Nottinghamshire County Council

Form A

Application Form CONFIDENTIAL

This form is also available in other formats. Please complete ALL sections. *This part of the application form WILL be used to shortlist candidates for interview.*			
POST APPLIED FOR:		ADVERT REFERENCE NO:	
DEPARTMENT/ESTABLISHMENT:		CLOSING DATE:	
1. PERSONAL DETAILS (please complete in block letters)			
Surname:		Forenames:	
Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other)		Date of Birth:	
Address for Correspondence:		Permanent Address (if different):	
Postcode:		Postcode:	
Home telephone no:		Mobile telephone no:	
Work telephone no:		Email address:	
National Insurance No:		Nottinghamshire County Council employee? Personnel no:	
2. PRESENT OR LAST EMPLOYER			
Name and address of employer:		Name and address of establishment where employed (if different):	
Postcode:		Postcode:	
Nature of business:		Job title/Post:	
Present annual salary or weekly wage (gross):			
Hours/sessions worked per week:		Other benefits (if applicable):	
Date appointed:		Notice required or leaving date if last appointment:	
Reason for leaving or for seeking other employment:			

Brief description of duties:	

3. PREVIOUS EMPLOYMENT

(Starting with the most recent first). Include work/voluntary experience and any periods of unemployment. (Please continue on separate sheet if necessary)

Employer name & address	Job title/post	Grade & salary/wage	Full or part-time (if part-time, give hours or sessions)	Dates (month/year)		Reason for leaving
				From	To	

4. EDUCATION, TRAINING & QUALIFICATIONS

(Please continue on separate sheet if necessary)

Secondary School/College/University	Dates		Qualifications gained (state level)	Grade/class of degree	Date
	From	To			

OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue on separate sheet if necessary)

Organising Body	Course title	Length of course

MEMBERSHIP OF PROFESSIONAL BODIES

Name of body	Type of membership	Date obtained

5. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person/employee specification.

NOTE; Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview.

6. REFEREES

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees. If you are a Nottinghamshire County Council employee you must state your current line manager as your first referee. The Authority reserves the right to approach any previous employer or manager. Where references are taken up on shortlisted candidates prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel.

Name (Referee 1):		Name (Referee 2):	
Status:		Status:	
Organisation (if appropriate):		Organisation (if appropriate):	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Email address:		Email address:	
How long known?		How long known?	
Do you give consent to us contacting your present employer prior to interview?		YES ☐ NO ☐	

7. HEALTH/MEDICAL DETAILS

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination. Details of your sickness absence will also be requested from your employment referee.

8. DISCLOSURE OF CRIMINAL BACKGROUND

The Authority is required under the Police Act 1997, the Protection of Children Act 1999 and the Criminal Justice & Court Services Act 2000 to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Disclosure & Barring Service.

If the post for which you are applying requires a Disclosure & Barring Service check, you must provide information about ALL convictions, as the post is automatically exempt from the Rehabilitation of Offenders Act 1974 and rules relating to 'spent' convictions do not apply.

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 on the Disclosure and Barring Service website www.gov.uk/dbs

If the post for which you are applying does not require a Disclosure & Barring Service check, you are still required to answer the following questions but you do NOT need to disclose convictions which under the Rehabilitation of Offenders Act 1974 are considered as 'spent.' Please refer to the enclosed information regarding the Rehabilitation of Offenders Act 1974.

Please answer the following questions.

Have you ever been convicted of a criminal offence?	YES ☐ NO ☐
Have you ever been cautioned for a criminal charge?	YES ☐ NO ☐
Are you at present the subject of a criminal charge?	YES ☐ NO ☐

If YES to any of the above questions, please give brief details including dates.

The Authority's Policy Statement on the Recruitment of Ex-Offenders is available on request.

Nottinghamshire County Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Council's Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

9. GENERAL

Are you interested in Job Share?	YES ☐ NO ☐
Please give details of any dates within the next 2 months when you will not be available for interview. However, if you are not available for interview on a specific date, we cannot guarantee being able to offer you an alternative date.	
Do you hold a current full driving licence?	YES ☐ NO ☐
Do you have regular use of a vehicle?	YES ☐ NO ☐

For posts carrying Authorised Car User status, employees are expected to have access to transport for the majority of the time, with notice.

You are required to declare below any relationship with or to a Member of the County Council or an employee of the Authority.

Please state name and position:

Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below.	YES ☐ NO ☐

This information is required, including that related to warnings regarded as "spent" in order for the Council to ensure safe recruitment and meet its obligations, for relevant appointments, to safeguard vulnerable users of the Council's services. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.

10. EQUALITY ACT 2010

The Equalities Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities. The Act requires an employer to make reasonable adjustments to working conditions in order to enable disabled applicants to have equal access to employment opportunities. Nottinghamshire County Council is committed to the development of positive practices to promote equality in employment. The Council guarantees an interview to disabled applicants who meet the essential shortlisting requirements. If you would like to declare your disability, please tick the appropriate box below.

Do you consider yourself to be disabled? YES ☐ NO ☐

11. DATA PROTECTION ACT

The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and personnel administration. It will not ordinarily be disclosed to anyone outside the Council without first seeking your permission, unless there is a statutory reason for doing so. This Authority is under duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information visit: www.informationcommissioner.gov.uk or contact the Council's Corporate Data Protection Officer on 0115 9773504.

12. DECLARATION

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Authority.

Signed	Date

Please return your completed form by e-mail to: jobs@nottscc.gov.uk or by post to arrive by the closing date to: Business Support Centre, Nottinghamshire County Council, County Hall, West Bridgford, Nottingham NG2 7QP. If you are HAND DELIVERING it, please bring to Business Support Centre, Trent Bridge House, Fox Road, West Bridgford, Nottingham NG2 6BJ. If you have not received a reply within the next 6 weeks, you should assume that your application has been unsuccessful.

PLEASE NOTE: CORRECT POSTAGE MUST BE USED TO ENSURE DELIVERY OF YOUR APPLICATION IS NOT DELAYED. Postage rates must comply with the royal mail size guide.

EQUALITY AND DIVERSITY MONITORING FORM

Nottinghamshire County Council Equality in Employment Statement

This part of the application form will NOT be used to shortlist candidates for interview and will NOT be viewed by the Recruitment panel.

Nottinghamshire County Council, together with the recognised Trade Unions and self-managed workers groups, is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of race, disability, gender, belief or religion, age, pregnancy and maternity, gender reassignment, marriage and civil partnership or sexual orientation. This commitment will apply to recruitment and selection practices, training and promotion, in the application of national and local agreements, in respect of pay and conditions of service and in the provision of all services. One aim of this policy is to make sure that you and other applicants for jobs are not discriminated against. The policy also aims to make sure that you are not disadvantaged by job conditions or requirements that are not relevant

Our workforce profile data is collected against categories which are determined through the National Census of the UK population. The categories on this form reflect those which the Office for National Statistics advise are likely to be used in the next census.

In order to monitor and ensure the successful development of this policy, all applicants for jobs are requested to complete the Equality and Diversity Monitoring information detailed below and overleaf.

Please tick as appropriate:

Your gender - are you:	**Male**	**Female**	**Transsexual / Transgender**
	☐	☐	☐

Your age:	**16-25**	**26 - 35**	**36 - 45**	**46-55**	**56 and over**
	☐	☐	☐	☐	☐

I would describe my **ethnic origin** as: (please note this question does not refer to your nationality / country of origin)

White:

English ☐

Other British ☐

Irish ☐

Other white background (please describe): ☐

Black or Black British:

African ☐

Caribbean ☐

Other Black background (please describe): ☐

Asian or Asian British:

Indian ☐

Pakistani ☐

Bangladeshi ☐

Chinese ☐

Other Asian background (please describe): ☐

Mixed (dual heritage):		**Other ethnic group:**	
Asian and White	☐	Arab	☐
Black African and White	☐	Gypsy	☐
Black Caribbean and White	☐	Irish Traveller	☐
		Romany	☐
Other mixed background (please describe): ☐		Other ethnic group, (please describe): ☐	

What is your religion or belief?:

No religion / belief	**Christian**	**Buddhist**	**Hindu**	**Jewish**	**Muslim**	**Sikh**
☐	☐	☐	☐	☐	☐	☐

Other religion *(please describe):* ☐

Other belief *(please describe):* ☐

What is your sexual orientation?:	**Heterosexual**	**Bisexual**	**Gay man**	**Lesbian**
	☐	☐	☐	☐

If you consider yourself to be disabled, please specify:

Communication	☐	**Hearing**	☐	**Learning**	☐	**Mental Health**	☐
Mobility	☐	**Physical**	☐	**Visual**	☐	**Other**	

Please give further details below if you wish:

How did you find out about this vacancy?

NCC website	☐	Word of Mouth	☐	Website (please specify)	☐
JobCentrePlus	☐	National Press (please specify)	☐	Other (please specify)	☐
Job Fair	☐	Local Press (please specify)	☐		

APPEALS PROCEDURE

The Authority operates a recruitment appeals procedure. If you consider that you have been discriminated against during recruitment because of your race, disability gender, belief or religion, age or sexual orientation, send full details within 14 days of the alleged act taking place or being discovered (or within 14 days of the recruitment procedure) to the Head of the Business Support Centre, Nottinghamshire County Council, County Hall, West Bridgford, Nottingham NG2 7QP. Please state the post title, advert reference number, location, department and the grounds on which it is considered that the discrimination has occurred.

DECLARATION

I consent to the collection, storage and use of my race, disability, gender, belief or religion, age or sexual orientation details. I understand that these details will not be used as part of the selection process. I understand that any use of these details will only involve producing anonymous statistics to monitor the effectiveness of Nottinghamshire County Council's Equality policy.

Signed	Date

If you are applying on-line and are subsequently the successful candidate, you will be required to sign a printed copy of the Equality & Diversity Monitoring Form.

Contacting us

email	jobs@nottscc.gov.uk
phone	0115 9772727 option 1, option 3
fax	0115 8463587
minicom	01623 434993
post	Business Support Centre, Nottinghamshire County Council, County Hall, West Bridgford, Nottingham NG2 7QP
by hand	Business Support Centre, Trent Bridge House, Fox Road, West Bridgford, Nottingham NG2 6BJ
internet	www.nottinghamshire.gov.uk