



Applicant number
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# EMPLOYMENT APPLICATION FORM WORKING WITH CHILDREN & VULNERABLE GROUPS

Please complete the relevant parts of this form

Post Title:	Application to be returned to:
Post Ref:	
Closing Date:	
Please tick appropriate box: <b>Enhanced CRB</b> <input type="checkbox"/> <b>Standard CRB</b> <input type="checkbox"/>	

## 1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Surname/Family name	Initials	Contact Tel No
		Email Address
Correspondence Address	Do you hold a current driving licence? <b>YES/NO</b>	
	Date obtained	
Postcode	Type of licence held	
Under the Disability Discrimination Act*, do you consider yourself to have a disability? <b>YES/NO</b>		
If you are shortlisted for this post, please inform us if any special arrangements need to be made for your interview.		
If this post is available for job share, do you wish to be considered on this basis? <b>YES/NO</b>		

## 2. EDUCATION AND TRAINING

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

Name and location of School/College/University/ Professional Body/Institution	Period of study or membership	Subject & 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/her ability to carry out normal day-to-day activities".

### 3. CURRENT OR MOST RECENT EMPLOYMENT

Post Title:	
Employer and Address	Date appointed Date left (if applicable) Reason for leaving
Tel. No. May we contact you on this Number? <b>YES/NO</b>	
Present Wage/Salary £  Please specify type and value of any allowance included in the above  Notice required/date available for employment	<b>Absence:</b> How many days absence from work have you had as a result of sickness in the last:-  12 months _____ days  3 years _____ days  Please give brief details if you wish:

### 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 who we can contact 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 as this post is working with children or vulnerable groups, references will be taken up prior to interview. If you have any questions regarding this please contact the recruitment team on 01952 383577.**

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.

<b>1. Name</b>	<b>2. Name</b>
Address	Address
Tel. No.	Tel. No.
Occupation	Occupation
Work/Personal*	Work/Personal*

## 7. OTHER INFORMATION

Are you, to your knowledge, related to any Telford & Wrekin Council employee or Councillor? **YES/NO**

If yes, please give details:

Name .....Relationship .....

### 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? **YES/NO**

If yes, please give details:

Date ..... Nature of summons/charge/caution/allegation .....

Court ..... Sentence or order .....

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 1998 and any subsequent legislation.

**Signature of applicant**

**Date**

### For Office Use Only

Reason for not shortlisting

Reason for not appointing



**Telford & Wrekin**

C O U N C I L

## **APPLYING FOR A JOB WITH TELFORD & WREKIN COUNCIL**

**(Please tear off and keep this 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 selection 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, marital status and age.
- Please do not forget to sign the form.
- C.V.'s are not accepted and if included will not be forwarded to the shortlisting panel.

**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 Groups**

As this post involves substantial opportunity for access to children and/or vulnerable groups, 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 1998**

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.

### **Guaranteed Interview Scheme for applicants with a disability**

Telford & Wrekin Council's Equal Opportunity Policy states that any job applicant who has a disability, and meets the essential criteria for a job, will be guaranteed an interview. Further information is provided in the Equal Opportunities Section of the application form.

**In order to ensure you are considered under this scheme, you must complete the relevant box in Section 1 of the application 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 the Recruitment Team.

***If you require any help or have any questions about our recruitment process please do not hesitate to contact the Recruitment Team on 01952 383577.***

***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 383577.

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](http://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.**

## **Equal Opportunity Charter Promise**

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, care of dependants, age, disability, religious or political beliefs, 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. Specifically, everyone who takes part in the recruitment and selection process will first receive the necessary training.
- Ensure that the Council's existing and future human resources 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.
- Guarantee an interview to applicants with disabilities who meet the essential requirements of the post, and do everything reasonably practicable to adapt jobs and premises to meet the needs of people with disabilities.
- 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.

## **Guaranteed Interview Scheme for candidates with a disability**

- 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'.
- If you apply for a job with the Council, we must consider your application and measure it against the essential criteria needed for the job. If you meet this criteria you will be sent a letter inviting you for an interview. If we feel you should not be offered an interview, we will contact you either by letter or telephone and explain the reason why.

**In order for us to monitor our equality opportunities policy please complete the form overleaf**

# TELFORD & WREKIN COUNCIL MONITORING FORM

The Council's Equal Opportunity Charter Promise is attached. In order to measure its effectiveness we need to collect information on people who apply for our jobs. To enable us to do this, please complete the details below. Forms submitted with incomplete monitoring information are not submitted for shortlisting.

Some of the information you give on this form may be considered to be sensitive personal data under the Data Protection legislation and by completing and returning this monitoring form, you will be 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 THE SELECTION PROCESS.**

Please complete in **BLOCK CAPITALS**

**POST TITLE** .....

**FULL NAMES** .....

(including first name(s) and surname/family name)

**PREVIOUS NAMES** .....

**PREFERRED TITLE** \* Mr/Miss/Mrs/Ms/Dr/Other ..... **DATE OF BIRTH** .....

(\*please delete as appropriate)

**PLEASE TICK RELEVANT BOX**

**GENDER:** Male  Female

**ETHNIC ORIGIN:**

**Asian or Asian British**

**Black or Black British**

**Mixed**

**White**

Indian

Caribbean

White & Black Caribbean

British

Pakistani

African

White & Black African

Irish

Bangladeshi

Any other black background

White & Asian

Any Other white background

Any other Asian background

Any other mixed background

**Chinese or other Ethnic Groups**

Chinese

Other group

Please state.....

**DISABILITY:**

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".

Under this definition do you consider yourself to have a disability? **YES/NO**

**OTHER INFORMATION:**

Are you a member of an organisation other than those connected to your professional work eg. Freemasons, Forresters etc

**YES/NO** If Yes, please state the organisation .....

**HOW DID YOU FIND OUT ABOUT THIS VACANCY?** .....

(name of newspaper/journal, job centre, word of mouth, etc)

**ARE YOU CURRENTLY EMPLOYED BY TELFORD & WREKIN COUNCIL? YES/NO**

**IF YES, PLEASE ENTER YOUR EMPLOYEE NUMBER** .....