

Application for Employment with Bexley Council

Job Reference Number: _____

Post Applied For: _____

Applicant Number: _____

Section 1 - Contact details

First Name(s)		Last Name:	
Previous Name(s) (if applicable):			
Address:	Home Telephone Number:		
	Daytime Telephone Number:		
	Mobile Telephone Number:		
	Please mark your preferred email address below.		
	Home E-mail:		<input type="checkbox"/>
	Work E-mail:		<input type="checkbox"/>
If currently employed may we contact you at work? Yes _ No _			

Section 2 – Employment Record

Present or Most Recent Employer	Dates Employed From:	To:
Employer's Name and Address:	Annual Salary:	
	Other Benefits:	
	Reason for Leaving:	
	Notice Period:	

Position held & brief description of duties:

Previous Employers (please list **all** previous employers from leaving school, most recent employer first)

Employer's name and address	Position(s) held	Dates		Reason for leaving/breaks in employment
		From	To	

Continue on a separate sheet if necessary.



Committed to promoting equality and diversity in its employment and service delivery



Section 3 – Education and Training

Education

Qualification(s) gained including grade	Date awarded	School / Colleges, Universities or Institutes of Further Education

Details of any Membership(s) of Professional Associations/Bodies

Membership Details	Date awarded

Education Qualification(s) currently being undertaken

Qualification(s) being undertaken	Expected date of completion	College/University or Institute

Training (relevant work related courses)

Course title and subjects covered	Date and duration	Training organisation

Driving Licence (please only answer this question if driving is a requirement of the post, detailed in the person specification)

Do you hold a current, clean, valid driving licence? Yes No

Please give details if you have answered 'No' to the above question:

Do you own or have use of a car? Yes No

Section 4 – Relevant experience and skills

Please indicate how you satisfy the criteria set out in the Person Specification by giving specific examples of where you have demonstrated the skills required from your personal and work experience (paid or unpaid), education and training. Particular attention should be given to providing examples against each competency listed. Please refer to the guidance notes for further information. Please continue on a separate sheet if necessary.

Section 5 - References

Before completing this section please read the guidance notes attached carefully.

Current/Most Recent Employer		Previous Employer	
Name:		Name:	
Job Title:		Job Title:	
Address:		Address:	
Tel:	Fax:	Tel:	Fax:
E-mail:		E-mail:	
May this referee be contacted if you are shortlisted? Yes No		May this referee be contacted if you are shortlisted? Yes No	

Section 6 – Declaration of criminal offences

Before completing this section please read the guidance notes attached carefully. Having a criminal record will not necessarily prevent you from gaining employment with Bexley Council.

Do you have any warnings, offences, convictions, cautions, bindovers or any court cases pending. Yes
If yes please give details and relevant date(s). No

Section 7 – Dismissal , disciplinary or capability procedures

Before completing this section please read the guidance notes attached carefully. This will not necessarily prevent you from gaining employment with Bexley Council.

Have you ever been a subject of disciplinary or capability procedures or been dismissed or resigned from a position pending disciplinary investigations taking place? If yes please give details on a separate sheet. Yes
No

Section 8 – Sickness Record

Number of days absent from work due to sickness in the last three years: _____

Number of occasions absent from work due to sickness in the last three years: _____

Please note that information given in this section will not be used for shortlisting purposes. However, you may be asked further questions at interview. Your referees will be asked to confirm the information you provide in this section.

Section 9 – Asylum and Immigration Act 1996

National Insurance No:

Do you require a work permit to work in the UK? ? Yes No

Section 10 – Declaring an interest

Please give details if you are related to or have a personal relationship with an Elected Member or Officer of Bexley Council or if you have any financial interest in contracts with the Council or pending tenders:

Section 11 – additional Information/special arrangements

Dates and times when not available for interview: _____

Any other relevant additional information: _____

Section 12 - Declaration

Under the terms of the Data Protection Act 1998 the information you provide in this application form and recruitment monitoring form will only be used for the purpose of assessing your suitability for employment, for monitoring the Council's policies and procedures and human resource management purposes.

If you are unsuccessful this information will be retained on file for at least 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and/or to defend Bexley Council against a legal challenge to the fairness of the selection process from any interested party.

The Council is under a duty to protect the public funds it administers and to this end it must use the information you have provided on this form within its authority for the prevention and detection of crime and fraud. It may also share this information with other bodies administering public funds solely for this purpose.

I understand the information above and hereby

- 1) Declare that the information provided in this application form and recruitment monitoring form is correct to the best of my knowledge and belief. I understand that information that the Council deems to be false, misleading or incomplete will justify withdrawal of an offer of appointment or my dismissal from the Council's service.
- 2) Agree that the information I give the Council in connection with this application for employment may be stored and processed for the purposes stated above.
- 3) Consent to the Council undertaking any checks it may deem necessary in connection with my application.
- 4) Agree to the Council asking my previous employers questions regarding my sickness and disciplinary record and give my consent for my previous employers to disclose this information.
- 5) Understand that canvassing of Elected Members directly or indirectly in connection with any appointment shall disqualify me.

Signed: _____ Date: _____

For Posts involving working with children or vulnerable adults the following declaration must also be completed:

I confirm I am not on List 99, or otherwise disqualified from working with children or vulnerable adults or subject to any sanctions imposed by a regulatory body (including but not limited to) the General Teaching Council (GTC) or General Social Care Council (GSCC). I understand that the provision of false information may possibly result in referral to the police.

Signed: _____ Date: _____

Recruitment Monitoring Form

Job Reference Number: _____

Applicant Number: _____

Bexley Council is committed to a policy of equality and diversity for all staff regardless of race, religion, sex, sexual orientation, disability or any other factor. Our Diversity Policy demonstrates a commitment to all job applicants. With this in mind, all stages of the recruitment process will be monitored.

This sheet will be separated from your application form upon receipt and will not be made available to those involved in the selection process.

Section 13 – Personal details			
A. Sex	<input type="checkbox"/> Male		<input type="checkbox"/> Female
B. Age	Date of Birth:		Age:
C. Ethnic Group	a. White British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background <input type="checkbox"/> Please give details:	c. Asian or Asian British Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background <input type="checkbox"/> Please give details:	b. Mixed White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed background <input type="checkbox"/> Please give details:
	e. Chinese or other ethnic group Chinese <input type="checkbox"/> Any other, please give details <input type="checkbox"/>		d. Black or Black British Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background Please give details: <input type="checkbox"/>
D. Nationality:			
E. Religion	Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Jehovah Witness <input type="checkbox"/> Any Other Religion <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Muslim <input type="checkbox"/> Sikh <input type="checkbox"/> Buddhist <input type="checkbox"/> None <input type="checkbox"/>
F. Sexual Orientation	Bisexual <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Lesbian <input type="checkbox"/>
	Gay <input type="checkbox"/>		Prefer Not to Say <input type="checkbox"/>
	Heterosexual <input type="checkbox"/>		

Section 14 - Disability

London Borough of Bexley is committed to ensuring that employees who have a disability are given every possible assistance in the workplace, and have achieved the 'Positive about Disabled People' award, which gives all disabled applicants who meet the essential criteria in the person specification the opportunity to be interviewed.

Do you consider yourself to be disabled? Yes No

What do we mean by a disability?

The Disability Discrimination Act defines disability as 'a physical or mental impairment with long term, substantial effects on ability to perform day to day activities.

Examples of Disabilities

The following list of conditions or impairments is given as a guide only and is not meant to be exclusive. We have provided this list as it may help you to answer the question.

- Hearing, Speech or Visual Impairments – if you wear glasses or contact lenses this is not normally considered a disability
- Co-ordination, dexterity or mobility e.g. polio, spinal cord injury, back problems, repetitive strain injury
- Mental health e.g. schizophrenia, depression, severe phobias
- Speech Impairment e.g. stammering
- Learning Disabilities e.g. Down's syndrome
- Other Physical or medical conditions e.g. diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facial disfigurement, sickle cell, dyslexia etc.

Guaranteed Interview Scheme

As part of our commitment to equalities and diversity, we operate two schemes to ensure that candidates are not prevented from demonstrating their true abilities during the selection exercise.

- **The Guaranteed Interview Scheme** – we will interview all applicants with a disability who meet the minimum criteria for the post and consider them on their abilities
- We have a commitment to make **Reasonable Adjustments** to our recruitment and selection processes, where appropriate, this is to ensure that no candidate, whether or not they have a disability, is unfairly prevented from demonstrating their true abilities.

If you consider yourself to have a disability and would like to apply under the Guaranteed Interview Scheme:

Please state the type of disability you have:

Please give details of any reasonable adjustments you may require:

Section 15 – Advertising monitoring

How did you find out about this vacancy?

Please list which publication or internet site:

I understand that the Declaration in Section 12 applies to this monitoring form as well as the main application form.

Signed:

Date:

Thank you for completing this application form, please see guidance notes for return address and contact details.

Guidance Notes for Applicants on Completing the Application Form

GENERAL INFORMATION

The following information is designed to help you complete the application form as effectively as possible. Please contact a member of the HR Service, if you require assistance in completing the form, or need the form in an alternative format.

Bexley follows a policy of Valuing Diversity and has an equality action plan. We understand that our workforce consists of individuals who are unique and different and by harnessing these differences we will create an environment where every individual feels valued and encouraged, where talents are recognised, developed and utilised. This will help us meet our organisational goals.

Please read the information pack paying particular attention to the job description and person specification. You can provide a CV in lieu of the application form as long as it includes **all** the details asked for on the application form. You must still complete and return the recruitment monitoring form.

SECTION 1 CONTACT DETAILS

Please complete this section fully. If you are currently working please make sure you indicate if you do not wish to be contacted at work. We would prefer to contact you via e-mail if possible so please confirm your preferred e-mail address in the relevant box. Please provide all previous names.

SECTION 2 EMPLOYMENT RECORD

Please complete this section in date order, beginning with your most recent job and listing all work undertaken since leaving school/college. You must include all previous employment, including periods of voluntary work. Any breaks between employment or education and employment should be fully explained.

Please continue with this section on a separate sheet if necessary.

SECTION 3 EDUCATION & TRAINING

Please complete this section as fully

evidence of your highest and/or relevant qualifications before confirming an appointment and may check your qualifications with the relevant awarding body.

Qualifications are not always essential for all posts; you may have undertaken other training that is just as relevant to the post.

Please only complete the questions about holding a driving licence if driving is a duty of the post.

SECTION 4 EXPERIENCE & SKILLS

This is the most important section and must be completed fully. During the short-listing process your skills, experience and knowledge will be assessed against the selection criteria outlined on the person specification.

It is therefore very important that you address all the areas identified in the person specification and give specific examples as to how you meet the selection criteria.

You may have gained relevant experience through paid employment, or voluntary work in the community or in a school environment, etc.

You may find it helpful to do a rough draft first making sure you have covered all the requirements of the person specification.

SECTION 5 REFERENCES

All offers of appointment depend on receiving references satisfactory to the Council. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your manager with your current/most recent employer.

If you have not worked for some time or have not worked, give the name of someone who can comment on your ability to do the job. References will not be accepted from relatives or from people writing solely in the capacity of friends.

Further advice on who is suitable as a referee is available from HR. The Council reserves the right to ask for substitute referees, if the one you

have provided are not deemed to be suitable.

For certain posts we reserve the right to contact any previous employer for a reference at any time. We will specifically enquire if disciplinary action has ever been taken or was pending and details of your sickness record. For posts involving working with vulnerable adults or children we will specifically enquire about disciplinary offences relating to these groups, including any which are "time expired", and whether the applicant has been the subject of child protection concerns, and if so, the outcome of that enquiry or disciplinary procedure. If you are not currently working with these groups but have done so in the past, that previous employer will be asked about those issues.

SECTION 6 DECLARATION OF CRIMINAL OFFENCES

You must give details of any warnings, offences, convictions, cautions or bindovers you have, or any court cases pending. Under the Rehabilitation of Offenders Act 1974, you do not have to disclose information on spent convictions.

Jobs that involve access to persons who are disabled or addicted to drugs or alcohol or under 18 or over 65 are exempt under the Rehabilitation of Offenders Act 1974 by virtue of the Exception Order. In this case you must reveal details of all convictions spent or otherwise. These posts are also subject to the Criminal Records Bureau Disclosure - if this applies it will be specified in the information pack.

You may obtain further information on how much time needs to elapse before a conviction is spent, the Rehabilitation of Offenders Act 1974 and the Exception Order from the HR Service.

SECTION 7 – DISMISSAL, DISCIPLINARY OR CAPABILITY PROCEDURES

Please provide details on a separate sheet. This will be considered alongside all other information provided in your application and will not automatically prevent your

Guidance Notes for Applicants on Completing the Application Form

application progressing further.

SECTION 8 SICKNESS RECORD

If you are unsure of your sickness absence please contact your employer who should be able to advise you of your record.

SECTION 9 ASYLUM AND IMMIGRATION ACT 1996 - ELIGIBILITY TO WORK

Please complete this section fully, relevant documentation will be checked for the successful candidate.

SECTION 10 DECLARING AN INTEREST

Failure to disclose an interest will disqualify you from being appointed to a post with Bexley Council.

SECTION 11 ADDITIONAL INFORMATION/SPECIAL ARRANGEMENTS

Please provide dates and times when you are not available for interview, plus any additional information we may need to consider.

Section 12 DECLARATION

Please read this section carefully before signing your application form.

Failure to sign this part of form will disqualify you from being appointed to a post with Bexley Council.

SECTION 13 PERSONAL DETAILS

In order to make sure that the Council's policy on Valuing Diversity is working effectively, monitoring information needs to be collected and analysed. This information is confidential and monitored by Human Resources. It will not be used for selection purposes.

SECTION 14 DISABILITY

The London Borough of Bexley is committed to ensuring that employees who have a disability are given every possible assistance in the workplace, and have achieved the 'Positive about Disabled People' award, which gives all disabled applicants who meet the essential criteria in the person specification the opportunity to be interviewed.

If you answer YES to the question and require any special arrangements at interview, please add these to Section 14. You will be asked at interview stage if you require any adjustments that would assist you at work if you were to be successful.

SECTION 15 ADVERTISING MONITORING

This information is required to ensure that the Council can monitor the effectiveness of its recruitment advertising.

CHECKLIST

- Read through your completed application form carefully making sure you have fully answered all the questions.
- If you have completed separate sheets make sure that these are numbered and clearly marked with your name.
- Keep a copy of your application form for reference.
- Make sure you return the application form in plenty of time before the closing date appropriately stamped.

WHAT HAPPENS NEXT

Your completed application form will be used to decide whether or not you are selected for interview.

If you are short-listed, you should hear within 3 weeks of the closing date.

If you do not hear from us within 3 weeks you must assume that you have not been successful.

Regrettably, due to high volume of applications currently being received, we are unable to contact you again unless you are short-listed.

If you need any further information, staff in the HR Service will be able to help you. Please give them your name, the job title and reference number of the job.

Thank you very much for completing your application and recruitment monitoring form. We appreciate the time and effort you have taken to complete your form.

We are always seeking to improve and develop the services we provide to the public, we would like to hear from you with any comments, compliments or complaints concerning the recruitment process. For more information please log on to <http://www.bexley.gov.uk/feedback> or contact the HR Service for a leaflet.

HUMAN RESOURCES CONTACT DETAILS

Address:

For applications relating to the following areas: -
Chief Executive's Department
Children's and Young People's Services
Environmental and Regeneration Services
Finance and Business Services
Social and Community Services

send to: HR Business Centre
Bexley Council
Room 213 Hill View
Hill View Drive
Welling, Kent
DA16 3RY

For applications relating to Adult Education send to: -

HR Department
Adult Education College Bexley
Alma Road
Sidcup
DA14 4ED

For applications relating to Bexley Trading Services send to: -

HR Department
Bexley Trading Services
Thames Road Depot
Thames Road Crayford
Kent
DA1 5QJ

If you have any queries, then please refer to the advertisement for contact details or telephone Bexley Council on 020 8303 7777.