

Application Form Guidance Notes

For a post requiring a DBS check

Complete the application form in full, referring to the guidance notes below and the information contained within the vacancy booklet. Please do not include a CV - to ensure we give all applicants fair treatment we only consider applications on our standard form.

In line with our Equal Opportunities Policy, your personal details (including references, monitoring information and declaration of convictions) will not be seen by the panel until the appropriate point in the recruitment process.

As part of the recruitment process, Reading Borough Council collects and processes applicant personal data. Such information will be handled lawfully and in accordance with the organisation's data protection obligations. Please refer to the Data Privacy Notice contained within the application pack for further information.

By signing this application form, you are confirming that the information provided is correct. Giving false information or omitting to give information in any part of this application may lead to disqualification, or if appointed, may render you liable for dismissal. In some cases, if there are concerns around the protection of a child or vulnerable adult, the matter may be referred to the police or other appropriate authority.

Safeguarding Vulnerable Groups

Reading Borough Council is committed to protecting the welfare of vulnerable groups through safe recruitment and selection practices. The information you have provided in your application, and that you may be invited to discuss at interview, will assist in assessing your suitability to work with vulnerable groups - both children and adults. Your references and any information that may need to be obtained via pre-employment checks will also be taken into account.

PERSONAL DETAILS

Title is your preferred form of address (e.g. Mr, Mrs, Ms, Miss, Dr, Prof, Rev, etc)

REFERENCES

Please give **two** referees to whom confidential enquiries may be made. **One MUST be from your current employer where you work with vulnerable groups, or the most recent employer where you have worked with vulnerable groups.** Referees must not be members of your family, your spouse/partner, or friends. **Please note that references will only be taken up if you are shortlisted for interview, unless you have requested otherwise. No offer of employment can be made until two satisfactory references are received.** All references available before interview will be read by the panel prior to the interview, and the content may be discussed with you during the interview. Referees will be asked to comment on any disciplinary issues that may be relevant. In certain circumstances, the appointing officer may wish to make further enquiries of previous employers in addition to the two references given.

EQUAL OPPORTUNITIES MONITORING

Reading Borough Council operates a policy of equal opportunity and fair treatment for employment and development. To assist us in monitoring this policy, and for this reason only, applicants are asked to give details of their age (date of birth), ethnic origin, gender, sexual orientation, religion or belief, marital status and any disability. Your answers to these questions will help the Council to maintain fair selection for all, and fall within the provisions of the Equality Act 2010. This information will not be seen by those who decide on the list of applicants to be invited for interview, except where the information is required to enable to the council to meet its obligations, i.e. as a Disability Confident employer and to check for gaps in employment history. The provision of the details requested in this section is voluntary. The information provided will be kept securely and in accordance with data protection legislation.

DISABILITY

We welcome applications from people with disabilities and guarantee you an interview should you meet the minimum criteria for the job. The Equality Act (2010) defines disability as "any physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities".

If you are selected for interview, only then will the panel will be made aware of the nature of your declared disability, and they may wish to explore this further with you at interview in the context of assessing any required adjustments.

ASYLUM & IMMIGRATION

Under the Immigration, Asylum and Nationality Act 2006, employers are required to prevent the employment of illegal workers and may be subject to a civil penalty if they employ someone who does not have the right to undertake the work in question.

If your application is successful, you will be required to provide evidence of your entitlement to live and work in the UK at interview stage. This will be explained in the interview invite letter. Note that RBC is only registered to sponsor tier 2 (general) workers.

DECLARATION OF CONVICTIONS (REHABILITATION OF OFFENDERS ACT 1974) - EXEMPTED POSTS

Under the Rehabilitation Of Offenders Act 1974, ex-offenders do not have to disclose their criminal convictions when applying for most jobs if their convictions become spent. The sentence or disposal received will determine the rehabilitation period, or how long it takes for a conviction to become spent. Custodial sentences of more than 4 years can never become spent. Please see www.nacro.org.uk for further advice on disclosing criminal records.

The position for which you are applying involves substantial access to children or vulnerable adults. It is therefore listed in the Rehabilitation of Offenders Act (Exceptions) Order and you are required to disclose all cautions and convictions even if they are spent, other than those that are 'protected'. This information will be treated in confidence and will only be taken into account in relation to this application. The disclosure of a criminal record will not debar you from appointment unless the selection panel determine that the conviction renders you unsuitable for appointment.

If you are offered the position, you will be required to undergo a criminal record check with the Disclosure and Barring Service, and an offer of employment would be subject to receipt of a satisfactory disclosure. If appropriate, as part of its checking procedure the DBS will also check registers of persons found to be unsuitable to work with vulnerable people which are maintained by the Disclosure and Barring Service.

The DBS Update Service allows individuals to register for their DBS record to be maintained with up to date information, for a small annual fee. Future employers can then carry out a quick online check, in conjunction with seeing your existing DBS disclosure certificate, to see if there have been any updates. This may then avoid the need for another full DBS check. The online check does not show details of any criminal records, it simply shows whether or not the information held has changed or not since your last check. For more information, go to www.gov.uk/dbs-update-service.

Should you be appointed to the post that you have applied for, it is essential that you inform your manager immediately should your circumstances change in regard to Criminal Convictions and Police Cautions before or during employment.

RELATIONS WITH READING BOROUGH COUNCIL (RBC)

Internal Redeployees will be given prior consideration as per the Council's Employment Stability Agreement.

EDUCATION/QUALIFICATIONS/TRAINING

Please list all education, qualifications and training, both formal and informal, giving the most recent first, and provide dates. You will be required to provide evidence of relevant qualifications at interview stage. Please ensure you provide your Health & Care Professionals Council (HCPC) registration details if applicable to the post.

EMPLOYMENT/ACTIVITY HISTORY & GAPS IN EMPLOYMENT/ACTIVITY

Provide details of all current and previous employment, or other activity (excluding education and training), in chronological order starting with the most recent first. Please include any employment, unpaid work, voluntary work, and periods away from work (such as raising a family). **Please ensure all dates are provided and no gaps in activity are left unaccounted for.** Your date of birth will be supplied to the panel to enable them to check dates and chronology.

SUPPORTING STATEMENT

This section is the most vital part of the form and should demonstrate your suitability against the criteria listed in the person specification. Please provide *examples* of how you meet the skills, abilities, knowledge and experience identified, these can be non-work based if necessary.

Application Form (DBS Required)

Job Reference:	Job Title:
Where did you hear about this job:	

(1) Personal Details

Title:		Home Address:	
Forename(s):			
Surname:		Date of Birth:	
Previous Surnames:		Email Address:	
National Insurance No:		Telephone No:	

(2) References

	REFEREE 1	REFEREE 2
Name:		
Relationship:		
Company & Address:		
Email Address (required):		
Telephone No:		
If shortlisted, may we contact this person prior to interview:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

Declaration Of Content

I declare that the information set out in this application form is, to the best of my knowledge, true in all respects, **and that I have referred to the guidance notes in order to complete the application form correctly.**

I understand that canvassing from any Councillor or employee of Reading Borough Council, giving false information or omitting to give information in any part of this application will be a disqualification, or if appointed, may render me liable for dismissal. In some cases, if there are concerns around child protection or the protection of a vulnerable adult, the matter may be referred to the police or other appropriate body.

Signed:

Date:

(3) Equal Opportunities Monitoring

Gender:	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> DO NOT WISH TO DECLARE Is your gender identity the same as the gender you were assigned at birth? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DO NOT WISH TO DECLARE	
Ethnic Origin:	ASIAN / ASIAN BRITISH	<input type="checkbox"/> BANGLADESHI <input type="checkbox"/> CHINESE <input type="checkbox"/> INDIAN <input type="checkbox"/> PAKISTANI <input type="checkbox"/> OTHER ASIAN - PLEASE STATE:
	BLACK / BLACK BRITISH	<input type="checkbox"/> AFRICAN <input type="checkbox"/> CARIBBEAN <input type="checkbox"/> OTHER BLACK - PLEASE STATE:
	MIXED	<input type="checkbox"/> WHITE & BLACK CARIBBEAN <input type="checkbox"/> WHITE & BLACK AFRICAN <input type="checkbox"/> WHITE & ASIAN <input type="checkbox"/> OTHER MIXED - PLEASE STATE:
	OTHER ETHNIC GROUPS	<input type="checkbox"/> ARAB <input type="checkbox"/> OTHER - PLEASE STATE:
	WHITE	<input type="checkbox"/> BRITISH <input type="checkbox"/> ENGLISH <input type="checkbox"/> WELSH <input type="checkbox"/> SCOTTISH <input type="checkbox"/> NORTHERN IRISH <input type="checkbox"/> IRISH <input type="checkbox"/> GYPSY OR IRISH TRAVELLER <input type="checkbox"/> OTHER - PLEASE STATE:
	<input type="checkbox"/> DO NOT WISH TO DECLARE	
Religion/Belief:	<input type="checkbox"/> BUDDHIST <input type="checkbox"/> CHRISTIAN <input type="checkbox"/> HINDU <input type="checkbox"/> JEWISH <input type="checkbox"/> MUSLIM <input type="checkbox"/> SIKH <input type="checkbox"/> NONE <input type="checkbox"/> OTHER - PLEASE STATE: <input type="checkbox"/> DO NOT WISH TO DECLARE	
Sexual Orientation:	<input type="checkbox"/> STRAIGHT <input type="checkbox"/> BISEXUAL <input type="checkbox"/> GAY MAN <input type="checkbox"/> GAY WOMAN/LESBIAN <input type="checkbox"/> OTHER - PLEASE STATE: <input type="checkbox"/> DO NOT WISH TO DECLARE	
Marital Status:	<input type="checkbox"/> MARRIED <input type="checkbox"/> CIVIL PARTNERSHIP <input type="checkbox"/> PARTNER <input type="checkbox"/> SINGLE <input type="checkbox"/> DO NOT WISH TO DECLARE	

(4) Disability

We welcome applications from people with disabilities and guarantee you an interview should you meet the minimum criteria for the job. The Equality Act (2010) defines disability as “any physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities”.

Please continue on a separate sheet if necessary.

Do you consider yourself to have a disability which falls within this definition?

☐ YES ☐ NO If “yes”, please give details:

Would the provision of aids or adaptations assist you in carrying out the duties of this job?

☐ YES ☐ NO If “yes”, please give details:

Is there anything we need to know about your disability in order to provide you with any help you may need for the interview? (i.e. sign language interpreter, easily accessible interview room):

☐ YES ☐ NO If “yes”, please give details:

Is there anything about your disability in relation to this job that you would like to make us aware of, and which is not covered elsewhere on this form?

☐ YES ☐ NO If “yes”, please give details:

(5) Asylum & Immigration

Do you have permission to work in the United Kingdom? ☐ YES ☐ NO

If your application is successful, you will be required to provide evidence of your entitlement to live and work in the UK.

(6) Declaration Of Convictions - Exempted Posts**Please note carefully the following information:**

The position for which you are applying involves substantial access to children or vulnerable adults. It is therefore exempt from provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Exceptions Order. In answering the following questions you must disclose details of all convictions and cautions including “spent” convictions and bindovers, other than those that are ‘protected’ and not subject to disclosure to employers.

Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

☐ YES ☐ NO

If “yes” please give details of all convictions and cautions, including “spent” convictions and cautions (please continue on an additional sheet if necessary):

DBS Update Service

If you are registered with the DBS Update Service, and you consent for us to carry out an online check, please complete the following information. You will be asked to bring a copy of your original disclosure certificate with you to interview, and a copy will be taken to support the online checking process

Disclosure reference number	
Level of disclosure held	<input type="checkbox"/> Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> Enhanced with a check of Adult’s Barring List <input type="checkbox"/> Enhanced with a check of Children’s Barring List
Do you give permission for RBC to conduct the online check?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you give permission for RBC to record the results of the online check?	<input type="checkbox"/> YES <input type="checkbox"/> NO

(7) Relations with Reading Borough Council (RBC)

Are you a RBC redeployee / is your post currently highlighted as “at risk”? ☐ YES ☐ NO

Is any employee, Council Officer or Councillor your partner, spouse or relative? ☐ YES ☐ NO

Please give details:

Have you previously been employed by or sought employment with RBC? ☐ YES ☐ NO

Please give details:

(8) Education / Qualifications / Training

DATE FROM/TO	INFORMATION
	Institution Name & Address: Institution Type: Subject(s) & Grade(s) Attained:
	Institution Name & Address: Institution Type: Subject(s) & Grade(s) Attained:
	Institution Name & Address: Institution Type: Subject(s) & Grade(s) Attained:
	Institution Name & Address: Institution Type: Subject(s) & Grade(s) Attained:

CURRENT OR MOST RECENT EMPLOYMENT	
Job Title:	
Company Name & Address:	
Dates of Employment: From:	To:
Salary:	Reason For Leaving:
Main Responsibilities:	
PREVIOUS EMPLOYMENT / ACTIVITY	
Job Title/Activity:	
Company Name & Address:	
Dates: From:	To:
Salary:	Reason For Leaving:
Main Responsibilities:	

Job Title:

Company Name & Address:

Dates of Employment: From: To:

Salary: Reason For Leaving:

Main Responsibilities:

Job Title:

Company Name & Address:

Dates of Employment: From: To:

Salary: Reason For Leaving:

Main Responsibilities:

Job Title:

Company Name & Address:

Dates of Employment: From: To:

Salary: Reason For Leaving:

Main Responsibilities:

Please continue on an additional sheet if necessary

Have all gaps in employment/activity been accounted for?: ☐ YES ☐ NO

If "NO", provide further details including the period covered:

(10) Supporting Statement

Describe how you consider your skills, abilities, knowledge and experience to be relevant to this position and the factors that make you a suitable candidate. You may include voluntary work and experience gained outside of work. (Please continue on an additional sheet if necessary)