

The documents that follow are:

Job Application Form
Equal Opportunities Monitoring Form
Declaration of Criminal Offences Form
Guidance Notes for Job Applicants

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



C O N F I D E N T I A L



JOB APPLICATION

Post Title
Post Ref. No.
Directorate/Location

Please return this form to:

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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(s)	◆ Home Telephone
◆ Mr/Ms/preferred title	◆ Work Telephone
◆ Address	◆ Mobile Telephone
Postcode	◆ E-mail address
	May we use this email address to contact you about the recruitment process? yes <input type="checkbox"/> no <input type="checkbox"/>

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

Previous employment <i>please account for any gaps in employment</i>				
From	To	Position held	Employer	Reason for leaving

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 General Social Care Council? 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 Disability Discrimination Act 1995? 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)

◆ Details of periods of sickness in the last two years. Include number of days unfit for work.

◆ What is your current state of health?

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?
If so please give details

◆ Where did you see this post advertised?

Asylum & Immigration Act 1996

◆ 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

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.

Name
Address

Name
Address

Job Title
Relationship
Telephone Number
Fax Number
E-mail address

Job Title
Relationship
Telephone Number
Fax Number
E-mail 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.

Signature

Date / /

ISLE OF WIGHT COUNCIL - EQUALITY MONITORING FORM

The Isle of Wight Council aims to be an equal opportunities employer and to select staff on merit, irrespective of gender, marital status, race, colour, ethnic origin, nationality, age, disability, sexual orientation or religious belief. Solely for the purpose of monitoring the effectiveness of our equality policy, we request that all applicants complete this form. **The information you provide will be treated as confidential and will not form part of the selection process, this form will be separated from your application form whilst consideration of candidates takes place.**

POST TITLE

POST REFERENCE NO: (if applicable)

DEPARTMENT

DATE OF BIRTH

DAY	MONTH	YEAR

SURNAME

FORENAMES

NATIONAL INSURANCE NUMBER

1. Do you class yourself as disabled under the terms of the Disability Discrimination Act 1995?

NO	YES
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(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.)

2. Are You

Male

M

 Female

F

3. How would you describe your ethnic origin

Please tick

1	White British
2	Irish
3	Any other White background (please write in)
4	White and Black - Caribbean
5	White and Black - African
6	White and Asian
7	Any other Mixed Race background (please write in)
8	Asian British
9	Indian
10	Pakistani
11	Bangladeshi
12	Any other Asian background (please write in)
13	Black British
14	Black Caribbean
15	Black African
16	Any other black background (please write in)
17	Chinese
18	Any other ethnic group not classified above (please write in)

DATA PROTECTION ACT

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



PLEASE READ THE FOLLOWING NOTES CAREFULLY:

The post for which you are applying is exempt from the Rehabilitation of Offenders Act 1974. This means that you **MUST** disclose all details of any caution, bindover or criminal offence, and any cases that you have pending.

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

- **Work involving access to children and vulnerable people**
eg, school based staff, youth service, social workers etc.
- **Work involving the provision of services to persons under the age of 18,**
which includes 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.

Using the above guidelines, 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 (s)	Nature of offence	Place & date of judgement (s)	Sentence (s)

All information given will be treated in confidence and will be used for this job application only.

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.

The Isle of Wight Council's policy on the Recruitment of Ex-Offenders is attached to this form.

The Criminal Records Bureau publish a Code of Practice, if you would like to see this please visit their website www.disclosure.gov.uk, or telephone 01983 821000 and ask for the Human Resources Section, Employment Services Team, we will be happy to provide you with a copy.

i:/CRB/crbdeclareoffence (crb check required)

1. Background

All individuals or organisations using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants and who are recipients of Disclosure information must comply fully with the CRB Code of Practice. Amongst other things, this requires them not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed. It also obliges them to have a written policy on the recruitment of such individuals, which is available to applicants for positions where a Disclosure is requested.

2. Policy Statement

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability, the Isle of Wight Council complies fully with the CRB Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- The Isle of Wight Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- This written policy on the recruitment of ex-offenders, is available to Disclosure applicants.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select candidates for interview based on their skills, qualifications and experience.
- A Disclosure is requested after a risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, application details, will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We confirm that this information is only seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows the Isle of Wight Council to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- Those in the Isle of Wight Council who are involved in the recruitment process are given suitable guidance to identify and assess the relevance and circumstances of offences. We also provide appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- During the selection process, an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- The CRB Code of Practice is available to applicants on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Isle of Wight Council

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.

We have good reasons for asking you not to send a CV (curriculum vitae) as an alternative to completing any part of the application form. We appreciate that it is easier for the applicant to supply a CV, however, CVs vary considerably in content and many do not contain all of the information we need. We want to give every applicant an equal chance and 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 postholder. 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 take a copy of your form for future reference.

Please ensure that you fill in 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 a 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 General Social Care Council registration number.

Further Personal Details

- Disability Information - We have adopted the principles contained in the Disability Discrimination Act 1995 Code of Practice 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 also 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 requirements for the job.
- Medical History - Please state how many days you have been unfit for work owing to illness in the last two years and the reasons. All appointments are subject to satisfactory medical clearance.

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 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 Immigration Act 1996 – The Asylum and Immigration 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 eligible 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 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’s normal retirement age is 65, it is the policy of the Council not to allow persons to commence employment at age 65 or over. There are some exceptions to this policy in respect of certain employment types, these include Road Crossing Patrols and Seasonal Staff who can be employed up to the age of 75, (subject to medical clearance) additionally, exceptions may be made for posts where recruitment could otherwise not be

achieved. Our policies are in line with requirements under The Employment Equality (Age) Regulations 2006.

- Job Sharing – Job sharing is a form of employment where two people divide the duties and responsibilities of one post. We 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.

We will send for references if you are invited for an interview. 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 recruitment and selection process. You may be disqualified from the selection process or dismissed if any of the information you give 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 823132.