

Application For Employment



Cyngor Bwrdeistref Sirol

Blaenau Gwent

County Borough Council

The decision to shortlist will be based solely on the information provided in this application.
CV's are not acceptable.

PLEASE COMPLETE ALL SECTIONS OF THIS FORM ACCURATELY IN **BLACK INK** OR TYPE.
If you require this form in a different format please contact the OD Division.

This form is also available in Welsh.

Application for the post of:

Position Reference Number: Grade:

Directorate/School: Closing Date:

Criminal Records Disclosure: Enhanced Standard Not Required

PERSONAL DETAILS

Title: Surname:

Forenames:

Preferred name: Previous surname:

NI Number:

Eligibility for Employment

The Asylum & Immigration Act 1996 makes it a criminal offence for Blaenau Gwent County Borough Council to employ those who do not have permission to live or work in the United Kingdom. On appointment applicants will be required to provide documentary evidence of their right to work in the United Kingdom.

Do you have a legal right to work in the UK? Yes No

Driving Requirements

The advert for this position should clearly identify if there are requirements for driving in this role. If this is identified then please complete the following fields.

Licence categories: Licence number:

Licence valid from date: Licence valid end date:

Currently disqualified from driving? Yes No

Driving offence start date: Driving offence end date:

Have you any current endorsements? Yes No

If you have current endorsements, please give details:

Do you have access to a car? Yes No

CONTACT DETAILS

Registered email address

Please provide the email address you would want all correspondence regarding this application to be sent.

Email address:

Additional Contact Details

Email address (home):

Email address (work):

Telephone (home):

Telephone (work):

Telephone (mobile):

HOME ADDRESS DETAILS

House Name:

Number/Street:

Local Area:

Post Town:

County: Post Code:

Country:

Mailing address? Yes No

QUALIFICATIONS AND TRAINING

Qualifications (please start with the most recent)

Proof of qualifications will be required prior to appointment and the Council reserves the right to approach educational bodies to verify qualifications achieved.

Qualifications Achieved (including subject/grade/ level/membership)	Date Achieved	By Examination Yes/No	Awarding Body

Relevant Training

Please give details of any courses attended, which support your application.

Course Title	Dates Attended	Organising Body

Are you presently studying for a qualification?

Yes

No

If yes, please give details:

MEMBERSHIP OF PROFESSIONAL BODIES

The membership names listed below are those required to be verified by Blaenau Gwent County Borough Council (e.g. Education Workforce Council, Social Care Wales, etc).

Membership name:

Membership/reference number: Start date:

QTS (teaching staff) Yes No EWC Registered? Yes No

CURRENT AND PREVIOUS EMPLOYMENT DETAILS

Present or last post if currently not in work

Employer:

Full address:

Post Code:

Position Held:

Date Appointed: From: Month Year To: Month Year

Gross Salary (not including benefits): Grade:

Period of Notice Required:

Reason for Leaving/Seeking Other Employment:

Main Duties & Responsibilities:

Employment Details (please start with the most recent)

Please provide details of all positions held, including any temporary, unpaid and/or voluntary work. All periods of unemployment or gaps in your employment history must be accounted for and explained. You should ensure that you supply the FULL names and addresses of your previous employers.

Position Held	Full Name and Address of Employer	Start Date Month/Yr	End Date Month/Yr	Reason for Leaving

As part of the vetting process, the Council may contact all or some of your previous employers in order to verify the employment details stated, without seeking further permission.

Working Time Regulations

If you were offered a position with Blaenau Gwent County Borough Council, would you continue to hold any other paid or unpaid/voluntary position(s)? Yes No

If yes, please give post title, organisation and hours worked:

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REFEREES

Please supply names and addresses of **TWO** referees who are willing to provide references relating to your work performance, attendance record and suitability for the post. One referee should be your present or most recent employer and the other, preferably, a previous employer or teacher/tutor in the case of a school/college leaver. Personal references from a relative, close friend or a Council Member will not be acceptable. **PLEASE DO NOT ENCLOSE TESTIMONIALS.**

	Reference 1 – Current Employer	Reference 2 – Previous Employer
Name:	<input type="text"/>	<input type="text"/>
Organisation:	<input type="text"/>	<input type="text"/>
Address:	<input type="text"/>	<input type="text"/>
Post Code:	<input type="text"/>	<input type="text"/>
Position:	<input type="text"/>	<input type="text"/>
Tel Number:	<input type="text"/>	<input type="text"/>
Email Address:	<input type="text"/>	<input type="text"/>

THE COUNCIL RESERVES THE RIGHT TO APPROACH ANY PREVIOUS EMPLOYER TO CONFIRM FACTUAL INFORMATION ABOUT YOUR PREVIOUS EMPLOYMENT RECORD.

ADDITIONAL INFORMATION

Relations

*'Senior Officer' is an Officer employed on Grade 7 or above and 'related' means the husband or wife, parent or child, grandparents or grandchild, brother or sister, uncle or aunt, nephew or niece (including in-laws). If in doubt contact the Organisational Development Division.

A CANDIDATE WHO KNOWINGLY FAILS TO DISCLOSE SUCH A RELATIONSHIP SHALL BE DISQUALIFIED FROM APPOINTMENT AND IF APPOINTED SHALL BE LIABLE TO DISMISSAL.

Are you related to, or a partner of any Elected Member or Senior Officer? Yes No

If yes, please state the Name and Relationship:

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SUPPORTING INFORMATION

You should ensure that you use this section to fully demonstrate how you meet the essential requirements of the person specification and desirable requirements where appropriate, giving evidence of the knowledge, experience and skills you have in each of these areas:

1. Qualifications and Experience (only items with a tick in 'App Form' Column)
2. Special Requirements
3. Personal Competencies (only items with a tick in 'App Form' Column)

You should include experience gained through paid or unpaid work, community activities or through domestic and family experience, which you think may be relevant to the requirements of the job. Please refer to the Guidance Notes and the Job Description/Person Specification prior to completing this section.

DECLARATION

Please sign this declaration after you have completed all parts of this application form.

I declare that the information supplied in this application form is correct and complete.

I understand and agree that:

- Failure to disclose information, providing false or deliberately misleading information on this form may lead to disqualification from the recruitment process, an offer of employment being withdrawn or employment being terminated.
- The Council may verify the information I have provided with relevant third parties in administering its recruitment process.
- Canvassing directly or indirectly any Council Member or Officer of Blaenau Gwent County Borough Council in connection with any appointment will disqualify my application.
- Thorough pre-employment screening is undertaken during the recruitment process and if I am conditionally appointed to the post applied for, the appointment will be subject to confirmation following a series of checks. Where the post for which I am applying requires a Disclosure of Criminal Records, I hereby give my consent to a criminal records standard or enhanced disclosure.
- The Council is under a duty to protect the public, service users and the funds it administers and may use the information provided on this form for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.
- The information provided on this application form will be treated in confidence and may be copied for use during the recruitment procedure.
- My information will be held for a period in line with OD's Retention Policy and then destroyed unless I am appointed, when the information will be used as part of my personal record for the purpose of the employment relationship. The information will be stored and processed manually and electronically within the Organisational Development Division in line with Data Protection legislation.
- The Council will process your personal data in accordance with Data Protection legislation. For more information and access to privacy notices outlining how the Council handles your personal data, please go to the Data Protection section of the Council's website: <https://blaenau-gwent.gov.uk/en/council/data-protection-foi/councils-privacy-notice/>

Signed: Date:

Please return the completed application form to:
Blaenau Gwent County Borough Council, Organisational Development Division,
Municipal Offices, Civic Centre, Ebbw Vale, NP23 6XB

If you are returning this form by email you will be asked to sign your application form at interview (hr.division@blaenau-gwent.gov.uk).

CRIMINAL RECORDS DECLARATION

Having a criminal record will not necessarily bar you from working with us.

Application for the post of:

Directorate/School: Post Ref No:

Last Name: First Name(s):

Date of Birth: NI Number:

Any information you provide will be strictly confidential and treated accordingly.

Certain posts within the Authority are exempt from the Rehabilitation of Offenders Act 1974 due to the nature of the work involved, which could include working with children and/or vulnerable adults. Applicants for these posts will be required to undertake a DBS Standard/Enhanced Disclosure of Criminal Records and must disclose all convictions, cautions, reprimands and final warnings on their criminal record, including any that may be regarded as 'spent' under the provision of the Act. Details of the requirement to undertake a DBS Disclosure of Criminal Records are outlined on the advertisement and job description. Please ensure that prior to completing this form you read the guidance notes for candidates and have checked the requirement to complete a standard or enhanced disclosure on the job description.

DECLARATION TO BE COMPLETED BY ALL APPLICANTS

Do you have a prosecution pending or have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? (Road traffic offences should be included).

Yes No

(Please note that you are not required to give any information on 'spent' convictions under the Rehabilitation of Offenders Act 1974, unless the post that you have applied for is exempt from the provisions of the Act by virtue of the Exceptions Order (1975) as outlined above).

(All applicants are required to disclose unspent convictions. In the case of a post requiring a Standard or Enhanced Disclosure, all spent and unspent convictions must be disclosed).

If YES, please give details of offences, dates and penalties:

Offence	Date	Penalties
<input type="text"/>	<input type="text"/>	<input type="text"/>

DECLARATION TO BE COMPLETED ONLY BY APPLICANTS FOR POSTS REQUIRING AN ENHANCED DISCLOSURE

(Please note that you are only required to complete the following question if you are applying for a post that requires an Enhanced Disclosure. Please refer to the Job Description for details).

Are you aware of any police enquiries currently being undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes

No

If YES, please give details:

SIGNATURE REQUIRED FROM ALL APPLICANTS

I hereby declare that the information provided on this form is correct and complete. I acknowledge that failure to disclose convictions or providing false or deliberately misleading information on this form could lead to an offer of employment being withdrawn or employment being terminated.

I understand that if I am conditionally appointed to the post applied for, that this will be subject to confirmation following a series of checks as outlined in my letter of appointment, including the requirement to complete a standard/enhanced disclosure (if applicable) and checks being made against information held by the Local Authority, including any Social Services records to ensure that any potential risks to Vulnerable People are identified.

I understand that if appointed to the post applied for, I will be required to undertake a Criminal Records Disclosure every three years in line with Council Policy. In addition to this, if during the course of my employment I become the subject of an investigation by the Police or any other public body such as a Local Authority Social Services Directorate or fraud unit, or I am aware of any other matter that could adversely impact on my ability to undertake my duties, I should disclose this information immediately to my Line Manager.

Signed: Date:

If you are returning this form by e-mail you will be asked to sign this declaration at interview.

The Authority complies with the Disclosure & Barring Service Code of Practice and undertakes to treat all applicants for positions fairly and on the basis of merit. In making the recruitment decision, Blaenau Gwent County Borough Council will consider the nature of the offence(s), relevance to the post and any other factors which may be relevant. Disclosure need not be a bar to obtaining this position.

(Copies of the Code of Practice are available from the Organisational Development Division on request. If you require further information or have any concerns about filling in this declaration please contact the Organisational Development Division on extension 5008).

DIVERSITY MONITORING DETAILS

Blaenau Gwent County Borough Council is committed to equality of opportunity and it is our policy to ensure that individuals are recruited, selected, promoted and treated on objective criteria, having regard to relevant experience, potential, skills, and abilities. To assist in monitoring the effectiveness of the Authority's policy, we would be grateful if you would answer the following questions. **The information supplied in Part 1 of this form will not be available to Officers of the Appointment Panel and as such will not form part of the Recruitment and Selection Process.**

The information you provide will be treated in the strictest confidence.

Application for the post of:

Directorate/School: Post Ref No:

Last Name: First Name(s):

Diversity Monitoring Details – Part 1

Blaenau Gwent County Borough Council is committed to diversity monitoring in employment. The following questions are designed to assist in diversity monitoring and do not form part of the selection process.

Gender

Female Male Unspecified

Transgender Identification Confirmation Date:

Transgender Information: Transgender to Female Transgender to Male

Relationship Status

Marital Status:

Other Relationship Status:

Religion

Religion:

Other Religion:

Ethnic Origin

The ethnic groups set out below are those recommended by the Equality and Human Rights Commission.

PLEASE NOTE: Ethnic Origin questions are not about Nationality, place of birth or citizenship. They are about colour and broad ethnic group.

Ethnic Origin:

Other Ethnic Origin:

National Identity

Nationality:

Other Nationality:

Sexual Orientation

Sexual orientation:

Other Sexual Orientation:

Language

Main Language:

Other Language:

What would be your choice of language for correspondence?

English Welsh Bilingual

Welsh Ability

Can you read, speak or write Welsh? Please identify below.

Welsh Ability – Read

Welsh Ability – Speak

Welsh Ability – Understand

Welsh Ability – Write

Caring Responsibility

“An employee will be regarded as a Carer if they have significant caring responsibilities for a dependent who is disabled, sick or elderly which will have a substantial impact on their working life”.

Do you consider yourself to be a carer in line with the definition above? Yes No

Caring Responsibility Details:

Diversity – Part 2

The Council operates under the “Positive About Disabled People” symbol and welcomes applications from people with disabilities. This scheme guarantees an interview to people with disabilities if they meet the essential requirements for the post.

The Equality Act 2010 defines a disabled person as anyone with a physical or mental impairment, which has a substantial and long term adverse effect upon his/her ability to carry out normal day to day activities. This must be:

- substantial (that is, more than minor or trivial), and
- adverse, and
- long-term (that is, it has lasted or is likely to last for at least a year or for the rest of the life of the person affected).

Disability? Yes No

If you have answered yes to the above, what is the nature of your disability?

Disability description:

Are there any special provisions, reasonable adjustments or equipment needed for you to:

Attend the Interview? Yes No

Undertake the Job? Yes No

If yes, please give details:

MEDIA EVENTS

In which publication did you see the advertisement for this position?

Other (please specify):