Application form guidance notes (non teaching staff)

Durham County Council
Application Form Guidance Notes

If you need any help to complete this form, please contact the school, who can provide information and application forms in other formats.

Please read this information before completing the enclosed Application Form.

These notes are intended to help you complete the enclosed application form section by section. The person specification provided with the details of the post you are applying for, lists the criteria against which each candidate will be assessed. Invitation for interview is based on the information contained in the application form – complete it in a well-planned and positive way, use words such as 'I plan', and 'I am responsible for'. The candidates short listed will be the ones who most closely meet the criteria on the person specification. Applicants who do not meet the essential criteria on the Person Specification will not be short listed. Applicants with disabilities will be invited for interview if the essential qualification, experience and skills criteria are met.

General Points

- Please complete the form using type or black ink so that it can be photocopied.
- Please check that the form is for the correct post and take note of the closing date. If you are unable to complete the application form before the closing date, for example, due to requiring the form in a large print or you are going on holiday, then contact the school for further advice.
- Please ensure that you include as much relevant information as possible on the application form. Any information provided on CV's will not be considered for short listing purposes. If little or no information is provided on the application form it will be impossible for the Recruitment Panel to assess your suitability and therefore progression to the short list for interview will be unlikely.
- If you do not have enough space on the form at any point you may continue on a separate sheets of paper, however, personal details, e.g. name, should not be included on any supplementary sheets.
- If you have not heard from the school within 30 days regarding your application, please presume you have been unsuccessful for the post.
- Please ensure that you complete and sign the Disqualification from Caring for Children Regulations (DCCR) disclosure and return to the school. If you submit your application form via e-recruitment methods, please print the DCCR, sign and return in the post to the school

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Equal Opportunities Monitoring Form

- Please complete this section (1 to 7) to enable us to monitor our recruitment process in relation to our Equal Opportunities Policy. The information you provide will be treated with the utmost confidence and will be used only for statistical purposes to ensure that all candidates are treated fairly. This part of the application form will be detached before the selection process begins.

First Section

- This first section of the application form will be detached before the selection process begins. It asks for some basic details about you and the post that you are applying for, especially with regards to the post reference number (if applicable), the post title, the school and the closing date for the post. Full completion of this information by you helps to ensure that your application is not unduly delayed in transit to the relevant Recruitment Officer.

- Details of your Surname, Forename, Title, Date of Birth and Address and Telephone Numbers (Mobile and Work if convenient) are required together with an email address (if convenient).

- Indicate (by ticking) if you wish to apply in a job share capacity.

- Please state where you saw the job advertised.

- Indicate whether you consider yourself to be a person with a disability. This may include a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long standing means that is has lasted, or is likely to last, for over a year. If you answer yes please detail any specific requirements to assist us with an interview so that the necessary arrangements can be made.

- **When completing the Important Information Box** about Criminal Convictions. The Rehabilitation of Offenders Act 1974 enables criminal convictions to become spent' or ignored after a 'rehabilitation period'. A rehabilitation period is a set length of time from the date of conviction. After this period, with certain exceptions, an ex-offender is not normally obliged to mention the conviction when applying for a job or obtaining insurance, or when involved in criminal or civil proceedings. Cautions, reprimands and final warnings are considered 'spent' immediately they are given. Some jobs are exempted from this Act. If this post requires an Enhanced or Standard Disclosure (refer to advert and job description) then you should provide details of ALL convictions, cautions, reprimands and final warnings. Where the post is subject to an Enhanced Disclosure, other relevant non-conviction information, such as police enquiries and pending prosecutions should also be declared. If this post does not require an Enhanced or Standard Disclosure then details of 'unspent' convictions only are required. Relevant criminal convictions and other associated information will be discussed at the interview to assess job related risk.

- The length of the rehabilitation period depends on the sentence given – not the offence committed. For a custodial sentence, the length of time actually served is irrelevant: the rehabilitation period is decided by the original sentence.

- Custodial sentences of more than 2½ years can never become spent. The following sentences become spent after fixed periods from the date of conviction:

Sentence	Rehabilitation Period	
	People aged 18 or over when convicted	People aged under 18 when convicted
Prison sentences <1> of 6 months or less	7 years	3 ½ years
Prison sentences <1> of more than 6 months to 2 ½ years	10 years	5 years
Borstal (abolished in 1983)	7 years	7 years
Detention centres (abolished in 1988)	3 years	3 years
Fines<2> Community rehabilitation order Compensation Community punishment order Community punishment and rehabilitation order Curfew orders Drug treatment and testing	5 years	2 ½ years
Absolute discharge	6 months	6 months

<1> Including suspended sentences, youth custody (abolished in 1988) and detention in a young offender institute.
<2> Even if subsequently imprisoned for fine default. With some sentences the period varies:

Sentence	Rehabilitation Period
Probation <3>, supervision, care order, conditional discharge or bind over	1 year or until the order expires (whichever is longer)
Attendance centre orders	1 year after the order expires
Hospital orders (with or without a restriction order)	5 years or 2 years after the order expires (whichever is longer)

<3> For people convicted on or after 3 February 1995 (from which date the rehabilitation period for a probation order was changed under the terms of the Criminal Justice and Public Order Act 1994).

- **When completing the Declaration box**: under the Council's new Constitution you are required to state in writing whether to the best of your belief you are the parent, grandparent, partner, child, step child, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Councillor or Officer (any employee) of the Council or a partner of such persons. Canvassing of Members of the Council or any Committee of the Council or any appointing officer directly or indirectly for any appointment with the Council is prohibited and shall, if deemed appropriate, disqualify you for that appointment.
- After reading the guidance notes including the information regarding Criminal Convictions you need to sign and date the Declaration to declare that the information you have given on the Application Form is true in all respects. If you choose to send the application form electronically you will be asked by the Lead Officer (or the relevant Recruitment Officer) to sign and date the Declaration when you attend for interview.

- **'Right to Work in the UK'.** The Asylum and Immigration Act of 1996 requires employers to ensure that anyone who is taken on as an employee has the 'Right to Work in the UK'. The successful candidate will be asked to provide documentary proof of their 'Right to Work in the UK'.

Section A

Education

- Please provide full and accurate details about your education and training, paying particular attention to the grade achieved in each examination. All qualifications must be supported by original relevant certificates, but please do not attach certificates. If successful these will be requested at a later date.

Section B

Employment Details

- Please provide details of your present post as requested. You should start by inserting the title of your present post immediately to the right of 'Present Post' and then continue with name and address of employer, employers business, dates, grade and present salary. Please ensure you give us your current salary.

- Additional Work:

  If you are successful in gaining an appointment and already have additional ongoing employment, it may be necessary to ask you to sign a waiver clause, signifying your consent to work an average of no more than 48 hours per week in your combined

employment. This agreement is sought in compliance with the Working Time Regulations 1998. More guidance can be found on www.direct.gov.uk .

Young Workers (those over the minimum school leaving age but under 18) are:

- entitled to 12 consecutive hours rest between each working day;
- two days' weekly rest;
- a 30 minute in-work rest break when working longer than four and a half hours;
- limited to working 8 hours per day/40 hours per week;
- Prohibited from night work between 10 p.m. and 6 a.m. or between 11 p.m. and 7 a.m.

The next section asks you to demonstrate that you have the essential and where possible desirable experience, skills and knowledge as stated on the Person Specification of the post that you are applying for. Candidates who do not evidence that they meet the essential qualifications and experience listed on the person specification will not be short listed. You can use continuation sheets if necessary.

Section C

Full Employment History

Please provide **full** details of all previous posts you have held, including those with Durham County Council (if applicable) starting with the most recent first. You will also need to include any dates (if applicable) when you have not been in employment. Please use continuation sheets if necessary.

Section D

Referees

References will only be requested for the successful candidate but you must note that your appointment will be subject to satisfactory references. However, for positions in contact with children and vulnerable adults, the Council will request references from any or all previous employers and Managers prior to interview. All references will be verified by Council with the referee to ensure authenticity.

Please note that:

(1) No member of the Council will provide any testimonial for a candidate in support of an application for appointment with the Council;
(2) No officer of the Council will provide any testimonial for an external candidate in support of an application for appointment with the Council;
(3) Next of Kin/immediate relatives should not be named as a referee.

Section E

Additional Information

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This section is for you to provide any additional skills information about yourself not already detailed in Section B which you feel is relevant to this post. This may include any particular skills and qualities which will help us to assess your suitability. The skills and qualities you include may be from work, on work experience or in a voluntary or other setting. Please use continuation sheets if necessary.

Please remember that only candidates who fulfil the requirements on the Person Specification will be considered for the vacancy. Have you checked that you match these requirements and told us how you match them (including providing real examples to demonstrate how you meet the criteria we have asked for)?

Finally, please check that you have completed your post reference number, post title, service/location and closing date and all personal details on the first section of the application form and that you have signed and dated the Confidential declaration. When submitting an electronic application form you will be asked to sign and date the Declaration if invited to the interview stage.

Complaints

The aim of the recruitment and selection procedure is to afford every candidate a fair and appropriate process which accommodates individual needs and ensures that every appointment is made on merit in an effective and consistent way. We welcome any feedback on the procedure.

If you feel you were not afforded this provision, then you should contact the Lead Officer, responsible for the appointment. This must be done within 5 working days of the end of the time you were told that if you hadn't heard from the school you had to assume you had been unsuccessful or **within 5 working days** of being told you had been unsuccessful, or alternatively within 5 working days of receiving feedback. You should state clearly why you believe you were not given this opportunity.

Should you require advice with regard to making a complaint, please contact the Employee Relations Team on **0191 383 3217** or by email at hremployeerelationsteam@durham.gov.uk

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.