

Application Form

London Borough of

# **Redbridge**

Please ensure you complete all sections of this form and note C.V.s will not be accepted

visit our website at [www.redbridge.gov.uk](http://www.redbridge.gov.uk)

Post applied for Reference

Personal Details

Last Name

First Names Title: eg: Mr, Miss, Ms, Mrs, other

Address

Postcode

Telephone: Home Telephone: Work

Can we contact you at work? Yes No

Mobile No. E-mail address

Current/Last Employment

Name and Address of Employer

Postcode

Job Title

Dates from to

Salary Notice period

Reason for leaving

Brief description of responsibilities

Employment History since completing education (most recent post first)

Please account for all gaps in employment history and continue on a separate sheet if necessary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer's name and address | Please give e from | xact dates: to | Job title | Reason for leaving |
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Education and Qualifications

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| --- | --- | --- | --- | --- | --- |
| Secondary School/ College/University | Dates  from | to | Qualifications  gained | Grades | Date |
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Membership of Professional Bodies

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| --- | --- | --- |
| Body | Membership status (state whether by examination) | Date |
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|  |  |  |

Training Courses Attended

Experience

Please use this section to show how you meet the requirements of the Person Specification, referring to your education / qualifications, experience / knowledge and skills / competencies. Use active words like “I wrote / planned / organised". Also give examples. Continue on a separate sheet if necessary.

References

Please give details of two referees below. One of these should be your Line Manager with your present and/or last employer. For jobs that require a Criminal Records Bureau check we will cover a minimum of the last 3 years of your career history. Use a continuation sheet if necessary. Please see Guidance Notes for further information.

|  |  |
| --- | --- |
| Name of referee | Name of referee |
| Position | Position |
| Name and address of the organisation | Name and address of the organisation |
|  |  |
|  |  |
|  |  |
| Phone number | Phone number |
| E-mail address | E-mail address |
| How do you know them? | How do you know them? |
| Can we contact them before an interview? Yes No | Can we contact them before an interview? Yes No |

Are you related to a councillor or employee of the London Borough of Redbridge? Yes No

If'Yes'please state the name of the Councillor or employee and the relationship: Please note: relationship includes blood, lawful or close personal (e.g. partners).

Disability

The Disability Discrimination Act protects people with disabilities from unlawful discrimination. To meet the Act's definition, a person must have, or have had a physical or mental impairment, which had substantial long-term effects on their ability to carryout normal day-to-day activities. If we know you have a disability we will make adjustments to the working arrangements and/or the working environment provided it is reasonable in the circumstances to do so.

Doyou have a disability you wish us to know about at this stage? Yes No

Please let us know what access requirements you may have.

Declaration

I declare that all the information I have provided is true and that I have not canvassed a councillor or employee of the Council directly or indirectly in connection with this application, and will not do so. I understand that any such activity, or failure to disclose any personal relationship with a councillor or employee of the Council, will disqualify my application.

I acknowledge that if any of the information is found to be false by virtue of statement or omission after any appointment, I may face disciplinary action, which could result in my dismissal without notice.

Signature: Date:

Prevention of Fraud: We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. This may include matching the information on this form with other information we hold about you from other sources, including data held on computer records. We may also share this information, for the same purpose, with other organisations, which handle public funds.

When completed, please return this form to: London Borough of Redbridge, Recruitment Team,

Lynton House - 6th Floor, 255-259 High Road, ILFORD, IG1 1NF

Workforce Monitoring

Applicant Ref. No.

In line with Codes of Practice issues by the Equal Opportunities Commission and the Commission for Racial Equality and as required by the Audit Commission, Redbridge Council collects and maintains information on the gender, ethnic origin and disabilities of its employees.

It will be appreciated if you will complete this section of the application form which will be separated from the rest of the form before shortlist selection takes place.

You can be assured that this information will be treated in confidence and will not be available to shortlisting officers or interviewers.

□ Male

1. Gender

□ Female

2. What is your ethnic group?

Please choose one selection from A to E and then tick the appropriate box within your chosen section to indicate your cultural background.

|  |  |
| --- | --- |
| A. White  □ British | Irish  □ Any other White Background |
| B. Mixed   * White and Black Caribbean * White and Black Asian | * White and Black African * Any other Mixed Background |
| C. Asian or Asian British   * Indian * Bangladeshi | * Pakistani * Any other Asian Background |
| D. Black or Black British  □ Caribbean | * African * Any other Black Background |
| E. Chinese or other Ethnic Group  □ Chinese | □ Any other Background |
| 3. Do you consider that you have a disability as defined by the Disability Discrimination Act 1995?  This means any long-term illness, health problem or disability that limits your daily activities or the workyou can do. Please Indicate: □ Yes □ No | |
| 4. Date of birth |  |

Where did you see this post advertised?

Declaration of Criminal Offences

Before completing this form, please read the following notes carefully.

**Exempt**

Rehabilitation of Offenders Act 1974

This post is exempt from the above Act, as the nature of the job falls within the type of work excluded from the Act by the 1975 and 2001 Exceptions Amendment.

This means you must declare on this form all offences, convictions, cautions, bindovers or any court cases you may have pending.

Convictions will not necessarily be a bar to employment with the Council.

Declaration of Criminal Offences

If you do not have any, please write none.

|  |  |  |
| --- | --- | --- |
| Details of offence(s) | Place and date of Judgement(s) | Sentence(s) |
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All information given will be treated in the strictest 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 after appointment lead to disciplinary action, which could lead to my dismissal without notice.

|  |  |
| --- | --- |
| Name: (please print) |  |
| Signed: | Date: |

Please complete this form and return it with your application form.

Council policy and Code of Practice

for the employment of people with a criminal record

Policy

As part of the Council's commitment to social inclusion it recognises that having a job and offering offenders the opportunity to establish a settled way of life is one of the most significant factors in preventing re­offending.

To ensure offenders do not experience improper discrimination or are unfairly disqualified from employment with the Council, criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Recruitment practice will take into account the nature of the appointment and associated level of risk. The type of conviction(s), when the offences occurred and other factors detailed in the Code of Practice will be assessed.

Certain jobs are exempt from the Rehabilitation of Offenders Act 1974. Applicants for such jobs will be asked to reveal any convictions they may have. Checks will then be made with the Criminal Records Bureau. This process is known as "Disclosure'!

Where a job is not exempted from the Rehabilitation of Offenders Act 1974. Applicants for such jobs will be asked to reveal those convictions that are not spent.

The Council will comply with the Criminal Records Bureau guidance on good practice and the storage, access, retention and disposal of Disclosure information.

Code of Practice

* All job applicants will receive a copy of the Council's/School's "Policy on the Employment of Offenders'
* Depending on the nature of the job, application forms or attached documentation will state

either

"All convictions, cautions, reprimands and final warnings must be declared and "Disclosure"from the Criminal Records Bureau will be sought"

or

"Only convictions that have not become "spent" under the Rehabilitation of Offenders Act 1974 must be declared'.

* Two levels of Disclosure may be sought:

Standard Disclosure - for jobs involving regular contact with children or vulnerable adults and certain professions exempted under the Rehabilitation of Offenders Act. Standard Disclosure requests are checked against the national police computer, Dept. of Health and Dept of Education barred lists.

Enhanced Disclosure - primarily for jobs involved in regularly caring for, training, supervising or being in sole charge of those aged under 18 or vulnerable adults. Enhanced Disclosure requests will contain the same information as Standard Disclosure plus information from local police records.

* Any matters revealed by applicants will be discussed at interview and Disclosure information, provided by the Criminal Records Bureau, will be sought only for applicants who are given a conditional job offer. Any Disclosure information will be discussed with the prospective employee before making a final recruitment decision and unconditional job offer.
* In undertaking a risk assessment on a candidate with a criminal record the following will be taken into account:

The seriousness of the offence and its relevance to the safety of other employees, customers, clients and property

The length of time since the offence occurred

Any relevant information given by the candidate about the circumstances, which led to the offence being committed

Whether the offence was a one off or part of a history of offending

Whether the candidate's circumstances have changed since the offence was committed, making re-offending less likely

Whether the offence has since been decriminalised by Parliament

The degree of remorse, or otherwise, expressed by the candidate and their motivation to change

* Council/Schools employees making recruitment decisions will be given written guidance on the employment of ex-offenders and the Rehabilitation of Offenders Act.
* Where an existing employee is shown by Disclosure not to have revealed an "unspent"conviction they will not necessarily be dismissed. A full appraisal of the situation, including risks, will be taken before any employment action is taken.

Policy on the Handling of Disclosure Information

Access and Security

* Council employees registered with the Criminal Records Bureau as Lead or Counter Signatory will ensure Disclosure and other confidential documents issued by the Bureau are held in lockable filing cabinets. Access will be limited to named employees who require access as part of their recruitment or Disclosure check duties.
* Only employees directly responsible for recruitment or vetting volunteers and people where the Council has a regulatory role (e.g foster carers) will receive information on peoples criminal records.
* The names of people within, or external to, the Council to whom Disclosure information is sent will be recorded and any Disclosure sent to an external organisation for whom the Council is processing Disclosure requests, will be returned to the Council for disposal. The person on whom the check is conducted will be informed.

Retention

* Disclosure certificates and associated letters will normally be retained for up to 6 months following a recruitment or clearance decision or from resolution of a dispute. This applies to all Disclosure information including checks processed on behalf of other employers/organisations. Exceptions apply to certain groups of staff within Social Services: disclosures in respect of staff in adoption services will be retained until the Council's 3 yearly Social Care Inspection (CSCI) has been completed; disclosures in respect of staff in foster care services and home care will be retained until the annual CSCI inspection has been completed.
* No copies of any nature will be retained. A record of the date of Disclosure, name of the person concerned, type of Disclosure, position in question, unique number issued by the Criminal Records Bureau and the decision taken will be retained in personal files for Council employees and in secure systems for other recipients of Disclosure checks.

Disposal

Disclosures and associated documents will be disposed of through shredding.

Exempt

Equal Opportunities in employment

The Council is committed to making Redbridge a better place to work and respecting and valuing our staff. The Council aims to be a true reflection of the area in which we serve. We are working hard to implement the Equality Standard for Local Government. We want to create a working environment and culture that recognises and values people's differences. We want to recruit, develop and retain the best talent as well as promote the Council as an employer of choice. We are committed to developing an action plan to promote and support diversity in relation to employment opportunities and to ensure fair treatment in the workplace of all staff in the areas of recruitment, promotion, training and all other employment practices.

Policy

Statement

This policy highlights the Council's commitment to equality of opportunity for each and every member of its workforce in the areas of recruitment, promotion, training and all other employment practices.

With respect for each other and by celebrating our diversity, we can draw on the individual talents and viewpoints of everyone we work with to deliver excellent services to make the London Borough of Redbridge a better place to live.

We're firmly committed to equal opportunities and consider applications solely on the basis of merit - regardless of age, gender, race, ethnic origin, religion, disability, marital or partnership status, sexual orientation, number of dependents or any other irrelevant factor.

The Council believes that equal treatment should be given to all applicants for employment. This will enhance the quality of life for its existing staff and encourage people from all sectors of the community to apply for appropriate vacancies.

The Council welcomes applications for employment from disabled people and we're committed to making reasonable adjustments wherever necessary throughout the recruitment process and during their employment with us. We are committed to eliminate barriers in the work environment wherever reasonably possible.

We will achieve equality in employment by:

1. Taking steps to avoid discrimination and to provide genuine equality of opportunity to enable the council to make full and effective use of its workforce.
2. Promoting actively equality of opportunity and opposing all forms of discrimination against people because of their colour, race, ethnic or national origin, disability, gender, culture, religion, age, political or trade union affiliation, marital or partnership status or that they are lesbians, gay men or bi-sexual men or women.
3. Applying the same principles to other categories of employee or job applicant who may be vulnerable to discrimination.
4. Being fully compliant with the requirements of the Race Relations Act 1976, the Sex Discrimination Act 1975 (as amended), the Disability Discrimination Act 1995 (as amended), the Equal Pay Act 1970 (amended 1983), and the various Codes of Practice dealing with the avoidance of race, sex and disability discrimination.

The Council will:

1. Provide training and guidance for all employees, including all levels of management and supervisors to ensure they understand their responsibilities under the law and this policy;
2. Monitor the existing workforce on a regular basis to help us improve our work environment and monitor all job applications in support of the policy against relevant success criteria. Monitoring arrangements will be continuously reviewed to reflect changing needs;
3. Continuously review employment policies and procedures including those for recruitment, selection, promotion, training, redundancy selection and overall terms and conditions and change those which are found to be actually or potentially discriminatory including where they fail to meet the spirit of this policy;
4. Assess the access requirements of disabled employees and consider and implement possible and appropriate reasonable adjustments in employment arrangements and physical features of its buildings
5. Provide adequate channels and procedures through which employees who consider they have been victims of discrimination, harassment and victimisation may complain and investigate such matters in an understanding and unbiased way recognising the rights of both sides
6. Take appropriate action against any employee where allegations of discrimination, harassment and/or victimisation is found to be substantiated;
7. Ensure that prospective employees are made fully aware of the policy in all recruitment literature and advertising;
8. Take appropriate measures, over time, to ensure that current or prospective employees are not disadvantaged or excluded from opportunities by lack of or inadequate physical access;
9. Review the policy on a regular basis and take action in areas where this is required.



Guidance Notes

London Borough of

# **Redbridge**

Please read the guidance notes and information carefully before completing your application. There is more information about Redbridge Council on our website site at: [www.redbridge.gov.uk](http://www.redbridge.gov.uk)

The Application Form

The application form plays a key part in our selection process. We use this information to decide how you meet the job requirements and whether you will be invited for interview. We will not make assumptions about your achievements and abilities; you must, therefore, state clearly on the form how you meet the requirements set out in the person specification.

Completing your Application Form

In this recruitment pack you will find a Job Description and Person Specification setting out the duties of the job and the skills/competencies required. Please study the information carefully. It will help you to fill in your application form. Do not assume that the duties will be familiar to you either because you have done something similar in the past or because the job title is familiar to you. Sometimes jobs with the same title vary from one organisation to another.

Consider your current and previous employments - paid or unpaid, experience gained at home, in the community or through voluntary, leisure or college activities. Tell us everything from your previous experience that is relevant to the job you are applying for.

When listing your jobs ensure dates are correct starting with your most recent jobs first.

Explain any gaps in your employment history.

Recruitment Monitoring Form

You will also need to complete the recruitment monitoring form and return it with your application form. This information will be kept confidential and will only be used for monitoring purposes.

Interviews

We use various selection methods appropriate to the job to assess whether candidates meet the requirements in the Person Specification. If you are invited for interview you will be given details of the selection methods we will be using at the interview. If you require any assistance, please inform the Recruitment Team by e-mail [jobs@redbridge.gov.uk](mailto:jobs@redbridge.gov.uk).

References

References are normally taken for successful candidates before appointment is confirmed. You should give the names of two referees one of these must be your present and/or last employer, or, your last school, college or university, and they must be satisfactory to the Council.

It is our practice to contact the relevant personnel department to confirm that the person given as a referee has the authority to write a reference. For jobs that require Criminal Records Bureau check (police) we will cover a

minimum of 3 years of your career history. If further referees are required we will contact you.

Health

All job offers will be subject to satisfactory health clearance. We will ask you to complete a pre employment health questionnaire, which you will forward to our Occupational Health Medical Advisor. You may be asked to undergo a medical examination.

Disability

Please tell us if you have a disability - we can then ensure we consider any reasonable adjustments that may be required. It would help if you can inform us of any access requirements you might have so that we can ensure interviews are accessible for you if you are asked to attend one. The key requirements for the job are set out in the Person Specification. If you satisfy us that you meet these requirements you will be invited for an interview. If you would prefer to submit your application in an alternative format, please contact the Recruitment Helpline on telephone: 020 8708 3425.

Asylum and Immigration

All job offers will be subject to confirmation that you are permitted to work in the United Kingdom in accordance with the provisions of the Asylum and Immigration Act 1996 and the Immigration (Restrictions on Employment) Order 2004.

Under Section 8 of the Act it is a criminal offence to employ someone who is subject to immigration control, but who does not have permission to live or work in the United Kingdom.

All successful applicants will be required to provide originals of documents identified in the Immigration (Restrictions on Employment) Order 2004. You will be advised of the acceptable documents if an offer of employment is made.

The Rehabilitation of Offenders Act (1974) - Criminal Convictions

The Act recognises the principle that people who have been convicted of an offence should not, as a result, be discriminated against for the rest of their lives and therefore it prohibits discrimination in employment within defined limits.

For certain jobs there is a requirement to take into account any previous convictions. There are others where convictions which have not become 'spent' can be taken into consideration. The appropriate form will be displayed for you to complete, which you should return with your application form.

Safer Recruitment to Protect the Vulnerable

In relation to some posts, which involve working closely with children or vulnerable adults, we will require you to complete a

Disclosure form (Police check), normally after an offer of appointment is made. This will be forwarded to the Criminal Records Bureau to check for any criminal convictions. You will be given further information if this applies. Please note convictions will not necessarily mean a bar to employment to the Council. See our Policy for the Employment of People with a Criminal Record.

Data Protection Act

The information given in the application form and during the recruitment process will be processed in accordance with the above legislation.

Applicants Charter

ensure your application is considered in line with legislation, the Council's recruitment and selection policy statement and other policies and good practice

The Council will:

give you a telephone number of a person to contact should you have any queries or want further information, and a unique candidate number by which the progress of your application can be tracked.

take account of any specific needs of which you let us know

process your application objectively, without bias and as quickly as possible

contact you within four weeks of the closing date on the advertisement if you are to be invited for interview

give a date by which you will be notified of the outcome of an interview

provide feedback from an interview if you request it

let you know, if you are offered a post, what checks and clearances will be required before your appointment is confirmed

investigate quickly and sensitively any complaints or concerns you may have about how your application was handled and inform you of the outcome

Free help and assistance in completing your application form

Visit our website at [www.redbridge.gov.uk](http://www.redbridge.gov.uk)

If you are a resident of the London Borough of Redbridge and want assistance in applying for jobs, including Council vacancies, there are a range of local organisations providing free support and advice:

* To complete an application form
* In preparing for an interview
* Brushing up on skills for life
* On skills and jobs more generally

The organisation below is working with the Jobcentreplus and Local Authority to help residents into work.

**BARNABAS Workshops**

BARNABAS Workshops provides assistance for residents who have been long term unemployed.

325-331 High Road

Ilford

IG1 1NR

Telephone 020 8514 8566