Application Form Guidelines

Please read these notes carefully before you complete the application form.

Introduction

We use an application form, rather than asking for CVs to make sure that we treat all applicants fairly and equally. The application form ensures that all applicants present their information in the same standardised format and only tell us what we need to know.

Please do not attach a CV - even if you do, we will not consider it.

- Please complete the form using black ink or a computer
- If any section does not apply to you, please write N/A

The following notes will help you complete the application form.

SECTION A	**Job Details**
• Please insert the title, the location and the reference number of the job you are applying for.	
SECTION B	**Personal Information**
• Please complete this accurately so we can contact you during your application.	
SECTION C	**Current or most recent Employment/Voluntary Work**
• Briefly describe the duties and responsibilities you held during this employment. Include any duties that you consider to be of particular relevance to the post you are applying for. • Provide details of any other jobs (paid or unpaid) that you intend to continue doing (Working Time Regulations require us to monitor the hours that you work each week, including those you work in other organisations). • Indicate whether you are currently employed.	
SECTION D & E	**Education and Professional/Specialist Qualifications & Training**
• Please list any qualifications and relevant training you have gained and grades.	
SECTION F	**Employment History**
• Please give details of your full employment history in date order. You must list all employment, career breaks, and periods of unemployment, education and voluntary work without any gaps. In accordance with the 'Safer Recruitment' Guidelines we ask for employment dates for posts that are working with children and vulnerable adults.	
SECTION G	**Additional Information**
• Please follow the guidance in Section G of the application form.	
SECTION H	**References**
• Please follow the guidance in Section H of the application form.	
SECTION I	**Further Information**
• Please answer Yes or No as requested. • Please read the information enclosed about the Rehabilitation of Offenders Act 1974. The post you are applying for is exempt from this Act.	
SECTION J	**Declaration**
• Please read and sign the declaration. Giving false information may result in withdrawal of offer or dismissal.	

Monitoring Equality and Diversity in Employment form

In order for your application to be considered completion of Section A is required. Completion of Section B is at your discretion.

Monitoring Equal Opportunities Guidelines

We have adopted an Equal Opportunities Policy, to meet the needs of Bedfordshire's diverse community, and to comply with equal opportunities legislation. This means that we welcome applications regardless of:

• Age • Colour • Disability • Ethnic or National Origins • Marital status • Nationality	• Political Belief • Race • Religion or Belief • Sexual Orientation • Trade union membership and activity • Unrelated criminal convictions

We also undertake to treat all job applications and employees fairly.
To ensure that we are not discriminating unfairly and to measure how effective our Equal Opportunities Policy is, (and for no other purpose) we monitor all job applicants and employees by ethnic origin, gender, disability, sexual orientation, religion or belief and age.

Equal Opportunities Policy Statement

We are committed to Equal Opportunities. We wholeheartedly accept our legal obligations under:

- The Race Relations Act 1976; the Race Relations (Amendment) Act 2000; and the Race Relations 1976 (Amendment) Regulations 2003
- The Sex Discrimination Acts 1975,1986 and 1999 (as amended)
- The Employment Equality (Religious Belief) Regulations 2003
- The Employment Equality (Sexual Orientation) Regulations 2003
- The Disability Discrimination Act 1995
- Employment Equality Act (Age) Regulations 2006

These Acts make it generally unlawful to discriminate unfairly on the grounds of:

• Colour • Race • Nationality • Ethnic or National Origins • Gender or Marital status	• Disability • Religion or Belief • Sexual Orientation • Age

We also undertake not to discriminate unfairly on the grounds of:

- Trade union membership and activity.
- Political belief.
- Unrelated criminal convictions.
- We are committed to implementing Equality of Opportunity in carrying out all our various functions.
- We are committed to developing effective policy, strategy and standards, and to introducing monitoring and information systems to review and evaluate progress towards achieving Equality of Opportunity.
- We recognise the effects of historical disadvantage and past discrimination. Where it is appropriate and within the law to do so, we will take positive action to achieve equality of opportunity.
- Policies, practices and procedures to eliminate unlawful and unfair discrimination can achieve much. But we also recognise that developing real progress towards Equality of Opportunity requires a programme of action that all staff are committed to taking responsibility for and implementing within the remit of the jobs.
- Everyone must be genuinely committed to Equal Opportunities.

A Strategy to Recruit, Retain and Develop People with Disabilities

We are committed to improving employment opportunities for disabled people.
As part of this commitment, we will:

- Interview all applicants with a disability who meet the essential criteria for a job vacancy and consider them on their abilities.
- Ensure that disabled employees are smoothly and effectively inducted into the organisation.
- Identify and provide any 'reasonable adjustments' to working arrangements or the working environment that disabled employees need to do their job effectively.
- Ask disabled employees at least once a year what we can do to make sure they develop and use their abilities at work.
- Make every effort to retain employees who become disabled while employed by the County Council.
- Act to ensure all employees develop the awareness of disability they need to make these commitments work. This includes providing Disability Awareness training.
- Review each year these commitments and what has been achieved.
- Plan ways to improve on these commitments and let employees know about progress.

Disability

We follow the definition of disability provided by the Disability Discrimination Act 1995. This Act defines a disabled person as a person who has, or has had, a physical or mental condition which substantially impairs their ability to carry out normal day-to-day activities, and which has lasted, or is likely to last, for a period of 12 months of more.

In addition to identifying whether or not you have a disability, we would ask you to indicate the nature of your disability as follows:

Physical Disability:
Including conditions affecting mobility, manual dexterity, physical co-ordination, continence and ability to lift, carry or otherwise move everyday objects.

Visual Impairment:
Including blind and visually impaired people, except where the visual impairment is corrected, or could be corrected, by using spectacles or contact lenses.

Hearing Impairment: Includes those people who are deaf (from birth or early childhood), deafened and hard of hearing.

Speech Impairment: Includes all conditions which affect a person's ability to express themselves clearly through speech.

Learning Disability: Includes all conditions which impair memory or ability to concentrate, learn or understand, or which affect the perception of the risk of physical danger.

Mental Health Problems: Includes all clinically well-recognised conditions which substantially impair the performance of any normal day-to-day activities.

Ethnic Origin

Ethnic origin is about your racial and/or cultural identity. It has nothing to do with your citizenship or where you were born.

You could be a UK citizen and belong to any of the groups below:

Asian:	People whose recent ancestors came from Asian continent (excluding China)
Bangladeshi:	People whose recent ancestors came from Bangladesh
Black – African:	People whose recent ancestors came from Africa and were African by race. Do not tick this category if your ancestors were born in Africa but came from elsewhere (for example, Asia or Europe)
Black – Caribbean:	People whose ancestors came from the Caribbean
Black – Other:	People who regard themselves as black but whose ancestors did not come from Africa
Chinese:	People whose ancestors came from China (including Hong Kong and Taiwan)
Indian:	People whose ancestors came from India
Irish:	People whose ancestors came from Ireland
Mixed Race:	People whose parents are from different ethnic groups as defined in this classification system, for example, you had a Black-Caribbean father and an Irish mother or your father was white and your mother was Asian/Pakistani/Indian
Pakistani:	People whose recent ancestors came from Pakistan
White:	People whose ancestors came from Europe (other than Ireland)
Other:	People whose ethnic origin does not fit any of the other categories, for example, Arabic, or Japanese

Sexual Orientation

Sexual orientation is defined as having a sexual attraction to persons as outlined below:

- **Lesbian:** A woman who is sexually and emotionally attracted to women
- **Gay Man:** A man who is sexually and emotionally attracted to men
- **Bisexual:** A person who is sexually and emotionally attracted to people of either sex
- **Heterosexual:** A person who is sexually and emotionally attracted to people of the opposite sex

Asylum and Immigration Act 1996

Eligibility for Employment in the UK

We are required by law to undertake document checks to ensure that all prospective employees are legally entitled to live and work in the United Kingdom.

Any candidate selected for interview must produce documentary evidence that they qualify for employment under the above Act.

Those selected for interview must bring with them **originals** of the following documents:

- A passport confirming that you are either a British Citizen, or a European Economic Area National, or which shows that you have the right to live in, or an entitlement to, re-admission to the UK.

Nationals of the EU countries of Latvia, Slovakia, the Czech Republic, Lithuania, Slovenia, Estonia, Hungary and Poland require a registration certificate from the governments Worker Registration Scheme (WRS). Please refer to the guidance notes on the websites listed below.

If you do not have a full valid passport you will need to provide a combination of the following:

- A document that shows your permanent National Insurance Number. This could be a P45, a pay slip, a P60, a National Insurance card, or a letter issued by a government agency

And

- A full birth certificate issued in the UK or the Republic of Ireland

If you do not have a full valid passport or birth certificate and document showing your permanent National Insurance Number please refer to the guidance notes on our website at: **www.bedfordshire.gov.uk** or alternatively visit the Home Office website at: **www.homeoffice.gov.uk**

Please note that in some circumstances we are able to apply for a work permit.

You should be aware that you will not be able to start employment with the Council, until you are able to produce any one of the above documents.

If you fail to produce one of these documents within a reasonable time frame, the job offer will be withdrawn. We will retain a copy of the document you produce for our records.

Rehabilitation of Offenders Act 1974
Disclosure of Criminal Records

The Council is an equal opportunities employer and as such will only consider criminal records for their relevance to the post in question, and that a conviction is not necessarily a bar to employment with the Council. The Council operates to the standards of the CRB Code of Practice, and copies of this are available on request.

Introduction:

A particular concern for local authorities in recruitment is to make sure that it guards against appointing people who are unsuitable for working with children or vulnerable adults. There are various measures that can be taken to avoid this happening, one of which is to check whether the person to be appointed has any previous convictions for relevant offences.

The Rehabilitation of Offenders Act 1974 was introduced to ensure that ex-offenders who have not re-offended for a period of time since the date of their conviction are not discriminated against when applying for jobs. This enables ex-offenders to 'wipe the slate clean' of their criminal record in the sense that, unless the post they are applying for is exempt from the Act, (see below), they are not legally required to disclose convictions that have become 'spent'.

Exemptions from the Act:

In order to protect certain vulnerable groups within society there are a large number of posts and professions that are exempt from the Act. These include posts involving access to children, young people, the elderly, disabled people, alcohol or drug misusers and the chronically sick. In such cases organisations are legally entitled to ask applicants for details of all convictions, irrespective or whether they are 'spent' or 'unspent' under the Act.

The position you are applying for is exempt under the Rehabilitation of Offenders Act and if you are offered the position, you will be required to complete a 'Disclosure' application, (see below).

The Criminal Records Bureau and the Disclosure System:

The statutory framework for the Criminal Records Bureau (CRB) is set out in Part V of the Police Act 1997. Its aim is to provide a standardised and speedy delivery of information on criminal records. This will be achieved through the system of 'Disclosure'.

A Disclosure is a certificate which provides certain information, depending on the type of Disclosure requested. The levels are as follows:

Standard:

This can be requested for posts which are exceptions to the Rehabilitation of Offenders Act and will contain details of unspent and spent convictions, cautions, reprimands and final warnings held on the Police National Computer.

Enhanced:

This can be requested for posts which are exceptions to the Rehabilitation of Offenders Act AND involves regularly caring for, training, supervising or being in charge of persons aged under 18 or 'vulnerable' adults. This Disclosure contains the same information as the Standard Disclosure along with non-conviction information from local police records if that is thought to be relevant to the position being applied for.