

The Best People: The Best Services

Application Form Guidance Notes

Top Ten Tips

- When completing your application, please ensure that you are showing us that you meet at least all of the essential criteria for the job. Different jobs require different skills, knowledge, competencies and qualifications so please ensure you submit a fresh application for each job you apply for.
 - Please don't send us CVs. They will not be accepted as a substitute for a completed application form.
 - You may want to do a rough draft of your application first, especially if you are handwriting it.
 - If you get a chance, it's always a good idea to keep a copy of your form so that you can see what you have written. This is especially useful for when you ask for feedback about your application/interview.
 - If you get the opportunity, ask someone to check your form before you send it to us.
- Your form should arrive by no later than 5.00pm on the closing date unless otherwise stated.
 - When completing section 5 (Summary of Experience, Skills, Knowledge and Competencies) you may use additional paper if necessary.
 - It is not possible to notify all applicants of the outcome of their applications. If you have not been notified that you have been selected for interview within four weeks of the closing date, please assume that your application has not been progressed to the next stage of the process.
 - If you are selected for interview, the interview panel will advise you how you will be notified of the outcome.

These guidance notes are split into the sections which are on the Application Form

1 Post Details

Please give us details of the post that you are applying for. If you are applying for a job in a school, please insert the name of the school in the **Location** box. If there is a reference number for the post, please insert it in the box entitled **Post Ref**.

2 Personal Details

Please complete all the boxes relevant to you. The term 'Family Name' refers to your surname or second name. If you have changed your family name before, for whatever reason, please give us your previous name(s).

3 Present Employment

This should only be completed if you are currently working. This does not only apply to paid work, so tell us about any voluntary work or work experience placements that you are doing at the moment.

4a Experience

Please tell us about your experience in a working environment. Again, you should try and include any unpaid work you have done in the past. Please list your experience in chronological order with most recent first.

4b Gaps

Please tell us about any gaps in your experience, and reasons for these gaps. Don't be worried about telling us about these reasons. This is a confidential document, and will only be seen by those people involved in the recruitment process.

5 Summary of Experience, Skills, Knowledge and Competencies

This is your opportunity to tell us about yourself, and how you best fit the requirements of the job. In order to get an interview, you need to demonstrate to us that you meet at least all of the essential criteria on the Person Specification. If too many applicants meet all the essential criteria, the shortlist will be reduced by selection of those who meet some or all of the desirable criteria. When describing your experience, it can be a good idea to give an example of real-life situations which demonstrate your ability to perform certain tasks.

When completing this section, you may want to think about any experience, skills, knowledge or competencies which you have developed in your domestic life that can be transferred usefully into the workplace. These are sometimes known as 'transferable skills'.

It can also be a good idea to tick off each requirement on the Person Specification as you go along so that you don't miss any when completing your Application Form. We receive so many forms where people have failed to fulfil the requirements for the post, just because they have forgotten to put in one sentence or one qualification.

Please use additional paper if necessary.

6 Relationships

Please tell us about any relationships you have with County Council employees or elected members.

7 Criminal Convictions and Cautions

Leicestershire County Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

Posts involving work with children and vulnerable adults are designated under the Safeguarding of Vulnerable Groups Act 2006 as a 'regulated activity' and will require you to undergo CRB check at an enhanced level.

Some other posts within the County Council may also require you to have a CRB check.

If a post requires a CRB check it will be clearly indicated in the advert and job description.

Only the successful candidate will be asked to complete a CRB Disclosure application form.

If the post you are applying for is **subject to a CRB check** you must provide details of all **convictions** including cautions, reprimands, warnings, investigations or pending prosecutions irrespective of whether they are **spent or unspent** under the Rehabilitation of Offenders Act 1974.

For posts that do **not require a CRB check** we ask that you tell us about **unspent** convictions including cautions, reprimands, warnings, and investigations or pending prosecutions.

The criminal record information you are required to provide is not used for shortlisting purposes. However, if you are shortlisted for interview, your criminal record information will be discussed with you if the interview panel feel it is relevant to the job for which you are applying.

The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.

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. Criminal record information is dealt with in accordance with the Criminal Records Bureau Code of Practice.

8 Education

Please use this section to show us that you have the necessary qualifications to do the job. These may include equivalent qualifications gained abroad. Again, please ensure you read the Person Specification when completing this.

9 Membership of Relevant Organisations

You may find that the post you are applying for requires you to be a member of an organisation. If this is the case, please complete this section.

10 Relevant Courses/Awards

Please tell us about any short courses that you have attended, or any certificates or awards that you have received which you feel may be relevant. You may have attended a workshop with an employer ten years ago, but it may still be relevant!

11 Disability/Health Conditions

Please use this section to tell us whether or not you consider yourself to be disabled. Regardless of your answer to this question, you may want to tell us about any specific requirements that you may have at the interview. This will help us to make the necessary arrangements for you at the interview stage. Please find below the definition of Disability and a short explanation of it.

We use the Disability Discrimination Act (DDA) 1995/2005 definition of disability which is:

‘a physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities.’

We thought it might help you to answer the question if we provided some examples. It is not meant to be an exhaustive list and is given for guidance only.

- **Long-term:** has lasted or is likely to last more than 12 months
- **Hearing,** 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, AIDS, facial disfigurement, sickle cell, dyslexia)

Leicestershire County Council has adopted the Two Ticks symbol which shows that we are positive about employing disabled people. We have a Disabled Workers Group which gives disabled employees the opportunity to share their experiences with colleagues. An employee may have an issue that they find difficult to raise in their place of work; the Disabled Workers Group allows individuals to discuss these things in an informal and confidential environment.

We also operate a guaranteed interview scheme for disabled people. Those people with disabilities who declare their disability in this section and who fulfil all of the essential criteria on the person specification will be selected for interview.

If you feel that you are able to carry out the duties and responsibilities set out in the job description and you meet the essential criteria in the Person Specification, please complete an application. Where possible the County Council will make ‘reasonable adjustments’ to a job where appropriate under the Disability Discrimination Act 1995.

12 Data Protection

This statement aims to explain to you what we intend to do with the information that you are supplying us with in accordance with the principles of the Data Protection Act 1998.

13 Interview Arrangements

Please indicate dates when you would not be able to attend an interview. For instance, you may be going away on holiday or have other prior commitments. You should be aware that although we will always try and accommodate your situation, we cannot guarantee that we will be able to move the interview dates for you.

14 References

When providing names and details of referees, please ensure that at least one of them is a present or most recent employer. If you are not currently in employment and /or your last employer cannot give you a reference because the organisation no longer exists, you should attempt to get a reference from a professional person. If you have just left school, college, university or some kind of recruitment/skills agency, you should use your contact there as a referee. References should not be provided by relatives, partners or close friends. If you have any problems with providing names of referees, please discuss this with the Employee Service Centre.

Applicants should note that where the post has been designated as a regulated activity, references relevant to the area of work are required and previous employers not quoted as referees may be contacted. In line with our recruitment policy, applicants shortlisted for posts designated as a regulated activity, it will be necessary to approach both referees before the interview.

15 Declaration

This section basically is asking you to sign and date the form to say that you declare that the information you have given on this form is, to the best of your knowledge, correct, true and accurate and that you have not omitted any facts which may have any bearing on your application. That you understand that falsification of qualification or any other information may lead to the withdrawal of any offer of employment, or dismissal where employment has already commenced.

By signing this form you agree to Leicestershire County Council using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.

16 Monitoring Section

It would be really helpful if you could complete this section for us. The County Council is committed to equality of opportunity in employment and service delivery and the information you provide will help us to ensure fair and equal treatment of applicants and employees alike.

The details you supply will be stored separately to the information on the rest of the application form and will not be used as a basis for decision-making within the selection process.

This information will remain confidential but, should you be appointed, may become part of your personal record.

Equalities Monitoring Statement

The County Council will work towards creating a workforce which reflects Leicestershire's diverse population. It will ensure that no-one is unfairly discriminated against on the grounds of race, nationality, ethnic or national origin, religion or belief, gender, marital status, sexuality, disability, age or any other unjustifiable criterion when applying for a job or during the course of their employment with the Council.

All employees have equal access to training and career development regardless of any of the considerations mentioned above. The training needs of particular groups of employees who are under-represented in specific occupations and management posts will receive positive attention. Comprehensive monitoring of the workforce and job applicants by ethnic origin, gender, age and disability is undertaken and results are published. Where required, we will consider introduction of monitoring in other equality areas. The purpose of monitoring is to evaluate the effectiveness of the Equal Opportunities Policy and take action where evidence shows unfair treatment or where particular communities are not adequately reflected within the workforce.

An employee who has a concern regarding unfair discrimination or harassment at work may use one of the County Council's formal procedures e.g. grievance, bullying, harassment and whistle blowing.

Appendix A

The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or forgotten after a 'rehabilitation period'. After this period, with certain exceptions (see below), a person with a conviction is not legally obliged to mention it when applying for a job. The Act is more likely to help people with few and/or minor convictions because further convictions usually extend rehabilitation periods. People with many convictions, especially serious convictions, may not benefit from the Act unless the convictions are very old.

Rehabilitation periods

The length of the rehabilitation period depends on the sentence given – not the offence committed. For a custodial sentence, the rehabilitation period is decided by the original sentence, not the time served. Custodial sentences of more than two-and-a-half years can never become spent.

The following sentences become spent after fixed rehabilitation periods from the date of conviction:

Sentence	Rehabilitation period People aged under 18 when convicted	Rehabilitation period People aged 18 or over when convicted
Prison sentences ¹ of 6 months or less	3½ years	7 years
Prison sentences ¹ of more than 6 months to 2½ years	5 years	10 years
Borstal (abolished in 1983)	7 years	7 years
Detention Centres (abolished in 1988)	3 years	3 years
Fines ² , compensation, probation ³ , community service ⁴ , combination ⁵ , action plan, curfew, drug treatment and testing, and reparation orders	2½ years	5 years
Absolute discharge	6 months	6 months

¹ Including suspended sentences, youth custody (abolished in 1988) and detention in a young offender institution (abolished for under 18 year olds in 2000 and for those aged 18-20 in 2001).

² Even if subsequently imprisoned for fine default.

³ For people convicted on or after 3 February 1995. These orders are now called community rehabilitation orders.

⁴ These orders are now called community punishment orders.

⁵ These orders are now called community punishment and rehabilitation orders

The *Crime and Disorder Act 1998* introduced a new custodial sentence for young people with different rehabilitation periods:

Sentence	Rehabilitation Period Young people aged 12-14 when convicted	Rehabilitation Period Young people aged 15-17 when convicted
Detention and training order of 6 months or less	1 year after the order expires	3½ years
Detention and training order of more than 6 months	1 year after the order expires	5 years

With some sentences, the rehabilitation period varies:

Sentence	Rehabilitation Period
Probation ¹ , supervision, care order ² , conditional discharge and bindover	1 year or until the order expires (whichever is longer)
Secure training (abolished 2000) and attendance centre orders	1 year after the order expires
Hospital order (with or without a restriction order)	5 years or 2 years after the order expires (whichever is longer)

¹ For people convicted before 3 February 1993.
² Care orders in criminal proceedings were abolished by the *Children Act 1989* and effectively replaced with a supervision order with residence requirements.

Although the rehabilitation periods for cautions, reprimands and final warnings have been unclear up until now, they will become spent the moment they are administered under current Government proposals.

Disqualifications

The rehabilitation period for a disqualification is the length of the disqualification. If a person is disqualified at the same time as receiving another penalty, such as a fine, the longer rehabilitation period applies. For example, if a motorist is banned from driving for seven years and fined – which takes five years to become spent – the rehabilitation period would be seven years, not five years.

Endorsements

An endorsement cannot affect the rehabilitation period of a motoring conviction. For example, if a motorist is fined and has their licence endorsed, the rehabilitation period would be five years (the length applying to the fine) rather than 11 years (the length of time before a driver convicted of drink-driving is entitled to a clean driving licence).

Appendix B

Right to Work in the UK

The new Immigration, Asylum and Nationality Act 2006 came into effect on 29 February 2008. This strengthened the requirement for employers to check documents to establish a person's eligibility to work in the UK and compliance with any restrictions.

Under the Act we are required to check your eligibility to work in the UK before you start work. We are therefore asking all candidates to bring proof of their right to work to interview, however this should not form part of the decision making process. Photocopies of documents will not be accepted.

If you do not currently have the right to work, and need to apply for a certificate of sponsorship please raise this at interview.

If you are successful at interview photocopies of your documentation will be kept on your personnel file.

If you forget to bring documentation with you to interview you will be asked to bring in the required documentation, photocopies of documents will not be accepted, before an offer can be made and contract sent.

Should you require more information on your right to work in the UK please visit the UK Border Agency website.