

SECTION A**JOB APPLICATION FORM**

If you need assistance or support in completing this form, please contact us.

Section A will be separated from **Section B** before shortlisting and is not seen by anyone involved in the selection process. The shortlisting panel will make their decisions based on Section B without access to personal information. Please complete in black ink.

Job	Vacancy ID
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PERSONAL DETAILS

Surname (BLOCK LETTERS) (Mr / Mrs / Miss Ms / Other)		First Names	
Previous surname (if applicable)			
Address:		Contacts	
		Home Telephone No:	
		Mobile:	
		E-mail:	
Postcode:		Business number if we can contact you at work:	
National Insurance No.:		Date of Birth:	

REFERENCES

Please provide the names and addresses of two referees who can comment on your suitability for this job. The Guidance Notes provide detailed information, but please note one must be your current or most recent employer. If you are applying for a position that involves working with children and you have worked with children in the past, one of your referees must be able to provide a reference from your most recent employment with children. Do not use friends or relatives.

Name		Name	
Position		Position	
Relationship to applicant		Relationship to applicant	
Address:		Address:	
Postcode:		Tel No:	
Postcode:		Tel No:	

E-mail:		E-mail:	
<p>If you are shortlisted, your referees will be contacted prior to your interview. If you do not want us to contact them before your interview, please let us know why not.</p>			

Cornwall Council values and develops a diverse workforce and treats all employees and applicants for employment fairly

ADDITIONAL INFORMATION REQUIRED

Are you related to any Councillor or Employee of the Council? Yes No
 If yes, please provide their name and position.

Have you worked for the Council or any other local authority via a Temporary Employment Agency within the last six months? If so, give details. Yes No

Have you ever been dismissed from any previous employment? Yes No
 If yes, please indicate which employment and specify the reasons for your dismissal.

Have you received a redundancy payment or a pension from previous local authority employment? Yes No
 If so, please state employer's name and month / year the payment or pension was received.

If you have a disability, are there any arrangements we can make for you if you are called for an interview and/or an assessment centre? (e.g. ground floor venue, hearing loop, sign language interpreter, audio tape, etc)

PLEASE NOTE THE FOLLOWING:

Canvassing of Members of the Council directly or indirectly for any appointment under the Council will disqualify the candidate concerned for that appointment. A candidate who fails to disclose any relationship with a Member or employee of the Council will be disqualified for the appointment and if appointed, will be liable to dismissal without notice.

In accordance with the Data Protection Act 1998 all information given on this application form will only be used to determine an applicant's suitability for the job and will be kept only for those purposes and equal opportunities monitoring.

However, we have a duty to protect the public funds we handle so we may use the information you have provided on this form to prevent and detect fraud, especially Benefits, Council Tax, NNDR, Housing/Rents, salaries, employment, pensions and Members allowances. We may also

share this information, for the same purposes, with other organisations which handle public funds. It will not be exchanged or sold to any third party.

Application forms for unsuccessful candidates will be retained for a period of six months before being destroyed.

PROTECTION OF CHILDREN AND VULNERABLE ADULTS

Your signature is required below only if you are applying for a job working with children or vulnerable adults.

If the job gives opportunity for access to children or vulnerable adults, the Local Authority has a statutory obligation to check with the Criminal Records Bureau (CRB) in order that any criminal background including spent convictions, bind-over orders or caution is disclosed to the Council / Governing Body.

Only those who have been checked can be employed by Cornwall Council or the appropriate statutory Governing Body. In the event of a successful application a Disclosure will be sought from the CRB.

I certify that the information given in this application and detailed on the enclosed Declaration of Criminal Convictions form, is to the best of my knowledge correct, and authorise the Council / Governing Body to make enquiries of the CRB, if it is decided to offer me the job and if the job for which I am applying is subject to a CRB check.

Signature Date
(all successful candidates will be requested to sign this declaration, even if an electronic signature has been used for the time being)

EQUAL OPPORTUNITIES MONITORING SHEET

Cornwall Council takes it duty to promote equality and to celebrate diversity in our community very seriously. It is keen to gather and use information about job applicants and the workforce in order to continually improve its employment policies and to remove barriers to and within employment. If you require help to fill in this form please do not hesitate to contact us.

Post Applied For: _____

Post Number: _____

Grade or Hourly Rate: _____ Full/Part – Time Post: _____

If you do not wish to answer any questions, please leave them blank.

AGE

What age are you?

16 or under <input type="checkbox"/>	17 – 24 <input type="checkbox"/>	25 - 35 <input type="checkbox"/>	36 - 45 <input type="checkbox"/>	46 – 55 <input type="checkbox"/>	56 – 65 <input type="checkbox"/>	66 and over <input type="checkbox"/>
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GENDER

What is your gender?

Female <input type="checkbox"/>	Male <input type="checkbox"/>
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ETHNICITY

What is your ethnic group?

Please read through carefully before selecting the ethnic group that you feel most closely reflects your background. **Note that the list is in *alphabetical order*.**

Please identify which main group you feel reflects your ethnic group and then make a choice from the selection listed below the main heading.

Asian or Asian British:

Bangladeshi <input type="checkbox"/>	Pakistani <input type="checkbox"/>
Indian <input type="checkbox"/>	Any other Asian background (<i>please write in space provided</i>) _____ <input type="checkbox"/>
Cornish <input type="checkbox"/>	

Black or Black British:

African <input type="checkbox"/>	Caribbean <input type="checkbox"/>
Cornish <input type="checkbox"/>	Any other Black background (<i>please write in space provided</i>) _____ <input type="checkbox"/>

Chinese:

Chinese <input type="checkbox"/>	Any other Chinese background (<i>please specify in space provided</i>) _____ <input type="checkbox"/>
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Chinese Cornish

Mixed:

White and Asian <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>
White and Black African <input type="checkbox"/>	Any other Mixed background (<i>please write in space provided</i>) _____ <input type="checkbox"/>

Other Ethnic Group:

Gypsy/Romany <input type="checkbox"/>	Traveller or Irish Heritage <input type="checkbox"/>
Any Other Ethnic Group <input type="checkbox"/>	Please specify: _____

White:

British <input type="checkbox"/>	Irish <input type="checkbox"/>
Cornish <input type="checkbox"/>	Any other White background (<i>please write in space provided</i>) _____ <input type="checkbox"/>

DISABILITY

(i) Do you consider you qualify for protection under the DDA*? Yes No

(ii) If the answer is Yes, it would help us to know any barriers you have faced when dealing with us. Please also use this space to make suggestions on how we can improve....

I do not wish to disclose this information

SECTION B

Job	Vacancy ID
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Please take care when completing the application form and refer to the **Guidance Notes** as the decision to shortlist for interview will be based entirely on the information you provide. All jobs identify essential skills / abilities / competencies needed. Make sure you have all the documents you need before you complete the form. Unless you clearly demonstrate in your application how you meet all the requirements listed, you may not be shortlisted. **Please complete in black ink.**

CURRENT / MOST RECENT EMPLOYMENT

(if this is your first job, go straight to the section entitled Educational Qualifications obtained)

Name and address of current or most recent employer	
Telephone number of employer	
Job title	
Date appointed	
Notice required	
Date left (if applicable)	
Present Salary* * please provide grade and spinal point if you have previous local authority experience	
Other payments, allowances (e.g. lease car ?)	
Reason for leaving	

Key duties and responsibilities :

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EMPLOYMENT HISTORY

Starting with your most recent appointment and working backwards, ensure all periods of time are accounted for, and any gaps in employment explained, for example unemployment, voluntary work, travel etc. You may attach an additional sheet if required. Please ensure there are no gaps in the history of your employment and other experience.

From DD/MM/ YYYY	To DD/MM/ YYYY	Name and address of Employer	Job title and brief description of duties	Salary * and reason for leaving

* Please provide Grade and spinal pay point if you have previous Local Authority experience

EDUCATIONAL QUALIFICATIONS OBTAINED

If the job requires you to hold a particular qualification, you will be asked to produce original evidence if shortlisted

Relevant Qualifications (e.g. CSE, GCSE, 'O'/'A' Level, NVQ, Degree, professional or equivalent)	Subject (e.g. English, Mathematics, Business Administration, Law)	Grade (e.g. A, B, C, 1, 2, 3, Distinction, Pass)	If the post is based within the Children, Schools and Families Service, dates obtained must be identified DD/MM/YYYY	Office use only <i>Certificates checked by:</i>

Continue on a separate sheet if necessary

OTHER TRAINING AND DEVELOPMENT: Please list below relevant job-related training, specialist training and include details of education currently being undertaken or planned.

Title and brief description of course/qualification	Date DD/MM/YYYY

Continue on a separate sheet if necessary

MEMBERSHIP OF PROFESSIONAL BODIES (if applicable):

Institute or Association	Level of Membership	Membership Number	How Obtained (e.g. election or qualification)	Date obtained DD/MM/YYYY

ADDITIONAL INFORMATION

If your job requires you to travel (<i>which will be clear from your job description / role profile</i>) do you hold a full valid current driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Do you have access to transport?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Under the Working Time Regulations 1998, the Council must monitor the hours worked by its employees. Please confirm whether this will be your only employment. If not, please provide details including days and hours worked / work pattern.	Yes <input type="checkbox"/> No <input type="checkbox"/>

FOR ALL JOBS WORKING WITH CHILDREN – SAFEGUARDING CHILDREN

Anyone working with children must answer this question.

If this section does not apply to you, tick the Not Applicable box and go straight to the section entitled "Reasons for applying for this job"

Not Applicable

Cornwall Council is committed to safeguarding children and has adopted a rigorous recruitment process. From your previous experience or training, can you please give examples which demonstrate how you would contribute to ensuring children remain in a safe environment.

FOR TEACHING JOBS ONLY

If this section does not apply to you, tick the Not Applicable box and go straight to the section entitled "Reasons for applying for this job".

Not Applicable

Do you have Qualified Teacher status (QTS)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Your DFES reference Number (if applicable)	
Date of recognition by DFES / DCSF as qualified Teacher	
Date Statutory Induction Period (if qualified after 7 May 1999)	Started: _____ Completed: _____
General Teaching Council (GTC) Registration Date:	
GTC Registration Number	
Are you subject to any conditions or prohibitions placed on you by the GTC (or other) in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/> (if yes, please enclose dates in a sealed envelope and attach to this form)

Age groups / subjects that you are qualified to teach

Age groups and gender of pupils	
Number on Role	
Principal Subjects	
Other Subjects	

REASONS FOR APPLYING FOR THIS JOB (applicable to ALL applicants)

Please state the reasons why you are applying for this job. This is an important part of your application and we strongly advise you to use this opportunity to explain your suitability for the job. This information is used to draw up a shortlist and is directly related to the fair assessment of your application. If you do not provide sufficient evidence on these points, your application may be rejected.

In your application pack, you have been given a Job Description and Person Specification which identifies the essential experience and knowledge required for the job, or a Role Profile identifying the competencies required. Please provide examples and evidence of your experience and abilities which relate directly to the job being applied for. **Further guidance on completing this part of the application form can be found in the Guidance Notes.**

Continue on a separate sheet if appropriate
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Finally, if your application form is received electronically without your signature, and you are asked to attend for interview, you will be asked to sign the form at a later date, but in the meantime, please indicate your declaration that the information is correct by ticking the box below.

I declare that to the best of my knowledge all the information on this form and any additional material supplied is correct and that it may be used for purposes registered by the Council under the Data Protection Act 1998. I understand that the withholding of relevant information or providing any false or misleading statement could result in the application being rejected or summary dismissal if appointed and possible referral to the police.

Yes the information and any additional material supplied in support of my application is correct

Signature:		Date	
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THIS BOX FOR OFFICE USE ONLY : REFERENCE NO.

POSITION :

VACANCY ID:

DECLARATION OF CRIMINAL CONVICTIONS

TO ACCOMPANY THE JOB APPLICATION

CONFIDENTIAL

Please read the accompanying 'Guidance Notes for Applicants - Declaration of Criminal Convictions' before completing this form.

This post is exempt from the Rehabilitation of Offenders Act 1974 and you are therefore required to disclose all criminal convictions, including any which may be 'spent'. You should also include details of any cautions, reprimands or final warnings.

Have you ever been convicted of any criminal offence, whether 'spent' or 'unspent', as defined in the Rehabilitation of Offenders Act 1974 or do you have any charges pending?

Yes No

If yes, please give details:

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.....
.....

Have you ever been cautioned, reprimanded or received a final warning which although not considered to be criminal convictions and become 'spent' immediately, must be considered in relation to this exempt post?

Yes No

If yes, please give details:

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.....
.....

Any subsequent offer of employment will be subject to a criminal record check (Disclosure request) from the Criminal Records Bureau (CRB). This check will include details of cautions, reprimands or final warnings as well as convictions. Appointment will be subject to the information received from the CRB.

I accept that if any of the information is found to be false or misleading I will be disqualified from appointment. I understand that any subsequent offer of employment will be subject to the outcome of a criminal record check from the CRB and that Cornwall Council will request my authorisation for such a check to be made.

Signature:

Date:

Print Name: