

CELEBRATING DIVERSITY

North Lincolnshire Council Application for Employment

Please refer to the guidance notes before completing this form.

Post applied for: _____ Post number: _____
Where did you see this post advertised: _____

Please refer to the guidance notes before completing this form. **Please note we do not accept CV's**

Personal details

Title: _____ Forenames: _____
Surname: _____ Preferred Name: _____
Address: _____ Postcode: _____

Home Telephone No: _____ Work Telephone No: _____
Mobile No: _____ E-mail Address: _____

May we call you at work? (Please tick) Yes No

Do you wish to apply for this post as part of a job-share arrangement? (Please tick) Yes No

National Insurance Number (if known):

Present/most recent employment

Name and address of employer: _____

Telephone No: _____

Title of post: _____ Salary/wage: _____ Hours worked per week: _____
Date appointed: _____ Notice required/date of termination: _____

(If you are applying for a teaching post, please complete the following): Teacher reference No.

(If you are applying for a social work position, please complete the following):

GSCC registration number: _____ Date obtained: _____

Present/most recent employment

Summary of main duties and responsibilities:

Previous employment (including relevant voluntary work)

Employer/body (Contact name and tel. no.	From DD / MM / YY	To DD / MM / YY	Job title	Reason for leaving

Education/training/qualifications/certificates

(If short listed you will be required to present relevant original certificates at interview ie those that correspond to an essential requirement of the post)

Schools, colleges and universities attended	From DD / MM / YY	To DD / MM / YY	Course taken/ examinations	Date passed	Grade
Professional qualifications					

Additional training (including employment based training)

Experience, skills and abilities

When completing this section, it is helpful if you quote examples of work and experiences that relate to the job description and the employee specification. Explain why you believe that you are a good applicant for the post. Remember to include skills and experiences outside of paid work, such as voluntary/community work or domestic activities. **Please do not attach a CV.**

If you are applying for a teaching post, please give details of “second subject” knowledge and experience.

Experience, skills and abilities, continued

References

Please give the names and addresses of two people who have agreed to act as referees (one of whom should be your present or most recent employer) whom we can contact for a reference on your ability to carry out the duties of the post. **As part of safer recruitment processes for people working with children we may require employment references covering the five years prior to your application. Please see separate guidance notes enclosed. References may be validated with referees.**

1. Title:

Name:

Company name:

Position held:

Address:

Post code:

Telephone:

Email address:

2. Title:

Name:

Company name:

Position held:

Address:

Post code:

Telephone:

Email address:

Do you agree to this referee being contacted before the interview? please tick) Yes No

Do you agree to this referee being contacted before the interview? please tick) Yes No

In certain circumstances references may be sought from previous employers not listed above.

Additional information (Please tick boxes as appropriate)

Are you a relative or associate (e.g. a fellow member of a club, association or business partner) of a council employee, elected member or, if applicable, a governor of a school of North Lincolnshire Council?

Yes No

If yes, please give name and relationship:

Are you entitled to work in the United Kingdom?

Yes No

Do you require a work permit?

Yes No



North Lincolnshire Council has received recognition from Jobcentre Plus of its commitment as an employer towards the recruitment, employment, retention and career development of all applicants with a disability. As part of the Council's commitment, **all applicants with a disability who meet the essential criteria for the job will be invited to interview.**

Are you seeking an interview under the disability symbol scheme?

Yes No

Will you need any assistance at interview or to meet some of the job requirements?

Yes No

(e.g. Sign language, interpreter, access to buildings, day, or the time of day to be taken into account)

If yes, please specify your particular need:

Convictions/disqualifications

North Lincolnshire Council is committed to 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(s) to the job for which the person is applying. A criminal record will not necessarily be a bar to obtaining a position.

Under the Rehabilitation of Offenders Act 1974, a conviction will become 'spent' (ie, treated as if it had never occurred) where the individual has not, after a period of time, committed another serious offence. Rehabilitation periods vary, depending on the type and length of conviction originally incurred. For example:

Type of conviction

imprisonment for over six months but less than 30 months
imprisonment 30 months and over
fine or sentence not covered by the act
conditional discharge
probation

Rehabilitation period

10 years
never 'spent'
five years
one year
five years

You will be informed if the post is exempt from the Rehabilitation of Offenders Act. If the post is exempt, you are not entitled to withhold information about convictions that are regarded 'spent' under the Act. If you are working with vulnerable service users, the post will be exempt from Section 4(2) of the Act. You are therefore required to give details of all convictions and cautions including 'spent' convictions. Any information that you may give will be strictly confidential and will be considered only in relation to exempted jobs for which you have applied. If you are not shortlisted the information will be destroyed.

Do you have any convictions, including driving offences (please tick)

Yes

No

If yes please give details and dates:

Do you have any cautions/bindovers (please tick)

Yes

No

If yes please give details and dates:

Do you have any disqualifications from driving or performance of professional duties (please tick)

Yes

No

If yes please give details and dates:

A Criminal Record Bureau (CRB) check will be done on all successful applicants for posts that involve contact with children and/or vulnerable adults and are considered to be 'exempt' under the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The information obtained will be kept strictly confidential in accordance with the Code of Practice issued by the CRB.

The Code of Practice, along with the full version of our Recruitment of Ex Offenders and Criminal Records Bureau Disclosure procedure, can be accessed from our website at www.northlincs.gov.uk/northlincs/Jobsandcareers. Both documents are also available on request from the Human Resources Team.

Additional employment

Do you intend to undertake other work in addition to this post? (please tick)

Yes

No

If yes, state weekly hours of additional work.

Declaration

I understand that canvassing members of North Lincolnshire Council in connection with this appointment, or knowingly failing to disclose a relationship, will disqualify me. I declare that the particulars I have given are true, complete and correct. I accept that any false statement or material omissions will normally lead to my being dismissed if appointed to the post. If you have completed our online application form or are submitting a form by e-mail you will be asked to sign and date your form if invited for interview.

Signature:

Date:

Please return this application to:

If you require acknowledgement of receipt of this application form, please enclose a stamped, addressed envelope.

Office use only

Shortlisted	Yes <input type="checkbox"/>	No <input type="checkbox"/>	reason for decision:	<input type="text"/>
Interview	Yes <input type="checkbox"/>	No <input type="checkbox"/>	reason for decision:	<input type="text"/>
Offer	Yes <input type="checkbox"/>	No <input type="checkbox"/>	reason for decision:	<input type="text"/>

Monitoring of Recruitment

North Lincolnshire Council is committed to providing equality of opportunity in its employment procedures and will consider all applicants on the basis of their suitability for the post, irrespective of gender, age, responsibility for dependants, creed, race, religion or ethnic origins, sexuality or disability. Please complete this section of the form, which is voluntary and will be used to monitor the effectiveness of the Diversity Policy.

This form is not used as part of the selection process

Title <input type="checkbox"/>	Forename(s) <input type="text"/>	Surname <input type="text"/>
Post Applied For <input type="text"/>	Post Number <input type="text"/>	

1. What is your sex?

Male Female Prefer not to say

2. Date of Birth

3. What is your ethnic background?

A White

British Irish

Other white background (please specify)

B Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background (please specify)

C. Black or Black British

Caribbean

African

Any other black background (please specify)

D. Asian or Asian Background

Indian

Pakistani

Bangladeshi

Any other Asian background (please specify)

E. Chinese or other ethnic group

Chinese

Other (please specify)

4. Do you have a disability? (See advice notes overleaf)

Yes No Prefer not to say

5. What is your sexual / gender identity?

Lesbian or gay Bisexual

Heterosexual Prefer not to say

Trans

6. What is your religion or belief?

Christian Buddhist

Hindu Jewish

Muslim Sikh

None Prefer not to say

Other religion (please specify)

7. Where did you see this post advertised?

NLC Bulletin Direct Magazine

Job Centre NLC Website

Other Website (please specify below)

National Newspaper (please specify below)

Local Newspaper (please specify below)

Professional Journal/Publication

(please specify below)

Other (please specify below)

Definitions of Disability

Please read the following guidance notes, which contain definitions of some of the different types of disability. Disability is defined as: a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. This means that, in general:

- The person must have an impairment that is either physical or mental
- The impairment must have adverse effects which are substantial
- The substantial adverse effects must be long-term, and
- The long – term substantial adverse effects must be effects on normal day-to-day activities

1.1 Impairment

The definition covers physical and mental impairments.

These include

- physical impairments affecting the senses, such as sight and hearing
- mental impairments including learning disabilities and mental illness

1.2 Substantial

For an effect to be substantial, it must be more than minor. The following are examples that are likely to be considered substantial

- inability to see moving traffic clearly enough to cross a road safely
- inability to turn taps or knobs
- inability to remember and relay a simple message correctly.

1.3 Long-term

These are effects that have lasted at least 12 months

- are likely to last at least 12 months from the time of onset
- are likely to last for the rest of the life of the person affected

Long-term effects include those, which are likely to recur. For example, an effect will be considered to be long-term if it is likely both to recur, and to do so at least once beyond the 12-month period following the first occurrence.

1.4 Day-to-day activities

The act states that impairment is to be taken to affect the ability of a person to carry out normal day-to-day activities only if it affects that person in respect of one or more of the following

- mobility - moving from place to place, manual dexterity - for example, use of the hands
- physical co-ordination
- continence
- the ability to lift, carry or move everyday objects
- speech, hearing or eyesight
- memory, or ability to concentrate, learn or understand
- perception of the risk of physical danger

2 Particular cases or conditions

2.1 Severe disfigurements

A severe disfigurement is to be treated as having a substantial adverse effect on the person's ability to carry out normal day-to-day activities. Examples of severe disfigurements include

- Scars, birthmarks, limb or postural deformation (including restricted bodily development)

- Diseases of the skin

Disfigurements do not include

- Tattoos or piercing of the body for decorative purposes

2.2 Progressive conditions

The following people are deemed to meet the definition of disability without having to show that they have an impairment that has (or is likely to have) a substantial, adverse, long – term effect on the ability to carry out normal day – to – day activities:

- a person who has cancer, HIV infection or multiple sclerosis (MS)
- a person who is certified as blind or partially sighted by a consultant ophthalmologist, or registered as such with a local authority.

All other progressive conditions are however, still subject to special provisions, which provide that a person with a progressive condition is to be regarded as having an impairment that has a substantial adverse effect on their ability to carryout normal day-to-day activities before it actually does so.

Examples of other progressive conditions include

- Systemic lupus erythematosus (SLE)
- Various types of dementia
- Rheumatoid arthritis
- Motor neurone disease

2.3 Genetic predispositions

The Act does not cover people with a gene that causes a disability unless they develop the disability. For example, people with the gene that causes Huntington's chorea are not covered if they do not have the condition. People are covered as soon as the first effects on normal day-to-day activities appear.

2.4 Past disabilities

The definition covers people who have had a disability in the past. If a person once had a disability, which is covered by the Act, they are still protected if they have recovered. This applies even if they recovered before the Act came into force.

Thank you for responding to our recent advertisement:

We strongly believe that we are an employer of choice, offering a quality work environment to our employees. In return we ask for their best effort and commitment. This is to ensure that North Lincolnshire Council delivers the highest quality services to people, who live in, work at or visit our area.

This is about respecting the fact that each employee has a personal life. Best performance can be achieved by prioritising workloads and managing time effectively. Improving the lives of our people is key to our organisational well-being. We offer the following options:

Work-life balancing

Flexible working patterns – job-share, working term-time only, reduced hours and home working are some of the arrangements available depending on the nature of the job and the needs of the service delivery.

Flexi-time – an individual can make a choice as to their start and finish times, according to the needs of the service.

Job-share scheme

The council currently operates a job share scheme. Job share is two or more people sharing one job. The scheme aims to allow people with carer commitments (and who can only work for part of the week) to get a job. Unless otherwise stated all full-time council jobs are available for job share. The precise working patterns of each job share will depend upon both the needs of the service and the job sharers.

Leave entitlement

We offer annual leave ranging from 23 to 35 days in addition to time off for public holidays. We also offer extended maternity/paternity support leave, and adoptive parent leave. Provisions for parental leave and special leave are also in place. We grant this leave to allow employees to address problems and commitments outside the workplace that have a bearing on their welfare and ability to perform their duties.

Combining work and parenthood

We are committed to helping parents balance their work and family responsibilities. We operate a childcare voucher scheme, to support employee childcare commitments. This allows employees who have to organise childcare to give up part of their salary for the equivalent amount in childcare vouchers. Members of the scheme will be entitled to receive a certain amount of childcare vouchers per calendar month, both tax and national insurance free.

Removing barriers

We are committed to ensuring our recruitment methods are open and accessible to all applicants. We make every effort to supply all necessary building adaptations and equipment to enable employees with a disability to carry out the full duties of their jobs. If an applicant or employee with a disability can't do a certain aspect of the job we will consider redesigning the job to remove that particular barrier.

Dignity at Work policy

The council believes that every employee has the right to a supportive working environment. Harassment is not tolerated. The council has a procedure to deal with harassment of employees.

Relocation package

The council operates a scheme that gives help to new employees who need to move into the area to take up their post.

Smoking policy

The council currently operates a no smoking policy. This means that its premises have a non-smoking environment. Employees will only be permitted to smoke outside of normal working hours or during official meal breaks.

Data protection

The council collects data to process applications under its Recruitment and Selection Policy. It will use the data for any subsequent employment purposes.

The council will sometimes have to contact third parties to verify information. This can be information provided by applicants and other facts relating to them and their application, for example references. The council keeps application forms from unsuccessful applicants for twelve months. It then destroys them.

Diversity policy

The council's diversity policy builds on the concept of equal opportunities. It is a strategy to promote values, behaviour and practices that recognise the differences between people. It aims to enhance motivation and performance and release potential. This leads to improved services for customers.

Diversity recognises that treating people as individuals does not necessarily mean treating them equally. Diversity means we not only recognise people's different needs and aspirations, but that we respond to and take account of them.

Recruitment monitoring

The council is committed to promoting equality, inclusiveness and social justice for all of its citizens and employees. It will work positively to achieve this by challenging any forms of discrimination, exclusiveness and injustice. The council values diversity. It will try to ensure that its services and workforce reflect the communities' needs.

To assist North Lincolnshire Council to monitor and evaluate its effectiveness in relation to equal opportunities, and for no other reason, applicants are asked to complete and return the recruitment monitoring form. The details supplied are held in confidence and are not used in any way in the recruitment and selection process.

Guidance Notes

We advise applicants to read the following notes carefully. The decision to shortlist you for interview will be based solely on the information you provide in the application form unless other selection techniques are used. This advice is designed to help you to complete the application form as thoroughly as possible.

Make sure that you read through your completed application form, to check for errors or gaps. Check the closing date and make sure you send your application in plenty of time. The council will only consider late applications in exceptional circumstances. You should return your form to the address on the advertisement/application form.

How will you know what we are looking for?

The employee specification describes the skills, experience and qualifications we are looking for. We will assess your application against the specification. The job description and employee specification will be enclosed, if you have requested an application pack or where directed can be accessed on the website. The documents show the main duties, responsibilities and personal attributes of the post and you should read them carefully and try to identify the key words and phrases.

Do you have what we are looking for?

You should use the information in the advertisement, job description and employee specification to consider if you have the skills, knowledge and experience we are looking for. You should show how you currently use these and how you have used them in the past. Do not forget that skills can be transferable. The tasks that you perform may not be the same as those in the job you are applying for, but the skills you use to carry out those tasks may be the same. Remember that the skills and experiences you have gained outside paid work, can demonstrate skills you have taken for granted. For example skills gained from domestic responsibilities, unpaid or voluntary work and organising social or community activities. These could be a clear sign of your ability to do a job.

Convictions/disqualifications

A criminal record check will be done on successful applicants for certain council jobs. This mainly applies to posts that involve contact with children and/or vulnerable adults and are considered to be 'exempt' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

The council will obtain a Disclosure via the Criminal Record Bureau (CRB). The CRB makes relevant checks with establishments such as the police, the Department of Health and the Department for Education and Skills. The CRB will request a standard or enhanced disclosure (depending on the nature of the post) for all successful applicants to exempted posts. The information obtained will be kept strictly confidential in accordance with the Code of Practice issued by the CRB.

You will be informed if the post is exempt from the Rehabilitation of Offenders Act. If the post is exempt, you are not entitled to withhold information about convictions that are regarded 'spent' under the Act. If you are working with vulnerable service users, the post will be exempt from Section 4(2) of the Act. This means that you will need to give details of all convictions and cautions including 'spent' convictions. Any information that you give will be strictly confidential and will be considered only in relation to exempted jobs for which you have applied. If you are not shortlisted the information will be destroyed.

Asylum and Immigration

An Act of Parliament places a legal responsibility on employers to only recruit new employees/staff from those who are eligible to work in the United Kingdom. Anyone who does not comply will be committing a criminal offence and could be subject to a maximum fine of £5,000.

In practice, this means that every* candidate who is shortlisted for interview must bring some documentary evidence to the interview that confirms they are eligible to work in the United Kingdom. The Home Office has specified several documents, which will satisfy this requirement and these will be listed on the form provided, if you are invited for an interview.

The specified documents will be inspected and copied and

the original will be returned to you. Any personal information in the document supplied by you will be kept confidential. We will not use it for any purpose other than compliance with the Act.

*Note:

Current employees are automatically eligible. They do not need to bring a specified document, but will still need to complete the provided form.