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Cumbria County Council

# Job application form

including guidance notes

## Helpful tips

- Please read through the guidance notes and recruitment brochure before completing your application form.
- Use **black pen** and write as clearly and legibly as possible.
- All sections of the application form must be completed.
- If you have any further questions regarding the application form or the recruitment process then please email them to **recruitment@cumbria.gov.uk** (or **hr.fire@cumbria.gov.uk** for Fire Service applicants).

Title

Forename

Surname

Post for which you are applying

Post reference number

Where did you see the post advertised?

Are you on the redeployment register? (internal applicants only)

Yes

No

# Guidance notes

The following notes will assist you in completing the application form.

## **Section 1 Your personal details**

**Relationship:** Canvassing directly or indirectly will automatically disqualify you from the recruitment process.

**Rehabilitation of Offenders Act 1974:** Under the Rehabilitation of Offenders Act 1974 applicants who have a criminal conviction which is "spent" may answer "no" to this question. However protection under the Rehabilitation of Offenders Act 1974 does not extend to those posts that require a Criminal Records Bureau Check (CRB). For example a CRB check would be required for those posts who are required to work with children and / or vulnerable adults e.g. social worker, home carer, teacher. For more information on this section please refer to the Questions and Answers section within the recruitment pack or email [recruitment@cumbria.gov.uk](mailto:recruitment@cumbria.gov.uk)

**Applicants with disabilities:** Cumbria County Council is a Positive about Disabled Employer. If a disabled applicant meets the essential criteria for the post they will automatically be invited for interview. Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities.

## **Section 2 Supporting information**

The information you provide in this section will be used when shortlisting applications for interview so it is very important that you provide as much information as possible to clearly show how you meet the essential and desirable requirements detailed in the person specification. If you run out of space you can attach additional sheets to your application. Please ensure these are signed and dated.

## **Section 3 Your employment history**

All applicants must complete this section, giving details of their employment history for the past 10 years leaving no periods of time unaccounted for. In addition, applicants may provide details where experience gained more than 10 years ago is relevant to the post being applied for. Indication of time off for a career break, for caring responsibilities, for study, travel or absences from work owing to a disability will not prejudice your application. Please attach additional sheets if necessary.

## **Section 4 Qualifications**

If successful in your application you will be required to provide original documentation of qualifications. Photocopies are not acceptable.

## **Section 5 Your professional membership details**

Please complete this section if you hold any professional memberships which are relevant to the post for which you are applying. Where applicants are applying for a teaching post they must complete the information in this section on their DFES status.

## **Section 6 References**

External applicants must provide details of two referees. One must be your current or most recent employer and the other may be a previous employer or a character reference. Where possible the two referees must be from separate sources and not the same organisation or employer. In the case of school leavers a reference should be from your Head Teacher.

All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation. If successful in your application references will be requested so please ensure you have the referee's permission to provide their details on your application form.

Internal applicants who have more than a years service with Cumbria County Council need only provide one referee whom they have known for a year or more. This cannot be your line manager where they are part of the interview panel for the post for which you are applying. Internal applicants applying for a job in a childrens home will still require two references for safeguarding and inspection purposes.

## **Section 7 Right to work in the UK**

The Asylum and Immigration Act 1996 makes it a criminal offence for Cumbria County Council to employ any persons who do not have the right to live and work in the United Kingdom.

All British citizens must complete their national insurance details. If you are a non British citizen but have the right to live and work in the United Kingdom please ensure you complete the sections on work permits and/or visas and national insurance number (if applicable).

If successful in your application you will be required to provide documentary evidence of your right to live and work in the United Kingdom prior to commencing employment with the council.

## **Section 8 Declaration**

All applicants must ensure they sign the declaration to certify that the information provided on the application is correct and that they have read and understood the conditions of their application. Any applications received where the declaration has not been signed will be returned to the applicant.

## **Section 9 Equality and diversity**

Cumbria County Council is an equal opportunities employer and actively welcomes job applications from all sections of the community. No job applicant will be treated less favourably because of his or her gender, race, colour, ethnic origin, age, marital status, disability, religion or belief, sexual orientation or by any other condition or requirement that cannot be shown to be justified.

The information you disclose on this part of your application form will be used for monitoring purposes only. Through monitoring Cumbria County Council is aware of the make-up of employees and can then focus support and guidance where best needed.

This section of the form will be separated from the job application form on receipt. The information disclosed in this section will not form part of the recruitment or selection process and the interview panel will not see this part of your form.

**Section I****Your personal details****Address****Correspondence address (if different)**

Have you been known by a different name or changed your name by Deed Poll? Yes  No

If yes, please provide details:

**Relationship**

If, to the best of your knowledge, you are related to any member or employee of Cumbria County Council please state whether a member of the council, or if an employee, occupation, together with the name, address and relationship to such person.

**Rehabilitation of Offenders Act 1974**

Have you ever been convicted of a criminal offence? Yes  No

If yes, please provide details:

**Applicants with disabilities**

Do you consider yourself to be disabled under the Equality Act 2010? Yes  No

Making reference to the person specification use the space below to tell us aspects related to the post for which you are applying. Please attach additional sheets if necessary.

**Relevant experience:****Relevant knowledge and qualifications:**

**Relevant knowledge and qualifications** (continued):

**Personal skills and abilities:**

**Section 3****Your employment history**

Name of current or most recent employer

Job title

Address

Date from

Date to

Salary

Period of notice required

Reason for leaving

Description of duties

Name of previous employer

Job title

Salary

Date from

Date to

Reason for leaving

Brief description of duties

**Section 3****Your employment history** (continued)

Name of previous employer

Job title

Salary

Date from

Date to

Reason for leaving

Brief description of duties

Name of previous employer

Job title

Salary

Date from

Date to

Reason for leaving

Brief description of duties

Name of previous employer

Job title

Salary

Date from

Date to

Reason for leaving

Brief description of duties

**Section 4****Qualifications**

Making reference to the person specification please use the space below to tell us about the qualifications you hold or are working towards which are related to the post for which you are applying.

Establishment	Dates attended	Examining body	Subject	Grade

**Section 5****Your professional membership details****Teaching applications only**





To the best of my knowledge I declare that the information contained in this application form is accurate and correct.

I understand and agree that:

- a) The provision of false information may result in disqualification from the recruitment process or termination of employment.
- b) The information provided on this application may be stored and processed by Cumbria County Council for a period of four months for recruitment purposes and if successful the information will be stored on personal file and processed for the purpose of the employment relationship.
- c) Where I cannot provide evidence of qualifications, suitable references and/or the right to live and work in the United Kingdom the offer of employment may be rescinded and/or employment terminated.
- d) Canvassing of Officers or Members of the County Council or any Committee, directly or indirectly for any appointment will disqualify my application.
- e) Under the Rehabilitation of Offenders Act (if it applies to the post for which I am applying) failure to disclose any convictions spent or otherwise will result in non appointment or disciplinary action and potential dismissal.
- f) Where the post for which I am applying requires a background check, I hereby agree to the relevant check being made by the relevant organisation about the existence and content of a criminal records spent or otherwise.
- g) All information contained in this form will be treated as strictly confidential, and used only for recruitment purposes. By supplying information, you are indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998, and any verification checks that may be made.
- h) Cumbria County Council must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations, which handle public funds.
- i) The council does not acknowledge receipt of application forms unless accompanied by a stamped addressed envelope.

**Signature**

**Date**

**Section 9****Equality and diversity**

This section of the form will be separated from the job application form on receipt.

Name	Post reference		
Post title	Post advertised in		
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Transgender <input type="checkbox"/>	Decline to answer <input type="checkbox"/>

**Ethnic origin** (Please tick the box that you feel best describes your ethnic origin) Decline to answer

**White**

- British
- Irish
- Traveller of Irish Heritage
- Gypsy / Roma (Please specify)
- Polish
- Lithuanian
- Other White EU (Please specify)
- Any other White background (Please specify)

**Asian/Asian British**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background (Please specify)

**Black/Black British**

- Caribbean
- African
- Any other Black background (Please specify)

**Mixed**

- White & Black Caribbean
- White & Black African
- White & Asian
- Other mixed background (Please specify)

**Chinese or other ethnic group**

- Chinese
- Philippine
- Other (Please specify)

**Age**

- |                                |                                |                                |  |
|--------------------------------|--------------------------------|--------------------------------|--|
| <input type="checkbox"/> 16–24 | <input type="checkbox"/> 35–44 | <input type="checkbox"/> 60–74 | <input type="checkbox"/> Decline to answer |
| <input type="checkbox"/> 25–34 | <input type="checkbox"/> 45–59 | <input type="checkbox"/> 75+   |  |

**Employment**

Are you currently in paid employment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Decline to answer <input type="checkbox"/>
With Cumbria County Council?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Decline to answer <input type="checkbox"/>

**Religion and belief**

<input type="checkbox"/> Christian	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Hindu
<input type="checkbox"/> Jewish	<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh
<input type="checkbox"/> No religion	<input type="checkbox"/> Other religion	<input type="checkbox"/> Decline to answer

**Sexual orientation**

Heterosexual <input type="checkbox"/>	Lesbian or gay <input type="checkbox"/>	Bisexual <input type="checkbox"/>	Decline to answer <input type="checkbox"/>
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**Applicants with disabilities**

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Do you consider yourself to be disabled under the Equality Act 2010? Yes  No

Do you have a long-term limiting condition that affects your health Yes  No

Do you have a long-term limiting condition that does not affect your health Yes  No

Decline to answer

If you have answered Yes to the above questions, please list below any reasonable adjustments you would request.

**During the interview process:**

**Family circumstances**

Parent/carer with dependent children How many \_\_\_\_\_ Ages \_\_\_\_\_

Carer of other dependents

Single parent