

JOB APPLICATION FORM

Guidance Notes

- You can also apply on line at www.denbighshire.gov.uk
- Please read through the guidance notes before completing your application form.
- Use black pen and write as clearly and legibly as possible.
- CVs alone are not acceptable. Applications must be submitted using the application form provided (other formats are available upon request).
- All sections of the application form must be completed unless stated otherwise.
- Please remember to complete and return the equal opportunities monitoring form as it is an essential part of our equal opportunities responsibility. Your answers will be treated confidentially and will not affect your job application in any way.
- Please complete and return this job application form using the correct postage amount and marked 'Private & Confidential' to: HR Direct, County Hall, Wynnstay Road, Ruthin, Denbighshire, LL15 1YN.
- If you have any further questions regarding the application form or the recruitment process, then please email them to hrdirect@denbighshire.gov.uk or telephone 01824 706200 during business hours which are 8:30am – 5pm Monday -Thursday and 4:30pm on Friday.

Denbighshire County Council is committed to Equal Opportunities and its Welsh Language Scheme



PERSONAL DETAILS

This section asks for basic details about yourself. Please provide all of the details as requested and ensure that your contact details are clear as this will be the information that we will use to contact you. Please also provide an email address where possible.

You should also be reassured that the collection of personal data is kept to a minimum and only relevant to the job applied for in accordance with the Data Protection legislation.

EDUCATION, TRAINING & MEMBERSHIP

Please state clearly on the form the results of any exams/courses you have completed or that are on-going, as part of the selection process will be based on the education and training listed in the person specification. If you are shortlisted for interview, you must provide original proof of qualifications and you will be asked to bring these documents with you to interview. All appointments are subject to proof of qualifications.

EMPLOYMENT

You should complete this section in full, giving **all** periods of employment since leaving full time education, along with dates which show the month and year you were appointed/left the post. You must also clearly identify any gaps in employment, including dates and explain the reason for that gap in employment, i.e. raising a family, caring for a relative, gap year etc.

SUPPORTING STATEMENT

This is your opportunity to promote yourself and provide the evidence that you match the essential and desirable criteria outlined within the person specification. Please give examples and demonstrate, where possible, how you meet the criteria outlined within the person specification and include any other interests which may be relevant to the post. Applicants must meet all of the **essential** criteria (as a minimum) in order to be invited for interview.

REHABILITATION OF OFFENDERS ACT 1974

Only complete this section if you are asked to do so within the advert, job description or person specification.

For posts where there is significant access to children and / or adults, a DBS disclosure will be required. The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 does not allow employees with access to children and / or adults the right to withhold information regarding previous criminal convictions, cautions and bindovers, including those which are 'spent' – all must be declared.

You must disclose all convictions, cautions, reprimands and warnings. Any information received will be taken into account in considering your suitability for employment.

GUARANTEED INTERVIEW SCHEME (GIS) FOR DISABLED APPLICANTS

Denbighshire County Council has been awarded the 'Positive About Disabled People Two Ticks – Guaranteed Interview Scheme' and are committed to interviewing all disabled applicants who meet **all** of the **essential** criteria of the role applied for. If you are applying for this position under the 'Guaranteed Interview Scheme' please complete the relevant section within the

application form and advise us of any reasonable adjustments which are needed to ensure the interview is accessible to you.

The five commitments are:

1. to interview all disabled applicants who meet the minimum criteria for a job vacancy and to consider them on their abilities
2. to discuss with disabled employees, at any time but at least once a year, what both parties can do to make sure disabled employees can develop and use their abilities
3. to make every effort when employees become disabled to make sure they stay in employment
4. to take action to ensure that all employees develop the appropriate level of disability awareness needed to make these commitments work
5. to review these commitments each year and assess what has been achieved, plan ways to improve on them and let employees and Jobcentre Plus know about progress and future plans

RELATIONSHIPS WITH MEMBERS OR EMPLOYEES

In order to ensure that all persons involved in selecting staff are objective, we need to know if you are related to or have a close personal relationship with an Elected Member (or any member of the School Governing Body if applying for employment within a school) or employee of Denbighshire County Council. If so, please give particulars on the application form. A candidate who knowingly fails to disclose such a relationship shall be disqualified for the appointment.

AVAILABILITY FOR INTERVIEW

Please give any dates within the next two months when you will not be available for interview, if the advert has not already stated the interview date(s). The recruitment panel will try to arrange a suitable date for applicants taking into consideration the dates listed below, however, this cannot be guaranteed.

REFERENCES

References will only be sought after an 'offer of employment' has been made. Successful candidates will not be able to commence employment until we have received satisfactory references. All appointments are subject to satisfactory references.

Character references will only be acceptable where the candidate has just left school or hasn't been employed in any capacity. Candidates must provide one referee from a senior member of staff from their school, college or university and the other should be a suitable character reference.

References for posts in Domiciliary Care. For all posts within the Domiciliary Care Service, the candidate must provide two referees. Where they have moved employers in a care setting over the last 5 years they must provide every employer's details as a referee. If their last employer was not one in a care setting one reference must be from their latest position in a care setting.

External applicants:

You must provide the names and addresses of your last two employers to whom reference can be made in support of your application. If these two references cover a period of less than three

years then please provide reference details for all employers which will cover the whole three year period. Elected Members and any member of the School Governing Body if applying for employment within a school MUST NOT be nominated as referees. To do so will disqualify the candidate for the appointment.

Internal applicants:

You must provide one reference which must be your current line manager. This does not apply to recruitment within a school.

DECLARATION

Please ensure that you sign and date the application form to certify that the information that you have provided is correct at the time of completion. Failure to provide the correct information may result in the offer of employment being withdrawn or disciplinary action being taken. This may result in dismissal.