This application is for posts that are subject to disclosure

St.Helens Council

Confidential

Job Ref.	App. Ref.

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	Date commenced	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

Skills/Abilities/Competencies

Experience

Special attributes

7. Referees

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

1. Name .....
   Relationship .....
   Address .....
   .....
   .....

   Telephone no. (home) .....
   Telephone no. (business) .....
   Email address .....

2. Name .....
   Relationship .....
   Address .....
   .....
   .....

   Telephone no. (home) .....
   Telephone no. (business) .....
   Email address .....

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.

8. Employment history and gaps in employment (with the most recent first)
Please state full employment history including gaps since leaving full-time education

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

9. St.Helens Council require 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.	

10. Rehabilitation of Offenders Act

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? Yes ☐ No ☐

If 'Yes', please give details of the conviction(s), caution(s), reprimand(s), warning(s) and date(s).	

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, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

☐ **I confirm that I am not on the Barred List, disqualified from regulatory activity with Children or Vulnerable Adults, or subject to sanctions imposed by a regulatory body.**

10a. Do you subscribe to the Disclosure and Barring Service (DBS) Update Service? (please refer to the enclosed guidance for further information in relation to this service).

Yes ☐ No ☐

11. 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.

12. Section 15 to 25 of the Immigration, Asylum and Nationality Act 2006

(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.

13. Please state where the advertisement for the post was seen: .....

14. 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 its 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.

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
WA10 1HP

St.Helens Council

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

Tel: 01744 676789
Minicom: 01744 671671
Fax: 01744 676895
Email: contactcentre@sthelens.gov.uk
➜ www.sthelens.gov.uk

Please contact us to request translation of Council information into Braille, audio tape or a foreign language

thedesignstudio@sthelens.gov.uk 1400539M (Teaching)
January 2015

Job Ref.	App. Ref.

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 gender, race including colour, nationality, ethnic or national origin, sex, marital status, sexual orientation, age, being pregnant or having a child, being or becoming a transsexual person, religion, belief or lack of religion/belief or disability, 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 Questions 5 and 6 are 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

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.)*

Gender	
Male	Female

Marital Status		
Married	Single	Civil Partner

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

Disability	
Yes	No

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

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: .....

6. Are you or your partner a reservist, or has your partner or you ever served in the British Armed Forces? *(Please tick the appropriate box.)*

Yes	No

Myself	Partner

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.

If you have a disability then help is available via the Supported Employment Team. Tel. 01744 677828.

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 asses 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.	**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.

8. Previous Employment: Starting with your last employer, in Section 8, list all the employers you have worked for, 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.

10. Rehabilitation of Offenders

The exemption of the Rehabilitation of Offenders Act applies to this post. You need to disclose convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Convictions will not necessarily be a bar to obtaining a post.

If you have convictions, cautions, reprimands or warnings and disclose them, consideration will be given to the nature of the offence stated and its relevance to the post applied for.

10a. Disclosure and Barring Service. (DBS) Update Service

If you subscribe to this service and are successful in your application, with your consent, the Council will carry out a status check. For information about this service, contact www.gov.uk/dbs-update-service

11. Disability:

Question 11 asks you to state whether you are disabled. This is to enable the Council to comply with the provisions of the Equality Act 2010.

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 including colour, nationality, ethnic or national origin, sex, marital status, sexual orientation, age, being pregnant or having a child, being or becoming a transsexual person, religion, belief or lack of religion/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.

Armed Forces

St.Helens Council has signed the Armed Forces Community Covenant, and as such is committed to ensuring equality of opportunity in employment for armed forces, reservists, veterans, armed forces, service leavers, their partners or widow(er)s, and the partners of Serving Personnel. The British Armed Forces means The Royal Navy, The British Army and The Royal Air Force.

12. Immigration, Asylum and Nationality Act 2006:

This Act came into effect on 29 February 2008 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.

14. 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 the advert.

Applying for a job with St.Helens Council
(including Maintained School)

Recruitment of People with Past Convictions

Introduction

Local authorities have access to criminal records for those potential employees whose posts would involve responsibility for children and/or other vulnerable groups. This is referred to as 'Disclosure'. This Policy explains the purpose of Disclosure; what candidates for employment must disclose; how disclosed information will be considered and how it will affect employment; and who will consider the information. It also indicates how Disclosed information will be handled and destroyed.

Purpose of Disclosure

The primary purpose of Disclosure is to facilitate safe recruitment decisions. It will help prevent unsuitable people having access to jobs and positions that provide opportunity to harm children and vulnerable adults. It will provide information to help recruiters make more informed decisions about the suitability of those seeking to work in positions of trust.

What must candidates for employment disclose?

Anyone applying for a post where Disclosure applies is required to disclose the details of all convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

How will this information affect employment?

Past convictions will not necessarily be a bar to obtaining a position. If you have past convictions and disclose them, consideration will be given to the nature of the offence stated and its relevance to the post applied for. This will be considered by Registered Officers of the Council who specialise in the area of employment concerned. Disclosure will only affect you obtaining employment where the particulars of the offence make you an unsuitable candidate. The Registered Officers will consider the following:

- whether the convictions or other matters revealed are relevant to the position in question,
- the seriousness of any offence revealed,
- the length of time since the offence or other matters occurred,
- whether the applicant has a pattern of offending behaviour or other relevant matters, whether the applicant's circumstances have changed since the offending behaviour.

The failure to disclose convictions that are not protected could, however, be seen as a deliberate attempt to gain employment by deception, and as such may result in the withdrawal of any offer of employment.

How will the information disclosed by an applicant be checked?

If a candidate is successful in their application for a post requiring Disclosure, they will be required to authorise the Authority to apply for disclosure of information from the Disclosure & Barring Service (DBS).

The DBS is a central government agency which provides information on criminal records, and people banned from regulated activity with vulnerable groups, including children. The application for Disclosure is made by the Authority to the DBS, who undertake to issue a response within 1 to 3 weeks. The response is in the form of a Certificate of Disclosure.

As part of its agreement with the DBS, the Authority conforms to the Codes of Practice it publishes regarding disclosure of convictions, cautions, reprimands and warnings. Copies of the Code of Practice are available by visiting the Disclosure and Barring Service website.

Will a candidate be given the opportunity to explain?

Any matters revealed by a Disclosure that will affect a recruitment decision will be discussed with the candidate prior to a decision being made. Any dispute regarding the contents of the Disclosure will be referred to the DBS. Ultimately, it is the responsibility of the Registered Officer(s) to decide whether to offer the candidate a position.

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 DBS 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 confidentail documents relating to Disclosure in secure conditions. These must be kept in lockable and non-portable storage containers. Keys or combinations for such storage units must not be freely available within the organisations, and access must be restricted to named individuals.

Those registered for Disclosure are:

1. The Head of Human Resources
2. The Human Resources Manager

It is an offence to disclose information provided by the DBS.

How long is information retained?

Once a recruitment decision has been made, the Disclosure 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 after resolution of the dispute. For posts in registered services within Adult Social Care and Health, the retention period is 12 months. For posts in registered services within Children and Young People's Services, the Certificate is retained until the next inspection. 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 will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack) whilst awaiting destruction.

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 DBS and the recruitment decision taken will be retained.