**Non-Teaching (DBS Regulated Activity) Application Pack**

The documents that follow are:

- Non-Teaching (Regulated Activity) Application Form
- Diversity 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.**

CONFIDENTIAL

# JOB APPLICATION

| | |
|---|---|
| Post Title: | Please return form to: |
| Post Ref No: | |
| Service Area/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:<br><br>May we use this email address to contact you about the recruitment process?<br>Yes ☐<br>No ☐ |
| ♦ Post Code: | |

| **Present Appointment** |
|---|
| ♦ Post held: |
| ♦ Employer: |
| ♦ Date of appointment: |
| ♦ Present salary/wage: |
| ♦ Period of notice required: |

| **Previous employment**<br>(please show employment history and account for any gaps ) | | | | |
|---|---|---|---|---|
| **From**<br>(dd/mm/yyyy) | **To**<br>(dd/mm/yyyy) | **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 Health & Care Professions Council (HCPC)?<br>Yes ☐<br>No ☐<br><br>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:*<br><br>♦ Do you class yourself as disabled under the terms of the Equality Act 2010?<br>Yes ☐<br>No ☐<br><br>*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.*<br><br>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?<br>Yes ☐<br>No ☐<br><br>♦ Do you own a car/motor vehicle?<br>Yes ☐<br>No ☐<br><br>*(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 Declaration of Criminal Offences (Regulated Activity Post) form.

Please read the guidelines carefully so that you are clear about what you need to declare and the requirement for a Disclosure Barring Service (DBS) check to be undertaken.

**DBS Update Service**

Have you signed up to the DBS Update Service?

Yes ☐
No ☐

For more information on the DBS Update Service please visit: www.gov.uk/dbs-update-service

**Diversity Monitoring**

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

| References | |
|---|---|
| **For all posts**<br>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.<br><br>**For any post working with children or vulnerable adults**<br>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** | **Signature:** | **Date: / /** |

# Equality and Diversity monitoring in the Isle of Wight Council

The Isle of Wight Council is committed to valuing diversity and equality of opportunity for our workforce. To create an environment in which these objectives are fully met, it is essential that we monitor our recruitment and selection procedures. To do this it would help us greatly if you completed the attached questionnaire.

**Purpose and benefits**

Under the Equality Duty we are required to ensure equality of access to our services, and to promote positive integration throughout our community. The purpose of monitoring is to identify any trends that indicate problems, so that we can remedy them. In doing so, the council can provide a fairer and more effective recruitment process for everyone.

**What happens to the information that I supply?**

- Any information is treated in the strictest confidence and doesn't affect your application in any way.
- Data we collect is used to provide statistical reports. These comprise a range of anonymised figures by which we monitor applicant numbers within different groups.
- Only those monitoring job advertising and staff movement will have access to the data. The information that we collate will be used entirely anonymously. Any names we have are only used to measure the success of applicants and assist in forming part of the new starter process.
- Staff involved in sifting and interviewing for the post will not see your questionnaire.
- After six months personal records in respect of this form are deleted.

**Helping us to help you**

Your cooperation helps us to make a workplace in which everyone is valued. We strongly encourage all applicants to complete the questionnaire.

| | |
|---|---|
| **Name of applicant** | |
| **Post applied for** | |
| It is important that you provide your name on this form so that we are able to analyse diversity details in respect of those who apply, are invited to interview and are subsequently offered the posts. This information will not be shared with anyone involved with the sifting or interview process, and is purely for monitoring purposes. | |

| **Age** | | | | | |
|---|---|---|---|---|---|
| Which age group do you belong to? | | | | | |
| <25 | 25-34 | 35-44 | 45-54 | 55-64 | 65+ |
| Prefer not to say | | | | | |

| **Gender** | | |
|---|---|---|
| Which groups do you most identify with? Please ✔only ONE in the options below | | |
| Female | Male | Other |
| Prefer not to say | | |

| **Disability** | | |
|---|---|---|
| The Equality Act 2010 defines a person as disabled if they have a condition which has a substantial and long term (has lasted or is expected to last for at least 12 months) adverse effect on their ability to carry out normal day to day activities.<br><br>Taking this into account do you consider yourself a disabled person? | | |
| No | Yes | Prefer not to say |
| If answering yes please state the nature of your disability: | | |
| | | |

| **How would you describe your ethnic origin?** | |
|---|---|
| 1. White British | |
| 2. Irish | |
| 3. Any other White background (please specify) | |
| 4. White and Black Caribbean | |
| 5. White and Black African | |
| 6. White and Asian | |
| 7. Any other Mixed Race background (please specify) | |
| 8. Asian British | |
| 9. Indian | |
| 10. Pakistani | |
| 11. Bangladeshi | |
| 12. Any other Asian background (please specify) | |

| | |
|---|---|
| 13. Black British | |
| 14. Black Caribbean | |
| 15. Black African | |
| 16. Any other Black background (please specify) | |
| 17. Chinese | |
| 18. Any other ethnic group not classified above (please specify) | |
| 19. Prefer not to say | |

| **Sexual orientation** | | |
|---|---|---|
| Bisexual | Gay man | Lesbian |
| Heterosexual | Other | Prefer not to say |

| **Religion and belief** | | |
|---|---|---|
| Buddhist | Sikh | Christian (all denominations) |
| Hindu | Jewish | Muslim |
| Other* | | No religion |
| Prefer not to say | | |
| *Any other please specify here | | |

**Thank you for completing this form. The information that you have provided will be treated in the strictest confidence and processed by the Isle of Wight Council in accordance with data protection legislation. Individuals have the right of access to personal data that is held about them.**

**Date:** / /

# Declaration of Criminal Offences (Regulated Activity Post)

**Exempt From Rehabilitation of Offenders Act 1974 (Legal Aid, Sentencing and Punishment of Offenders Act 2012)**

As part of our pre-appointment enquires, we need you to answer some questions about yourself.

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, The Isle of Wight Council complies fully with the DBS Code of Practice and the Rehabilitation of Offenders Act. In doing so the Isle of Wight Council is committed to the fair treatment of its staff, potential staff, volunteers and potential volunteers and users of its services. It undertakes not to discriminate unfairly based upon the results of a DBS check or self-disclosure on the basis of a conviction or other information revealed. This approach applies equally to information revealed retrospectively as well as to new applicants.

The Isle of Wight Council undertakes to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment. At interview, or in a separate communication as part of a risk assessment for suitability for the post in question, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. At times this may be conducted by phone or letter or in person. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or to your removal from position at a future date.

Having a criminal record will not necessarily bar you from working or volunteering with us and will be considered as part of a risk assessment that ensures suitability for the post in question. Our decision will depend on the nature of the position and the circumstances and background of your offences, cautions and other criminal intelligence.

Following a thorough risk assessment, the position for which you are applying is classified as regulated activity and is therefore exempt from the Rehabilitation of Offenders Act 1974. For this reason, the Isle of Wight Council is entitled to make enquiries about your entire criminal record (both unspent and spent cautions and convictions) and should you be successfully appointed, will seek a disclosure through the Disclosure and Barring Service to do so.

Following changes to the Exceptions Order 1975 (2013), there are however certain spent convictions and cautions that are 'protected' and are no longer subject to disclosure to employers, and cannot be taken in to account. Guidance on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

**Please list all cautions, bindovers and criminal offences in line with the above guidance. 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 |
|---|---|---|---|
| | | | |

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

I certify that, to the best of my knowledge, 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 will automatically disqualify me from appointment or may render me liable to instant dismissal without notice.

SIGNED: NAME: (Please print)

DATE: JOB APPLIED FOR:

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

# 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 ensure that you complete the Post Title and Post Reference Number if not prepopulated.**

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.

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.

## 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 & 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. 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.

## Diversity Monitoring -

### Equality and Diversity monitoring in the Isle of Wight Council

The Isle of Wight Council is committed to valuing diversity and equality of opportunity for our workforce. To create an environment in which these objectives are fully met, it is essential that we monitor our recruitment and selection procedures. To do this it would help us greatly if you completed this section of the application form.

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Under the Equality Duty we are required to ensure equality of access to our services, and to promote positive integration throughout our community. The purpose of monitoring is to identify any trends that indicate problems, so that we can remedy them. In doing so, the council can provide a fairer and more effective recruitment process for everyone.

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- Data we collect is used to provide statistical reports. These comprise a range of anonymised figures by which we monitor applicant numbers within different groups.

- Only those monitoring job advertising and staff movement will have access to the data. The information that we collate will be used entirely anonymously. Any names we have are only used to measure the success of applicants and assist in forming part of the new starter process.

- Staff involved in sifting and interviewing for the post will not see this section of your application form.

- After six months personal records in respect of this section are deleted.

**Helping us to help you**

Your cooperation helps us to make a workplace in which everyone is valued. We strongly encourage all applicants to complete this section of the application form.

- 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 electronically, 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, DBS check.