

## **Non Teaching Application Pack (CRB Required)**

The documents that follow are:

- Job Application Form
- Equality Monitoring Form
- Declaration of Criminal Offences Form
- Additional Employment Form
- Guidance Notes for Job Applicants

**You are advised to read the guidance notes before completing any of the forms**



CONFIDENTIAL  
**JOB APPLICATION**



Post Title:	Please return form to:
Post Ref No:	
Directorate/Location:	

Please complete this form clearly in black ink or type. Please do not send a CV (curriculum vitae) as an alternative to completing any section of the form. Additional sheets of paper may be attached if you run out of space.

Personal Details	
◆ Surname:	◆ National Insurance Number:
◆ Forename:	◆ Home Telephone:
◆ Mr/Ms/preferred title:	◆ Work Telephone:
◆ Address:	◆ Mobile Telephone:
	◆ Email Address:
◆ Post Code:	May we use this email address to contact you about the recruitment process? Yes <input type="checkbox"/> No <input type="checkbox"/>

Present Appointment
◆ Post held:
◆ Employer:
◆ Date of appointment:
◆ Present salary/wage:
◆ Period of notice required:

**Previous employment**

(please show employment history and account for any gaps )

<b>From</b> (dd/mm/yyyy)	<b>To</b> (dd/mm/yyyy)	<b>Position Held</b>	<b>Employer</b>	<b>Reason for Leaving</b>

### Details of Education and Training

School, college or university and dates attended:

Course, qualification, and the results achieved (you will be required to provide evidence of your qualifications):

Please tell us about any other training you have undertaken in the last 5 years and your current membership of professional institutions:

◆ Are you a social worker registered with the Health & Care Professions Council (HCPC)?

Yes

No

If yes, please give your registration number:

### Further Personal Details

*It is the Council's policy to interview disabled candidates who meet the essential requirements of the post. For this reason it is necessary to ask:*

◆ Do you class yourself as disabled under the terms of the Equality Act 2010?

Yes

No

*The Act defines disability 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.*

Should you require any special arrangements for interview or any other part of the selection procedure, please let us know:

◆ Do you hold a current full UK driving licence?

Yes

No

◆ Do you own a car/motor vehicle?

Yes

No

*(this will only be considered where transport is required for the post)*

### **Additional Information**

Please supply more information to help us assess your suitability for the post, including current and previous experience (this may include experience outside employment) and relevant skills and competencies. Continue on a separate sheet if you wish. Tell us why you are applying for this job and what you could bring to it:

### **Data Protection Act**

Information from this application will be processed in accordance with the Data Protection Act 1998 for the purposes registered by the Council under its notification to the Information Commissioner. Individuals have the right of access to their own personal data in accordance with the Data Protection principles.

### Important Monitoring Information

◆ Are you related to any Councillor or Senior Officer of the Authority or their partner?

Yes

No

◆ If so please give details:

◆ Where did you see this post advertised?

### Asylum & Nationality Act 2006

◆ Are you legally eligible to work in the UK?

Yes

No

◆ Do you have any restrictions on taking up employment in the UK?

Yes

No

Please supply details of restrictions if you answered yes to the last question:

### Declaration of Criminal Offences form

It is essential that you complete and return the enclosed form. Please read it carefully so that you are clear about what you need to declare and whether a Criminal Records Disclosure will also be required.

### Equality Monitoring form

Please complete the enclosed form and return it with your application.

## References

**For all posts**

We require the names and contact details of two referees; one must be your present or most recent employer. We reserve the right to take up a reference from any previous employer.

**For any post working with children or vulnerable adults**

If you have worked with children/young people or vulnerable adults before but are not currently doing so, one referee must be the employer you were most recently employed by working with the client group concerned.

Reference 1	Reference 2
Name:	Name:
Address:	Address:
Job Title:	Job Title:
Relationship:	Relationship:
Telephone Number:	Telephone Number:
Fax number:	Fax number:
Email Address:	Email Address:

**I certify that the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it may automatically disqualify me from appointment or may render me liable to dismissal without notice.**

CS218

<b>Signature:</b>	<b>Date:</b> /     /
-------------------	----------------------

# Isle of Wight Council Equality Monitoring Form



The Isle of Wight Council want to make sure that we are an equal opportunities employer in practice, which is why we want to monitor the diversity of people applying to work with us.

This form does not form part of the selection process and is separated from your application form whilst consideration of candidates takes place. Information provided will be treated as confidential and doesn't form part of the selection process

<b>Post Title:</b>	<b>Post Ref No:</b>
<b>Department:</b>	<b>National Insurance Number:</b>
<b>Last Name:</b>	<b>First name:</b>
<b>What age group do you belong to?</b> <25    25-34    35-44    45-54    55-64    65+	

**1. Do you consider that you have a disability?**  
 Yes   
 No

**2. Sex (Gender)**  
 Male   
 Female

**3. How would you describe your ethnic origin?**

1	White British	<input type="checkbox"/>
2	Irish	<input type="checkbox"/>
3	Any other White background (please specify)	<input type="checkbox"/>
4	White and Black Caribbean	<input type="checkbox"/>
5	White and Black African	<input type="checkbox"/>
6	White and Asian	<input type="checkbox"/>
7	Any other Mixed Race background (please specify)	<input type="checkbox"/>
8	Asian British	<input type="checkbox"/>
9	Indian	<input type="checkbox"/>
10	Pakistani	<input type="checkbox"/>
11	Bangladeshi	<input type="checkbox"/>



12	Any other Asian background (please specify)	<input type="checkbox"/>
13	Black British	<input type="checkbox"/>
14	Black Caribbean	<input type="checkbox"/>
15	Black African	<input type="checkbox"/>
16	Any other Black background (please specify)	<input type="checkbox"/>
17	Chinese	<input type="checkbox"/>
18	Any other ethnic group not classified above (please specify)	<input type="checkbox"/>

**4. Are you married or in a civil partnership?**

Married Yes  Civil Partnership Yes

Married No  Civil Partnership No

**5. How would you describe your sexuality?**

Heterosexual/straight

Gay man

Gay woman/lesbian

Bisexual

**6. Have you undertaken or are you undertaking gender reassignment?**

Yes

No

**How would you describe your religion / belief?**

My religion or belief is .....

I have no religion or belief

**Data Protection**

The information given may be processed by computer for purposes registered by the Council under data protection legislation. Individuals have the right of access to computerised personnel data concerning them.

**Thank you for your co-operation.**

**Date:**        /        /

## Declaration of Criminal Offences



The position you have applied for is exempt from the Rehabilitation of Offenders Act 1974, therefore Isle of Wight Council will undertake to use the Criminal Records Bureau. For some posts the information required will include details of cautions, reprimands or final warnings as well as convictions.

Whereby a Disclosure is to form part of the recruitment process applicants are encouraged to provide details of their criminal record at an early part of the process, all information will be kept confidential and only disclosed to those parties relevant to the recruitment process.

The disclosure of a criminal record will not necessarily prevent your employment with us; in making a decision, the council will consider many factors relevant to the appointment. This means that you must provide information about all previous convictions, cautions, reprimands and final warnings including those, which, in other circumstances, would be thought of as, spent. Failure to disclose relevant information could lead to Isle of Wight Council withdrawing the offer of employment.

**The categories of employment which are exempt from the Rehabilitation of Offenders Act 1974 include:**

- **Work involving access to children and vulnerable people**  
e.g., school based staff, youth service, social workers etc.
- **Work involving the provision of services to persons under the age of 18**  
including social services care, leisure and recreational facilities and the provision of accommodation.
- **Work involving the provision of social services to persons:**
  - over the age of 65
  - suffering from serious illness or mental disability of any description
  - addicted to alcohol or drugs
  - who have a sensory impairment
  - who are substantially and permanently disabled

If you are offered a job in any of these categories, you will also be required to complete a further form and to authorise the Council to undertake a criminal record check.

**Please list all cautions, bindovers and criminal offences. Do not forget to include any pending convictions and indicate that they are pending in the column 'Place & date of judgement(s)'. If you have no convictions please write 'none' and sign the form.**

Details of offence	Nature of offence	Place & date of judgement	Sentence

**I certify that the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it may automatically disqualify me from appointment or may render me liable to dismissal without notice.**

SIGNED: \_\_\_\_\_ NAME: (Please print)  
DATE: \_\_\_\_\_ JOB APPLIED FOR: \_\_\_\_\_

**PLEASE COMPLETE THIS FORM AND RETURN IT WITH YOUR APPLICATION FORM.**

Isle of Wight Council has a policy on the Recruitment of Ex-Offenders which is available upon request. The Criminal Records Bureau publish a Code of Practice. If you would like to see this, please visit their website at <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/CRB/about-the-crb/crb-code-of-practice/>

# Notification of/Application for Additional Employment



## Personal Details and Isle of Wight Council Employment

Full Name:		Title:	
Job Title:			
Department:			
Directorate:			
Hours of work per week:			
Pattern of hours: (e.g. 24/7 shifts, 8.30am – 5.00pm)			
Days worked:			

## Declaration

I will have no other employment/work once I commence in my new post with the Isle of Wight Council.

Signed:		Date:	/ /
---------	--	-------	-----

## Other Employment/Work Details

**(N.B. You must include any other work done for IWC)**

I have other employment/work or I am considering other employment/work including Bank/Casual/Agency, the details of which are below:

Organisation/ Company/ Agency:				
Job Title:				
Description of work undertaken:				
Type of Work:	Paid <input type="checkbox"/>	Unpaid <input type="checkbox"/>	Voluntary <input type="checkbox"/>	Casual <input type="checkbox"/>
Hours per week:				
Pattern of hours: (e.g. 24/7 shifts, 8.30am – to 5.00pm)				
Annual leave entitlement:				Days/hours
Date commenced: (if already in additional employment)	/ /			

## Declaration

I have read and understand the Council's Additional Employment Policy, and I agree to comply with its requirements:

<b>Signed:</b> <b>(Employee)</b>		<b>Date:</b>	/ /
-------------------------------------	--	--------------	-----

## Office use only

Name of Manager forwarded to:	
Date forwarded:	
Date discussed with employee: (if applicable)	
Similar to post at Isle of Wight Council	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Decision:

**(Please tick appropriate box)**

Request approved

Request rejected

Comments:

Date employee informed of  
decision (Date):

/ /

# Guidance for Completing Your Job Application Form



## Introduction

The following information is designed to assist you in applying for a job at the Isle of Wight Council.

Your application form will be photocopied and/or electronically scanned, so it is vital that the original is clear enough to allow good quality reproduction. Please ensure that you complete the form clearly in black ink or type.

Please do not send a CV (curriculum vitae) as an alternative to completing any part of the application form. We appreciate that it is easier for you to supply a CV, however, CVs vary in content and many do not contain all of the information we need. We want to treat everyone equally so we have to assess all of the information in a fair and consistent way, please help us by completing the form in full. We reserve the right to exclude incomplete forms from the selection process.

The application form plays an important part in the selection process and will be used as the basis for choosing applicants for interview. Please complete all sections of the form, making sure the information you provide is clear and accurate. Your information will be treated as confidential and will only be seen by those involved in the recruitment and selection process.

Before completing the form, please read the job description carefully, this outlines the duties of the job. The person specification will outline the skills, abilities and qualifications required of the post holder. You will need to demonstrate that you meet the requirements of the job (or at least have the potential to do so), in order to be offered an interview.

If you are not completing the form online, it may be useful to produce a rough draft of your answers before writing/typing onto the form. Remember to send your application back in plenty of time and to take a copy of your form for future reference.

The Council operates a no smoking policy; all applicants and employees are required to comply with this policy.

**Please ensure that you complete the Post Title, Post Reference Number and Directorate name or location of the post as stated in the job advertisement as we may have similar jobs advertised at the same time and it is important for us to know exactly which job you are applying for.**

## Personal Details

Make sure you complete this section fully. It is important to provide us with your full address and contact details. It may save time if we can contact you by email, please indicate on the form whether this is okay with you.

## Present Employment

Detail the name and address of your employer, your position and grade, the date you started and the date and reasons for leaving (if applicable).

## **Previous Employment**

In this section, it is important that you include all relevant work experience including part time work or temporary jobs, work experience or voluntary work. Remember to fill in the full name and address of the employer, your position, the dates you started and left and your reason for leaving. If you are not applying online, you may continue on a separate sheet if but please include your name at the top. Please account for any gaps in employment.

## **Details of Education and Training**

You must ensure you provide all the information about your education and qualifications obtained, including those qualifications you are currently studying for. You will be asked to provide original copies of your qualification certificates if you are invited for an interview and production of these will be a condition of employment. For Social Workers, please include your Health and Care Professions Council (HCPC) registration number.

## **Further Personal Details**

- Disability Information - We have adopted the principles contained in the Equality Act 2010 for the elimination of discrimination in the field of employment against disabled persons or people who have a disability. If you have a disability which you would like us to take into account, please state this on the application form. The Council is a Disability Symbol user and wishes to encourage disabled people to apply for jobs. We offer an interview to disabled people who demonstrate on their job application form that they meet the specified selection criteria for the job. Please let us know if, in relation to any disability, you have particular requirements in order to participate fully in the selection process. If necessary, when applying for a job, you can request key information in alternative formats.
- Driving ability and vehicle ownership – driving ability and provision of a vehicle for work will only be taken into account where these are required for the job.

## **Additional Information**

This section is an important part of your application and if the section is not filled in adequately it may affect whether or not you are invited for interview. Before completing the section, read through the Job Description and think carefully about why you are suitable for the post, relating your skills, knowledge and experience to the duties of the post as fully as possible.

Review the person specification and include any relevant details about your skills, experience, training or qualifications (if you haven't recorded this elsewhere on the application form). If the person specification lists essential skills and abilities, please provide an example of how you have demonstrated these in the past. The example you give should outline what you have done in the past to demonstrate that skill rather than what you would do if a particular situation arose. The example may be from your current job or from an activity you have done in the past. For example, if one of the skills in the person specification is "effective communicator" it will not be adequate to just state "I am an effective communicator". You must provide an example of how you have demonstrated effective communication skills in the past.

Do ensure you mention all relevant experience as we cannot assume anything from a job title. If you are not completing your application online, feel free to continue on a separate A4 sheet if you need more room but please ensure you include your name at the top.

## Important Monitoring Information

- Relationship with Members and Officers – You are required to complete the section regarding any relationship with Members or Officers of the Council.
- Asylum and Nationality Act 2006 – The Asylum and Nationality Act makes it a criminal offence for employers to recruit staff who are not eligible to work in the UK. Any offer of employment will therefore be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.
- Declaration of Criminal Offences form - It is essential that you complete and return with your application the enclosed 'Declaration of Criminal Offences' form. Some Council posts are exempt from the Rehabilitation of Offenders Act by virtue of their nature, usually these are posts involving access to children/young people or vulnerable adults. The form explains if the post is exempt, please read it carefully so that you are clear about what you need to declare and whether a Criminal Records check will be required as a condition of appointment. The Council's Policy Statement on the Recruitment of Ex-Offenders is on the back of the declaration form. The Council does not necessarily 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.
- Equality Monitoring - The Council is committed to equality and action to ensure that it appoints the best candidate for any post.

All aspects of recruitment are monitored to ensure that our policies and procedures are not discriminatory. Without accurate data on the composition of our workforce and on job applicants, we are unable to monitor the effectiveness of our commitment to equality. It is now a statutory requirement under the Race Relations (Amendment) Act 2002 for all public authorities to promote race equality. Please help us to comply with this requirement by filling in your equality monitoring form and returning it with your application.

The monitoring form is confidential, the information collected does not form part of the recruitment process and is separated from the application form whilst consideration of candidates takes place.

The Isle of Wight Council welcomes applications from all sectors of the community.

- Job Sharing – Job sharing is a form of employment where two people divide the duties and responsibilities of one post. The Isle of Wight Council will consider applications for job sharing where the service will not be adversely affected and where at least two potential job sharers have applied and meet the selection criteria. This means that, although the Council will attempt to match you with a job share partner if one is available, you will have a greater opportunity if you can also identify another potential sharer. If you wish to apply for a post on a job share basis, please attach a letter to your application form explaining your preferred pattern of work and indicating whether you wish also to be considered for full time employment if a job share is not available.

## References

Please complete details for both referees, who should not be related to you. If you are leaving full time education and do not have employment references to offer, please give the name and contact details of a head teacher/tutor and also the manager of your most recent work experience placement, if applicable. If you are applying for a post that involves working with children/young people or vulnerable adults but you are not currently working in this field, one referee must be the employer for whom you most recently worked with the relevant client group.

Please indicate on the form if you prefer us not to contact your referees unless you are offered the job. However, we reserve the right to take up a reference from any of your previous employers if we consider it necessary to do so.

## **Applicant Declaration and Signature**

If you are applying online you will be asked to sign your form if you attend for an interview. You must give full and accurate information on the application form and during the whole of the recruitment and selection process. You may be disqualified from the selection process or dismissed if the information you have given is found to be false or misleading in any way.

## **Appointments**

All offers of employment are subject to satisfactory references, medical clearance, proof of qualifications, right to work in the UK and, where appropriate, CRB check.

## **Queries**

The information pack supplied with the application form should identify someone for you to contact if you have further queries. If a name is not given, please contact Human Resources on 01983 821000 and ask for HR Support Team at Shared Services.