

APPLYING FOR A JOB WITH TELFORD & WREKIN COUNCIL

(Please keep this for your information)

Thank you for your interest in working for Telford & Wrekin Council. **Please read the notes below before completing the attached application form.**

We want to try and make sure that everyone applying for a job with Telford & Wrekin Council has a fair chance. Completing an application form is the first stage in the recruitment process which may lead to an interview and the possible offer of a job.

- It is important that you complete all sections of the application form as clearly and fully as possible.
- Please ensure you have given your name and address accurately so that we are able to contact you.
- We are interested in your experience and any skills or training which show that you meet the requirements of the job for which you are applying. Include non work activities which are relevant.
- We do not ask for many personal details for use in the selection process. This is because we do not take into account such things as gender, race and marital status.
- Please do not forget to sign the form.
- We ask everyone to complete an application form so please do not send a C.V.

Remember we can only decide whom we should interview based on what is written on your application form. If you do not have enough space on the application form you can attach additional sheets. If you use additional sheets please put your name and the post title at the top of each page.

Jobs working with Children and/or Vulnerable Adults

As this post involves substantial opportunity for access to children and/or vulnerable adults, your application will be subject to rigorous pre-employment checks. This is in order to ensure the safety of these groups. These checks will include a check by the Criminal Records Bureau on Police records for all criminal convictions, cautions and any impending cases. If you are successful for interview references will be sought without your permission.

Data Protection Act

The information or data which you have supplied on the application form will be processed and held on computer, and will also be processed and held on your personal records if you are appointed.

The data may be processed by Telford & Wrekin Council for the purposes of equality monitoring, compiling statistics, and for the keeping of other employment records.

By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.

Equal Opportunities

The Council has an Equal Opportunity Charter, which is attached to this application form. Please read it carefully. So that we can measure the effectiveness of this policy, we need to collect information about our job applicants.

When your application is received the Monitoring Form will be removed before the application goes to the manager involved in shortlisting for interviews. Those involved in shortlisting and interview will not know what information is on the Monitoring Form.

Job Share

If the post for which you are applying is available for job sharing, and you wish to be considered for this scheme please complete the relevant box in Section 1 of the application form.

The Recruitment Process - What will happen next?

Due to the high number of applications received by the Council, regrettably we cannot reply individually to every applicant. If you have not heard from us within 28 days of the closing date, your application has been unsuccessful. We are sorry that this means we are treating you less courteously than we would wish

As an applicant for employment with Telford & Wrekin Council you can expect to be dealt with courteously, efficiently and fairly. If, at any stage of the recruitment process, you are unhappy about the way you are treated, or if you have any suggestions as to how we can do better, please contact Personnel Services.

If you require any help or have any questions about our recruitment process please do not hesitate to contact the Recruitment & Retention Team on 01952 383568

Whatever the outcome of your application, thank you for the interest you have shown in working for Telford & Wrekin Council

**ESSENTIAL Additional Information for posts which involve working
with Children or Vulnerable Groups.
(Please keep this for your information)**

The post for which you are applying will involve working with children or other vulnerable groups. In order to ensure the safety of these groups, your application will be subject to rigorous pre-employment checks.

Please read this information carefully.

1. The references you have offered will be taken up prior to interview without seeking further permission from you. We also reserve the right to contact any other previous employer for a reference.
2. We will also take into consideration relevant information received from **any** source. This may include information held by this authority, for example in Social Care or Education, and information received from other external authorities or bodies.
3. You will be required to provide proof of any educational qualifications or memberships of professional bodies that are stated in your application form.
4. You will be asked to submit original proof of identification and eligibility to work in the UK (photocopies are not acceptable), such as a birth certificate, National Insurance number, passport or driving licence. You will also be asked to submit all marriage certificates in cases where you have changed your name, and previous address details.
5. You will have to complete a medical questionnaire and may be required to meet with our occupational health physician if required.
6. You may be subject to a probationary period. Failure to successfully complete a probationary period may lead to a further probationary period or dismissal.

7. Criminal Record Checks

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986 and the Criminal Justice and Court Services Act 2000. If this post involves working with children it is also covered by the Protection of Children Act 1999.

A caution or conviction will not necessarily debar you from applying for the post. We will consider any previous offences in accordance with our Equal Opportunities policy. There are, however, certain offences which will debar you from working with children under the regulations made under the Protection of Children's Act 1999, including Schedule 1 offences such as sexual and violent offences. If you require a confidential discussion concerning previous offences before applying for a post you can contact the Safeguarding Advisor on 01952 383568.

At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Prior to any offer of employment being made you will be required to complete a **Disclosure Application Form**. On this form you will need to declare **ALL CAUTIONS, BIND OVER ORDERS & CONVICTIONS**. This includes offences which are considered spent for other purposes or that you may believe have been removed from your record.

All information given will be treated as strictly confidential and will be stored securely.

Once completed this disclosure form will be sent to the Criminal Records Bureau (CRB). The CRB will search Police Force, Department of Health, and Department for Education & Skills records for relevant information. The CRB will inform you of the result of their search and they will also send a copy of the result to Telford & Wrekin Council. This information will enable the Council to make its decision on possible employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

The Council's policy on Criminal Record Checks and the CRB's Code of Practice are available on request from the Council's Recruitment Team.

If you require further information you can contact the CRB direct on **0870 90 90 844** or visit their web site www.crb.gov.uk.

8. If you do take up employment it is necessary for you to inform Human Resources of any cautions, bind overs or convictions you sustain during the subsequent course of your employment. **Failure to do so will lead to dismissal.**

IMPORTANT

WE WILL REPORT ALL PERSONS TO THE RELEVANT AUTHORITIES WHO ATTEMPT TO OBTAIN EMPLOYMENT WHILST THEY ARE DISQUALIFIED FROM WORKING WITH CHILDREN.



EMPLOYMENT APPLICATION FORM FOR SCHOOL SUPPORT STAFF

Please complete the relevant parts of this form

Job Title :	Application to be returned to the school:
Closing Date:	
Vacancy Number:	or alternatively email it to

1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Surname/Family name	Initials	Contact Tel No . Email Address
Correspondence Address Postcode	If this post is available for job share, do you wish to be considered on this basis?	
Under the Equalities Act 2010, do you consider yourself to have a disability? If you are shortlisted for this post, you will be given the opportunity to tell us about any reasonable adjustments that need to be made during the recruitment process. This information should be provided separately from the application form.		

2. EDUCATION AND TRAINING

Please give details of secondary, further and higher education, examinations passed, other relevant training undertaken and memberships of any professional bodies. Please note that you will be asked to bring along original certificates at the interview if you are shortlisted.

Name of School/College/University/Professional Body/Institution	Period of study or Membership	Subject and type of qualification or course	Grade/Membership Number

*The Disability Discrimination Act, 1995 defines a person with a disability as someone who has "a physical or mental impairment which has a substantial and adverse, long term effect on his or her ability to carry out normal day-to-day activities".

3. CURRENT OR MOST RECENT EMPLOYMENT

Post Title	
Employer and Address: Tel. No. May we contact you on this number?	Date appointed: Date left (if applicable): Reason for leaving:
Present wage/salary £ Please specify type and value of any allowance included in the above	Notice required/date available for employment

4. PREVIOUS EMPLOYMENT/EXPERIENCE

Starting with the most recent please list previous experience. All time since leaving full time education should be accounted for. Additional sheets may be added.

Name and address of Employer	Post Title/Brief outline of duties (including Salary/Grade)	Dates	Reason for leaving

5. DETAILS OF CURRENT EMPLOYMENT AND SUPPORTING STATEMENT

Please set out below any further information which you feel supports your application. This should include a description of your duties and responsibilities in your current or most recent post, and an organisation chart showing your post in relation to others. Include any other experience that you feel is relevant to your application. In completing this section take as a guide the contents of the job description and person specification of the post for which you are applying.

Use a separate sheet if necessary, ensuring that each additional sheet bears your name, and the title and location of the post for which you are applying. C.V.'s are not accepted and if included will not be forwarded to the shortlisting panel.

6. REFERENCES

Please give details of two referees whom we may ask about your suitability for the post. One of these should be your current or most recent employer. Referees must not be related to you. References will normally only be taken up if you are selected for interview. We reserve the right to approach your current and **any** previous employer.

Please note that if this is a post working with children or vulnerable adults, references **will** be taken up prior to interview. If you have any questions regarding this please contact the recruitment team on 01952 383568. If you inform your referees that you have put their details forward it may reduce delays if references are requested.

*Please indicate if this is a work or personal referee.

1. Name Address Tel. No. Email: Occupation Work/Personal*	2. Name Address Tel. No. Email: Occupation Work/Personal*
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7. OTHER INFORMATION

Are you, to your knowledge, related to any Telford & Wrekin employee or Councillor?
If yes, please give details:

Name	Relationship
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Rehabilitation of Offenders Act 1974

This post involves working with children, vulnerable groups or is a position of trust and is exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must, therefore, disclose details of cautions, reprimands, final warnings and convictions, including 'spent convictions' no matter how long ago they occurred and regardless of whether the offences were committed as an adult or a juvenile.

We will only take this information into account if we consider them relevant to the post for which you have applied. Any failure to disclose such information could result in withdrawal of any job offer or disciplinary action by the organisation.

Successful applicants for this post will be subject to an enhanced check carried out through the Criminal Record Bureau.

Declaration

Have you at any time received, or do you have pending, a caution, reprimand, final warning or conviction?

If yes, please give details:

Date	Nature of summons/charge/caution/allegation
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Court	Sentence or order
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Please continue on a separate sheet if necessary

8. YOUR SIGNATURE

I certify that details provided on this form and supporting papers are true. I understand that the provision of false or misleading information given in response to any questions on this form or the failure to disclose information will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1984 and any subsequent legislation.

Signature of applicant

Date

For office use only

Reason for not shortlisting

Reason for not appointing

EQUAL OPPORTUNITIES CHARTER

Telford & Wrekin Council recognise that within our society there is widespread disadvantage. Members of black or minority ethnic communities, women, those who care for dependants, people with disabilities, older people, people with criminal convictions and those whose sexuality is different from that of the majority often do not get a fair deal in employment matters because of direct or indirect discrimination, either intentional or unintentional. They are therefore prevented from making the most of their potential. This is damaging to those who discriminate and to those who are discriminated against and to organisations which fail to benefit to the full from the skills and talents which such people may have to offer. The Council is committed to opposing discrimination and promoting equality of opportunity by taking such appropriate steps as are within its power and within statutory provision. Telford & Wrekin Council recognises its obligations under various pieces of legislation relating to equality of opportunity.

Telford & Wrekin's Employment Equality Promise

Telford & Wrekin Council gives an undertaking that all of its employees, and those who apply for employment, will be treated with equal fairness, respect and dignity, regardless of race, colour, gender, sexuality, marital status, gender re-assignment, care of dependants, age, disability, religious or political beliefs, pregnancy or maternity or unrelated criminal conviction. The Council will therefore:-

- Publicise this commitment to all of its employees and within the community at large.
- Encourage job applications from all sections of the community.
- Ensure that its employees receive appropriate training so that they can both understand and actively promote equal opportunity policies.
- Ensure that the Council's existing and future personnel policies and conditions of service are applied fairly to all employees and are such that they can both promote equality of opportunity and seek to remove obstacles to its achievement.
- Ensure that medical fitness requirements are determined having regard to the demands of particular posts, are applied fairly and consistently and do not discriminate against those with particular medical conditions.
- Measure the effectiveness of its policies by regular monitoring of both existing employees and of job applicants and the publication of an annual equal opportunity report.
- Ensure that any allegation of discrimination contrary to the provisions of this Charter is thoroughly investigated and that appropriate action is taken.

**IN ORDER FOR US TO MONITOR OUR EQUALITY OPPORTUNITIES POLICY PLEASE
COMPLETE THE FORM OVERLEAF**

MONITORING FORM

In order to measure the effectiveness of The Council's Employment Equality Charter, we need to collect information on people who apply for our jobs. To enable us to do this, please complete the details below. Some of the information on this form may be considered sensitive personal data under the Data Protection legislation and by completing and returning this monitoring form, you will have deemed to be giving your explicit consent to the processing of the data for Equality Monitoring purposes. This information is separated on receipt of your form and is not seen by anyone involved in short listing your application. You do not have to complete all of this section if you don't want to.

Please complete in **BLOCK CAPITALS**

Post Title:.....**Job Reference:**.....

Full names (including name and surname(family name):**Mr/Mrs/Miss/Ms/Dr/Other**.....

.....

What is your date of birth? __ / __ / _____ **What is your gender?** Male Female

Do you have any long-standing illness or disability that limits your daily activity?

Yes No Rather not say

Are you caring for someone who has a long-standing illness or disability that limits their daily activities?

Yes No Rather not say

Do you belong to any particular religion or hold particular beliefs?

Christian Hindu Muslim Sikh Other (please state) No religion

Rather not say

What is your ethnicity (please tick ✓)?

White		Mixed/multiple ethnic groups		Asian/Asian British		Black/African/Caribbean/Black British		Other ethnic group	
English/Welsh/Scottish/Northern Irish/British		White and Black Caribbean		Indian		African, please write country of origin		Arab, please write country of origin	
Irish		White and Black African		Pakistani		Caribbean		Chinese	
Gypsy or Traveller		White and Asian		Bangladeshi		Any other Black/African/Caribbean/Black British background, please write in		Any other ethnic group, please write in	
Polish		Any other mixed/multiple ethnic background, please write in		Any other Asian background, please write in					
Any other white background, please write in									

What is your sexual orientation? Straight/heterosexual Lesbian/Gay Bi-sexual Rather not say

Would you describe yourself as trans-gender? Yes No Rather not say

Are you an agency worker? Yes No

Are you currently employed by Telford & Wrekin Council? Yes No

If YES please enter your employee number.....

How did you find out about this vacancy?.....