

DARLINGTON BOROUGH COUNCIL - GUIDANCE NOTES FORM B

Please read this information before completing the enclosed Application for Employment

These notes are intended to help you complete the enclosed application form. The person specification provided with the details of the post lists the essential and desirable criteria against which each application will be assessed at each stage of the Recruitment and Selection Process. (Please note when the stage identified on the person specification includes "AF" you must show evidence on your application form that you meet this criteria) The Application for Employment and Guidance Notes are available in alternative formats e.g. Tape, Braille and large print. Should you require an alternative format, please contact the department on the front of the application for Employment.

General Points

Please complete the form using black type 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 applying for more than one post, a separate Application for Employment will need to be completed for each posts for which you are applying.

The Council seeks to ensure that we appoint the right candidate to each job and that applications for employment are treated in a fair and consistent manner. Candidates are responsible for ensuring that they complete fully all sections of the application form in sufficient detail to ensure that the form can be properly assessed against the criteria shown in the person specification. Any information provided on CV 's will not normally be considered for shortlisting purposes. If little or no information is provided on the application form, it will be impossible to assess your suitability and therefore progression to the shortlist for interview will be unlikely.

If you do not have enough space on the form at any point, you may continue on a separate sheet of paper. Please ensure that you write your name and the title of the post for which you are applying on any additional sheets

Front Page

The first section asks for some basic details about you. Please provide all the details as requested.

Present Employment

Please provide details of your present post, as requested, including the period of notice to be given. If you are unemployed at the time of applying please indicate this.

Previous Employment

Please provide full details of any previous posts you have held, starting with the most recent first. Please ensure you complete the "**reason for leaving**" column and **ensure you account for any gaps in employment.** (Please note that if you are not currently employed, have not been employed recently or have limited experience of employment, you do have the opportunity to give details of any other experience, voluntary work or private interests that you feel help you to meet the criteria on the person specification in the personal statement section of this form)

Education

Please provide full and accurate details about your education and training, paying particular attention to the grade achieved in each examination. Relevant certificates must support all qualifications and any appointment will be subject to the presentation of the original documents, but please do not attach them, as they will be requested at a later date.

Referees

You must supply us with the names, designations and addresses of two people to whom we may ask for references. One **must** be your present or most recent employer and if you are a **recent** school leaver, one should be the Headteacher of your last school. If you do not wish us to approach your referees prior to interview please indicate this and we will comply with this request, but please note that an appointment will only be confirmed once satisfactory references have been received. Please note in accordance with the Warner recommendations in the case of Residential Child Care posts additional referees may be sought.

Personal Statement

Please use this space to give further details of experience and private interests relevant to your application. Please use additional sheets if required.

Additional Information

The Employment of people with Criminal Records

Darlington Borough Council operates a policy on employing people with criminal records. The Council does not see a criminal record as a bar to employment and will consider the nature of the conviction and its relevance to the job applied for prior to making any selection decisions. Under the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, you are required to disclose information concerning convictions including those which for other purposes are regarded as spent under the Act. A disclosure will be requested for the successful applicant for this job. The Council complies with the Code of Practice issued by the Criminal Records Bureau, of which a copy is available from the contact address on the front of your application form.

Disability

Please answer the questions relating to disability. Darlington Borough Council is positive about disability and welcomes applications from disabled people. As a Disability Symbol User the Council undertakes to interview any applicant who declares a disability as detailed on the Application for Employment and who meets the minimum essential criteria for the job.

Driving ability

Please answer the questions relating to driving ability in accordance with the requirements of the post.

Medical History

Please state how many days you have lost at work owing to illness in the last two years.

N.B. All appointments are subject to satisfactory medical clearance by our Occupational Health Service.

Relationship with Members and Officers

You are required to complete this section regarding your relationship with any Members or Officers of the Council. Failure to declare such a relationship could result in disciplinary action or dismissal.

Finally please check that you have completed all sections of the Application for Employment and that you have signed it.

Data Protection Disclaimer

We will use the information you give on this form and any supporting information you provide for the purposes of the form/service. Additionally, we will also use the information for the purposes of the Council, and any other lawful purpose, and/or to provide you with information regarding other services and benefits to which you may be entitled.

Equality Policy

Darlington Borough Council is an equal opportunities employer and is committed to equality for all in terms of our culture, service delivery and employment. The aim of the Council's Equality Policy, with regard to recruitment and selection, is to ensure that no job applicant receives less favourable treatment on the grounds of sex, marital status, race, colour, ethnic origin, age, disability, sexual orientation, religion or belief, political beliefs, unrelated criminal conviction(s), or indeed any of the areas listed in our policy.

N.B. The Equality Monitoring Form is not part of the selection process. It will be used to monitor the application of the Council's Equality Policy.

No Smoking at Work Policy, Alcohol at Work Policy and Substance Misuse Policy

The Council operates the above policies for the health and safety of its employees. All applicants successful at interview will be required to comply with these policies.

Nursery Facilities

The Council provides nursery facilities. Places are subject to availability and appropriate charges.

Please note:

It is currently the policy of the Council **not** to employ any person over the age of 65, with the exception of School Crossing Patrol Staff who can be employed up to the age of 75.

DARLINGTON BOROUGH COUNCIL

THE RECRUITMENT OF EX-OFFENDERS

Policy Statement

1. Introduction

1.1 Darlington Borough Council recognises the importance of ensuring equality of opportunity in its employment practices and is committed to eliminating unfair discrimination when employing people with criminal records. The Council's Equality Policy supports this commitment.

2. The Rehabilitation of Offenders Act 1974

2.1 This Act provides that anyone who has been convicted of a criminal offence and who is not convicted of a further offence during the specified period becomes a 'rehabilitation person' and his/her conviction becomes spent.

2.2 This means that the conviction does not have to be declared when applying for a job. The rehabilitation period depends on the sentence and runs from the date of conviction. A conviction resulting in a prison sentence of more than 30 months can never become spent.

2.3 Under the Act, a spent conviction, or failure to disclose a spent conviction or any circumstances connected with it, is not a proper ground for dismissing or excluding a person from employment.

3. The Rehabilitation of Offenders (Exceptions) Order 1975

3.1 There are some exceptions to the Act detailed in the Exceptions Order of 1975, which, broadly relate to work with children, sick, elderly or disabled people and the administration of the law. Where an exception applies an individual must, if asked, disclose all convictions, including spent ones.

4. Disclosure

4.1 Part V of the Police Act 1997 enables employers to access relevant conviction information for applicants successful at interview. This process is called Disclosure. For posts covered by the Exceptions Order, Darlington Borough Council will be able to access information regarding both spent and not spent information in addition to information regarding the applicants suitability for work with children, vulnerable people and in excepted professions.

5. Appointment Process

5.1 Darlington Borough Council is committed to the principle of making appointments on merit and will focus on a person's abilities, skills, experience and qualifications. When considering an applicant with a criminal record the Council will consider the relevance of the convictions to the job for which the person is applying. In considering this relevance the Council will explore:

- the circumstances leading up to an offence
- whether the individual has committed repeat offences
- the nature and seriousness of the offence
- the length of time since the offence took place
- the nature of the work in which the individual will be involved, including their exposure to money, property and vulnerable people
- the extent to which the person will be supervised
- the individual's attempts not to re-offend
- the potential risks associated with employing the person in the post

5.2 The Council does not necessarily see a criminal record as a bar to employment. This will depend on the nature of the position and the circumstances and background of the offence.

6. Ensuring the Appropriate Use of Disclosure

- 6.1 The Council will make it clear on the Application for Employment where a post is subject to the provisions of the Exceptions Order and where there is a requirement to declare spent convictions and a standard or enhanced disclosure will be sought. In no other circumstances will questions relating to spent convictions be asked.
- 6.2 The Council will only request a Disclosure where it is considered both proportionate and relevant to the position concerned

7. Failure to disclose a criminal record

- 7.1 Failure to disclose unspent and/or spent convictions when required on the Application for Employment will be considered a serious matter and may lead to an offer of employment being withdrawn, disciplinary action or even dismissal. However, the matter will be discussed with the applicant/employee prior to any decisions being made.

8. Confidentiality

- 8.1 Any information requested and provided regarding criminal records will be treated confidentially and with discretion. Access to criminal record information will be on a need-to-know basis and information will be stored confidentially and in accordance with the Data Protection Act.

9. Communication of this Policy

- 9.1 The Council will undertake to ensure that key employees receive appropriate training about their personal roles and responsibilities in this area. In addition specific training will be provided on assessing the risks associated with employing those with criminal records, identifying safeguards and making balanced objective judgements.
- 9.2 All job applicants, where Disclosure is required, will receive a copy of this policy with the information pack sent out with the Application for Employment.



APPLICATION FOR EMPLOYMENT

Please complete this form using type or black ink or typescript and return it to:

LONGFIELD SCHOOL
Longfield Road, Darlington. DL3 0HT
Tel: (01325) 380815 (24 hour answer service)

Please read the guidance notes before completing the application form.

E-mail applications to longfield@longfield.darlington.sch.uk

POST TITLE:	
Are you applying for this post as a Job Sharer?	YES/NO
Surname:	Forename(s):
Address:	Telephone No. Home:
	Telephone No. Work:
	Mobile No:
	E-mail Address:

PRESENT EMPLOYMENT

Post Title:	
Name and Address of Employer:	Grade: Salary/Wage: Date of Appointment: Period of Notice Required:

PREVIOUS EMPLOYMENT (please account for any gaps in employment)

From	To	Employer	Position	Salary	Reason for leaving

EDUCATION

SECONDARY EDUCATION		
Schools Attended	Dates	Qualifications (including subjects and grades)

FURTHER AND HIGHER EDUCATION			
Establishment Attended	Dates	Course	Result

MEMBERSHIP OF PROFESSIONAL/TECHNICAL BODIES		
MEMBERSHIP REFERENCE NO:		
Professional/Technical Body	Class of Membership	Date obtained

PERSONAL STATEMENT

Please use this space to give further details of career, experience and private interests relevant to your application. Please continue on a separate sheet if necessary.

REFEREES

Please give the names and addresses of two persons who are not related to you and from whom references can be obtained. One of these MUST be your current or last employer. Referees may be contacted prior to interview. Please ensure that you provide all the details required below (if applicable) and that your referees are aware they will be contacted if you are offered the position.

Status:

Status:

Name:

Name:

Address:

Address:

Telephone No:

Telephone No:

Fax. No:

Fax. No:

E-mail address:

E-mail address:

ADDITIONAL INFORMATION

Darlington Borough Council is committed to the principle of making appointments on merit and will focus on a person's abilities, skills, experience and qualifications. When considering an applicant with a criminal record the Council will consider the relevance of the conviction to the job for which the person is applying and a record will not necessarily be a bar to obtaining a position. The Council has adopted a policy on the recruitment of ex-offenders, a copy of which is enclosed with this application form. A standard or enhanced Disclosure will be requested for the successful applicant to this job. The code of Practice for Registered Persons and Recipients of Disclosure Information is available on request from the address on the front of this form.

Have you been convicted of an offence? YES NO

If 'Yes' please specify giving dates:

Under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, applicants are required to disclose information concerning convictions including those which for other purposes are regarded as spent under the Act. Any information disclosed will be treated in the strictest confidence.

Have you ever been disqualified under DCCR (Disqualification of Care of Children Regulations 1991) YES NO

DISABILITY

Darlington Borough Council is positive about disability and welcomes disabled people to apply for posts within the Authority.

Do you consider yourself to be a person with a disability as described by the Disability Discrimination Act 1995?
i.e. Do you consider yourself to be someone who has a physical or mental impairment which has a substantial and long term effect on your ability to carry out normal day to day activities

YES NO



If Yes, please give details

If you have any specific requirements to assist you with an interview, please attach details and the necessary arrangements will be made.

DRIVING ABILITY

Do you hold a current driving licence in accordance with the requirements of the post? YES NO

Have you had any endorsements within the last 5 years? YES NO

Do you have a roadworthy vehicle? YES NO

MEDICAL HISTORY

How many days have you lost at work owing to illness in the last two years?

Are you related to any Member or Officer of this Authority? YES NO

(If you have a partner who is a Member or Officer of the Council you should also disclose that relationship)

If Yes, please give details

Please note:- Canvassing of Members and Officers of the Council directly or indirectly in connection with this application will disqualify you.

Have you previously worked for Darlington Borough Council YES NO

DECLARATION

If you submit this form via email you are declaring that the information stated is true and accurate.

I declare that the information given in this application is true, and that I have not canvassed directly or indirectly any Member or Officer of Darlington Borough Council, nor will I do so. I understand that any falsification of information will be judged as serious misconduct and may result in dismissal.

SignedDate

Equality Monitoring Form

Darlington Borough Council is an Equal Opportunities Employer and the aim of its policy is to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, marital status, race, colour, ethnic origin, nationality, age, disability, sexual orientation, political or religious belief. We need to find out if our policy is working in practice. To do this we need to look at, how we advertise the jobs, how we select people for interview, who is offered the job, and what to do after a successful interview. Monitoring the recruitment and selection procedures is one way of helping to ensure there is no discrimination in the way we recruit people.

How you can help us. We need to know the age, marital status, disability, gender, race and ethnic origin of people who apply to work for Darlington Borough Council. We would like you to complete the following questionnaire.

The information you give us will be treated as strictly confidential and will not form part of the appointment process.

POST TITLE POST REF. No

DEPARTMENT CLOSING DATE

1 My sex is:-	Male <input type="checkbox"/> Female <input type="checkbox"/>
2 My age is:-	16-19 <input type="checkbox"/> 20-29 <input type="checkbox"/> 30-39 <input type="checkbox"/> 40-49 <input type="checkbox"/> 50-59 <input type="checkbox"/> 60+ <input type="checkbox"/>
	Date of Birth:
3 Are you married or in a registered Civil Partnership?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4 Do you consider yourself to be a person with a disability as described by the Disability Discrimination Act 1995?	YES <input type="checkbox"/> NO <input type="checkbox"/>
i.e. Do you consider yourself to be someone who has a physical or mental impairment which has a substantial and long term effect on your ability to carry out normal day to day activities.	
5 On what employment basis are you applying for the post?	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Job Share <input type="checkbox"/>
6 Are you already employed by Darlington Borough Council?	YES <input type="checkbox"/> NO <input type="checkbox"/>

7 What is your ethnic group?

Choose one selection from (a) to (e) then tick the appropriate box to indicate your cultural background.

a White	b Mixed	c Asian or Asian British	d Black or Black British	e Chinese or Other ethnic group
British <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>
Irish <input type="checkbox"/>	White & Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>	African <input type="checkbox"/>	Any other Please state <input type="checkbox"/>
Any other White background Please state	White & Asian <input type="checkbox"/> Any other Mixed background Please state	Bangladeshi <input type="checkbox"/> Any other Asian background Please state	Any other Black background Please state

8 Where did you see the vacancy advertised?

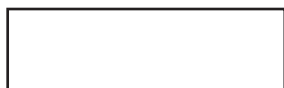
Job Centre <input type="checkbox"/>	Northern Echo <input type="checkbox"/>	Evening Gazette <input type="checkbox"/>
Advertiser <input type="checkbox"/>	Evening Chronicle <input type="checkbox"/>	Internet : DBC website <input type="checkbox"/>
T.E.S. <input type="checkbox"/>		Town Hall Foyer <input type="checkbox"/>
Town Crier <input type="checkbox"/>		
Jobs Fair <input type="checkbox"/>	which jobs fair?.....	
Job scene <input type="checkbox"/>	where did you see the job scene?	
Other (please specify)		

PLEASE PRINT

FULL NAME

DATE

This document will not be used as part of the selection process, and will be kept separate from your application form. The information you provide will be treated in the strictest confidence and will not be available to members of the appointment panel.



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