



Confidential

Job Ref.	App. Ref.

St.Helens Council

Application for the post of
Section/School
Department

1. Personal details

Full Name Title:

Have you ever been known by any other name/names. Yes No

(If yes, please state details)

Address

Postcode

Home telephone no. Work telephone no.

Mobile telephone no. Email address (optional)

National Insurance (N.I.) no.

2. Present employment

Post	From Day/Month/ Year	To Day/Month/ Year	Employer/Employing body/ Nature of employment	Grade/Salary

3. Notice required by present employer

4. Education and Professional Qualifications

Secondary Education establishment(s)	From Day/Month/Year	To Day/Month/Year	Qualification(s) obtained	Grade
Further Education/Training establishment(s)				

5. Membership of Professional Bodies

Please give details of any professional body of which you are a member. Indicate those obtained by examination.

Professional body	Membership no.	Level of Membership	Date joined

6. Additional information

Please refer to the person specification and state how your career history (including all your previous paid, unpaid or voluntary work, or work at home), qualifications and training meet the criteria specified. Please remember, this information will be used as part of the selection process, so you must make your case in a concise, well-organised and positive way. This statement may be attached as a separate document, if preferred.

Knowledge

Indicate how your knowledge meets the criteria specified in the person specification.

Skills/Abilities/Competencies

Indicate how your skills, abilities and competencies meet the criteria specified in the person specification.

Experience

Indicate how your experience meets the criteria specified in the person specification.

Special attributes

8. Referees

Please enter the names and addresses of **two** referees. One should be your present or most recent employer.

1. Name 2. Name

Relationship

Address

.....

.....

Telephone no. (home)

Telephone no. (home)

Telephone no. (business)

Telephone no. (business)

Please indicate if your references can be contacted before the interview.

1. Yes No

2. Yes No

References will only be considered after a selection has been made.

9. Previous Employment (with the most recent first)

Please state full employment history, including gaps since leaving full-time education.

Post	From Day/Month/ Year	To Day/Month/ Year	Employer/Employing body/ Nature of employment	Grade/ Salary	Reasons for leaving

- 10.** St.Helens Council requires a candidate for an appointment to disclose whether, to his/her knowledge, he/she is a partner or relative of any Councillor or employee of the Council. A candidate who fails to do so is disqualified from such appointment. The Council will also disqualify any applicant who directly or indirectly seeks the support of any Councillor for appointment with the Council.

Please state 'Yes' or 'No' whether you are so related	
If you answer 'Yes', please give their name and state the relationship.	

11. Rehabilitation of Offenders Act

(It is important that you refer to the enclosed guidance notes before completing this section.)

Have you ever been convicted of any criminal offence?

Yes No

If 'Yes', please give details of the conviction(s) and date(s) that have not been 'spent' in accordance with the Rehabilitation of Offenders Act.

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This post is exempt from the Rehabilitation of Offenders Act and disclosure applies. In applying for this post, you are required to disclose the details of all convictions on record, i.e. those that happened some time ago and no longer need to be revealed, as specified in the Rehabilitation of Offenders Act. You should also give details of any cautions, reprimands or warnings.

I confirm that I am not on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body.

12. Are you disabled? (Please refer to the enclosed guidance notes before answering this question.)

Yes No



Candidates with a disability who demonstrate they meet the essential criteria for the job as detailed on the person specification will be interviewed.

13. Section Eight of the Asylum and Immigration Act 1996

(Please refer to the enclosed guidance notes before answering this question.)

Do you have the right to work in the UK?

Yes No

The successful applicant will be required to produce documentary evidence of their right to remain and take up employment in the UK.

14. Please state where the advertisement for the post was seen

15. The information provided in your application will be processed in accordance with the requirements of the Data Protection Act 1998. It will be treated as confidential and used only for the purpose of employment-related matters and the provision of workforce monitoring statistics. Checks will be undertaken to validate the information provided.

Under the Council's liability to protect the public funds it administers, if you are appointed, the information provided may subsequently be shared with other departments of St.Helens Council and with other relevant bodies solely for the purpose of prevention and detection of fraud.

Applications from unsuccessful candidates will be destroyed 12 months after completion of the recruitment processes, in accordance with the Retention Schedule.

Providing false information is an offence and I declare that these particulars are true to the best of my knowledge. I also acknowledge that the information which I have provided to the Council will be used for the purpose stated and give my consent to such use.

Signature of Applicant **Date**

This Council is an Equal Opportunity Employer.

N.B. Due to the need to minimise costs, acknowledgement of receipt of applications will only be sent out on the inclusion of a stamped, addressed envelope with your completed application form. After the closing date, if you have not received any further communication within four weeks, you should assume that your application has been unsuccessful. If this should occur, the Council would like you to apply for any other post which you may see advertised, and for which you feel you may be suitable. Applications for each post are considered entirely on their own merits, and lack of success in one application will not prejudice consideration given to future applications.

When complete, this form should be sent to:

**Human Resources Section
Ground Floor
Town Hall
Victoria Square
St.Helens
Merseyside
WA10 1HP**

St.Helens Council offers a translation and interpretation service covering foreign languages, British Sign Language, Braille and audio tape.

For a translation of any St.Helens Council publication, please provide your name and address and the name of the language you require to the Contact Centre, quoting the title and/or reference number of the document.

Jeśli chcieliby Państwo otrzymać tłumaczenie jakiejkolwiek publikacji Rady St Helens, prosimy o podanie nazwiska, adresu i nazwy wymaganego języka do Centrum Kontaktowego, podając tytuł i/lub nr referencyjny dokumentu.

Para recibir una traducción de cualquier publicación del St Helens Council (Consejo del municipio de St Helens), por favor indíquenos su nombre y dirección y el idioma con el que se comunicará con el Contact Centre (Centro de Contacto), así como el título y/o el número de referencia del documento.

کاؤنسل کی کسی بھی اشاعت کے ترجمہ کئے لئے، براد میزبانی رابطہ مرکز کو اپنا نام اور اس زبان کا نام جس میں ترجمہ کی ضرورت ہے، اس دستاویز کا عنوان اور/یا حوالہ نمبر دیتے ہوئے۔

St Helens کوڈنسل کے کिसी प्रकाशन के अनुवाद के लिए कृपया संम्पर्क केन्द्र को अपना नाम, पता और उस भाषा का नाम जिसकी आपको आवश्यकता है, डाक्यूमेंट का नाम तथा संदर्भ संख्या को उद्धृत करते हुए दें।

若要获取 St Helens 委员会任何刊物的译文, 请将您的姓名、地址和语言 种类告知“联系中心” , 并注明文件标题和/或编号。

Para sa pagsasalin ng kahit na anong publikasyon ng St Helens Council, pakípaalam ang inyong panaglan at address at ang pangalan ng lenguwaheng kailangan niyo sa Contact Centre, pakísaad ang titulo at/o numerong reference ng dokumento.



Contact Centre, Wesley House, Corporation Street,
St.Helens, Merseyside WA10 1HF



Tel: (01744) 456789
Minicom: (01744) 671671
Fax: (01744) 456895



contactcentre@sthelens.gov.uk



www.sthelens.gov.uk



INVESTOR IN PEOPLE

Equal Opportunity Employment Policy

The Council is an equal opportunity employer. The aim of the Council's policy is to ensure that no job applicant receives less favourable treatment on the grounds of sex, race, colour, nationality, marital status, sexuality, age, trades union activity, disability, political or religious belief, or is disadvantaged by conditions or requirements which cannot reasonably be shown to be justifiable.

Monitoring: Job Applicant's Form

In order to ensure the successful development of this policy in relation to recruitment and selection, all applicants for jobs are requested to fill in the appropriate details as shown below. Existing employees of the Council, as well as external applicants, are included in this monitoring scheme.

Questions 1 to 4 must be completed. Completion of Question 5 is optional.

The information you supply will be treated as strictly confidential and will only be used for monitoring purposes. Copies will not be available to members of the selection panel.

About the job for which you are applying...

Please provide the following information about the job for which you are applying:

Name

Department Post Title

Post Reference Number Grade

About you...

1. Date of Birth

D	D	M	M	Y	Y
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2. Please indicate your ethnic origin (Please tick the appropriate box.)

White		Mixed					
British	Irish	Any other White background	White and Black Caribbean	White and Black African	White and Asian	Any other mixed background	

Asian or Asian British				Black or Black British			Chinese or other ethnic group	
Indian	Pakistani	Bangladeshi	Any other Asian background	Caribbean	African	Any other Black background	Chinese	Other

3. Please state your gender and marital status
(Please tick the appropriate box.)

4. Are you disabled?
(Please tick the appropriate box.)

Gender		Marital Status			Disability		(Please refer to the enclosed guidance notes before answering this question.)
Male	Female	Married	Single	Civil Partner	Yes	No	

Please note: It is important that you provide the above information

5. What is your culture, belief or religion? - Providing this information is optional (Please tick the appropriate box.)

Atheist	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	No culture, belief or religion

Any other culture, belief or religion, please state:

Applying for a job with St.Helens Council

Important advice in completing this application

Your application form plays an important part in your selection. Your completed form is the only basis for considering your initial suitability for the post. The following advice should help you to complete your application form as effectively as possible.

Some points to bear in mind before you start

Look carefully at the job description, person specification and application form. Ask yourself why you are interested in the job. Do not copy the same application form for a series of jobs.

Try to complete the form in a concise, well-organised and positive way.

Please use the application form provided, continuing on separate sheets if necessary. **Please do not** send a curriculum vitae (CV) instead of the application form.

Please remember to complete the Equal Opportunity Employment Policy Monitoring Sheet, as it is an essential basis for the Council to determine whether its Equal Opportunity Policy is working with regard to employment.

Application form

The following headings correspond to some of the appropriate sections in the application form:

Post Applied for: Department:	The full title should be completed, and the relevant Section/School/Department.
1. Personal details:	Make sure that your full name, address and telephone number are legibly written.
2/3. Present Employment: Notice required:	If you are working, complete Section 2, giving the relevant details of your current job, and Section 3, indicating how much notice you have to give your employer.
4. Education and Professional Qualifications:	Please refer to the person specification and ensure any qualifications required are listed in Section 4. This information is used to assess whether you are fully qualified for the vacancy, so it is important to ensure nothing has been omitted. You will be required to produce evidence of qualifications obtained.
6. Additional Information:	Section 6 is probably the most important part of your application, as you have to make your case here for selection. Make sure you write in a concise, well-organised and positive way. Please refer to the person specification and state how your career history (including all your previous paid, unpaid/voluntary work or work at home) meets the criteria specified. It is important to demonstrate how you meet the essential criteria. If a driving licence is required, please ensure you indicate this in the special attributes section.
7. Sickness	All appointments are subject to receipt of a satisfactory medical report. If you are offered the post, you will be issued with a confidential medical questionnaire which will be assessed by qualified Occupational Health Staff to ascertain your fitness for the post applied for.
8. Referees:	All appointments are subject to receipt of two satisfactory references. You should provide details of two referees, one of whom should be your present or most recent employer. Councillors are not permitted to act as referees for any appointment. References will only be considered after a selection has been made.

- 9. Previous Employment:** Starting with your last employer, in Section 9, list all the employers for whom you have worked, providing the job title, the period you worked for them, the kind of work you did, your grade and salary, and the reason you left. This information may be used to assess whether you meet the experience requirement for the vacancy, State dates as day, month and year (e.g. 10th October 1998 as 10/10/98). Check that dates are correct and in reverse date order.
- 11. Rehabilitation of Offenders:** Please read the enclosed information on applying for a job with St.Helens Council - **Recruitment of People with Past Convictions**
- 12. Disability:** Question 12 asks you to state whether you are disabled. This is to enable the Council to comply with the provisions of the Disability Discrimination Act 1995.
Under this Act, a disabled person is someone who has, or has had, a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.
The intention of the Act and the Council's Equal Opportunity Policy (see below) is to ensure that disabled people are treated fairly, and that reasonable provision will be made for individuals' particular needs, both at interview and subsequently in employment. In addition, it is our policy that all candidates with a disability who meet the minimum criteria for the job will be interviewed.
- Equal Opportunities Policy:** As a major employer and provider of services, St.Helens Council aims to provide equality of opportunity for employees and users of its services.
The Council's policy is to ensure that no job applicant, employee or service-user receives less favourable treatment on the grounds of gender, race, colour, nationality, marital status, sexuality, age, trade union activity, political or religious belief or disability.
As part of its recruitment and selection process, the Council will consider and aim to meet all reasonable requests for adjustments to the literature produced or process to ensure that its policy can be applied.
- 13. Asylum and Immigration Act:** This Act came into effect on 27 January 1997 and requires an employer to make thorough checks prior to employment to ensure that prospective employees are entitled to work in the United Kingdom. You will be required to produce documentary evidence of your right to remain and take up employment in the UK.
- 15. Finally!** Check your application form to ensure that you have completed every section, and then sign and date the form.
Send it to the address on page 7 of this form.

regarding disclosure of convictions. Copies of the Code of Practice are available by visiting www.disclosure.gov.uk

How secure is disclosed information?

Disclosure contains sensitive personal data which must be handled suitably and carefully and only by those in the organisation who are entitled to see it in the course of their duties, i.e. the Registered Officers.

As part of the agreement for access, the CRB will only provide information at the request of, and to, specified officers who are registered with them by the Authority, referred to as 'Registered Officers'.

The Registered Officers must store disclosure and other confidential documents issued in secure conditions. Documents must be kept in lockable and non-portable storage containers. Keys or combinations for such storage units must not be freely available within the organisation and access must be restricted to named individuals.

Those registered for disclosure are:

1. The Head of Human Resources
2. The Senior Assistant Director (Children and Young People's Services)
3. The Assistant Director (Performance and Business Support - Adult Social Care and Health)
4. The Human Resources Manager (Chief Executive's Department)
5. The Senior Assistant Director (Children and Families)
6. The Human Resources Manager (Children and Young People's Services)
7. The Human Resources Manager (Adult Social Care and Health)
8. The Human Resources Strategy and Modernisation Manager.

It is an offence to disclose information provided by the Criminal Records Bureau.

How long is information retained?

Once a recruitment decision has been made, the certificate and associated correspondence will be retained for a maximum of 6 months. This period allows for any dispute about the accuracy of a certificate or a recruitment decision to be made and considered. In the case of a dispute, certificate information may be retained for a period of 6 months (for posts in registered services within Adult Social Care and Health, the retention period is 12 months) after resolution of the dispute. The usual conditions in respect of storage and access remain in place during this period.

Disclosures will be destroyed by suitable secure means, i.e. shredding, pulping or burning. They should not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack) whilst awaiting destruction.

No photocopy or other image of the disclosure may be retained, nor must any copy or representation of the contents be made or kept. A record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the Bureau and the recruitment decision taken will be retained.