect your application.

Submitting your Application Form

Please ensure your application is submitted by the closing date specified in the advert to ensure it is considered. We cannot guarantee to consider applications received after the closing date and time.

Vacancies at North Tyneside usually attract a high volume of applicants, so unfortunately, we may only contact you if you have been shortlisted. Specific information regarding timescales will be in the job advert.