# Children’s Services - Application for Employment

**This document can be made available in other languages, on tape, in Braille, large print and in other formats. For more information please contact 01803 207366.**

Thank you for requesting an application form for a vacancy in Torbay Council. We will use this form to help us decide your suitability for the job so please ensure that it is accurate and complete.

The information you provide on this form will be used in accordance with the Data Protection Act and your form will be retained for six months from the closing date. The application form of the successful candidate will form part of their employee file and may be used for a number of employment related purposes. Please note:

* CVs will not be accepted
* All sections of the form must be completed
* Late applications will not normally be considered

|  |  |  |  |
| --- | --- | --- | --- |
| Post Applied for: |  | Job Ref no: |  |
| Department: |  | Closing date: |  |

## Personal details

|  |  |  |  |
| --- | --- | --- | --- |
| First name: |  | Last name: |  |
| Address: |  | | |
| Post code: |  | Daytime Tel: |  |
| Evening Tel: |  | Mobile: |  |
| Email: |  |  |  |

For posts requiring a Disclosure & Barring Service check (DBS) candidates MUST supply the following additional information, which will only be used for the purposes of identity verification when references are taken.

|  |  |  |  |
| --- | --- | --- | --- |
| Previous name/s: |  | | |
| Date of birth: |  | National Insurance No: |  |

## Present or most recent employer

This can be paid or unpaid employment.

|  |  |  |  |
| --- | --- | --- | --- |
| Job title: |  | Employer’s name: |  |
| Employer’s Address: |  | | |
| Date started: |  | Notice required: |  |
| Date left: |  | Reason for leaving: |  |
| Brief description of duties: | | | |
|  | | | |
| Pay and benefits: |  | | |

## Full record of previous employment

This can be paid or unpaid employment. Please put most recent job first. Any dismissal or redundancy must be clearly stated.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer and address | Job title | From | To | Reason for leaving |
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Please continue on an additional sheet if necessary.

## Gaps in employment or training

Please indicate and explain any gaps in your employment or training.

|  |  |  |
| --- | --- | --- |
| From | To | Reason for gap |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Please continue on an additional sheet if necessary.

## Relevant qualifications

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Educational establishment, College or University | FT/PT | From | To | Exams passed and Qualifications gained including NVQs  (include grades and date attained) |
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## Professional Memberships and registrations

|  |  |  |  |
| --- | --- | --- | --- |
| Professional body | Membership No | Membership status | Date entered/awarded |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
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## Relevant Training

Give details of short courses and further development.

|  |  |  |
| --- | --- | --- |
| Course | Date | Qualification (if appropriate) |
|  |  |  |
|  |  |  |
|  |  |  |
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## Supporting Evidence

Please indicate why you are applying for this post.

Please say how your skills, knowledge and previous experience, whether paid or unpaid, community activities, domestic or family experience, are relevant to the post and how they meet the criteria on the person specification and job description:

## References

Please give the name and address of two referees from which the Council may seek information regarding your suitability for employment covering at **least the** **last three years** of your employment. If you are currently employed, one of the referees must be your current employer; otherwise it must be your most recent employer. If you are in, or have just completed full-time education, one referee should be from your school / college or university. These should not include a relative and personal referees must be able to comment on your skills and abilities in relation to the post. Please continue on a separate sheet if necessary.

### For posts that require a DBS check

Ifyou are not currently working with children but have done so in the past, the second referee you supply should be from the most recent employer where you were employed to work with children or vulnerable adults**.**

It is the Council’s practice to take up references for short-listed applicants prior to interview unless you request otherwise.

### Reference one

If you do not wish this person to be contacted without prior consultation please put a cross in the box

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Reference 1 | | | Reference 2 | | |
| If you do not wish this person to be contacted without prior consultation please put a cross in the box | |  | If you do not wish this person to be contacted without prior consultation please put a cross in the box | |  |
| Name: |  | | Name: |  | |
| Address: |  | | Address: |  | |
| Tel: |  | | Tel: |  | |
| Email: |  | | Email: |  | |
| Relationship: |  | | Relationship: |  | |
| How long known? |  | | How long known? |  | |
| From: |  | | From: |  | |
| To: |  | | To: |  | |

Please provide details of additional references on a separate sheet of paper if necessary to cover the last 5 years of employment.

# Declarations

## The Equality Act 2010

Torbay Council is an Equal Opportunities employer and are committed to our obligations as a Disability Confident employer. Disabled people are encouraged to apply. Disabled applicants who appear to meet the essential criteria of the person specification are guaranteed an interview.

The Equality Act 2010 defines a person as having a disability if he/she “has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities” In order to meet our obligations as a Disability Confident Employer (Disability Confident is awarded by Jobcentre Plus to recognize employers who have agreed to meet five commitments regarding the recruitment, employment, retention and career development of disabled people), please confirm whether you consider yourself to have a disability.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |
| What is the nature of your disability? | |  | |

Wherever possible and reasonable we will make adjustments and offer alternatives to help a person with a disability through the application and selection process.

Please provide details below of any information you would like us to take into account with regard to your disability in order to offer you a fair selection interview.

## Eligibility to work in the UK

Are you eligible to work in the United Kingdom and are you able to provide proof of this?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If you are currently working in the UK with Visa restrictions please provide the following information:

|  |  |  |  |
| --- | --- | --- | --- |
| Visa Number: |  | Expiry date: |  |

**The Immigration, Asylum and Nationality Act 2006** requires all employers in the UK to make basic document checks on every person, before they start work, therefore if you are asked to interview, you will be required to provide evidence (original documents only) that you are eligible to live and work in the UK and copies will be taken at interview and if unsuccessful these will be destroyed in accordance with the Data Protection Act 1998 (DPA). If you are offered the post these original documents will be retained on your personal file.

## Council staff

Are you in any way related to or have a personal relationship with the Elected Mayor, any elected member of the Council or employee of the Council?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If ‘Yes’ please give details below:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Job Title: |  |
| Relationship: |  |  |  |

Soliciting support or information, which may be deemed to offer an unfair advantage, from the Mayor, any Elected Members or employees of Torbay Council in connection with this appointment will disqualify your application

## Convictions

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 by SI 2013 1198).

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If ‘Yes’ please give details below:

## Disciplinary

Have you been the subject of formal disciplinary action in your past employment or currently in the process of ongoing disciplinary action in your current position?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If ‘Yes’ please give details below:

## Criminal records check

For positions that are included in the Exceptions Order to the Rehabilitation of Offenders Act 1974, and that are required to access the Public Services Network (PSN) or data, or any regulated positions as defined by the Criminal Justice and Court Services Act 2000, all applicants who are offered employment will be subject to a criminal record check before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent” except those which have been filtered out in line with current guidance. Criminal convictions will only be taken into account when they are relevant to the post.

Please give details below, or if you prefer, on an additional sheet and attach it to this form in a sealed envelope marked “Confidential Disclosure.”

## Safeguarding

Torbay Council is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo the checks appropriate to the post applied for. By signing this application form you are confirming your agreement/commitment.

For further information visit [www.swcpp.org.uk](http://www.swcpp.org.uk).

## Final declarations

I confirm that I have read and understood the enclosures provided with this application form.

I confirm that the details I have provided in this application form are correct and that I have not deliberately withheld any relevant information that could affect the Council’s decision to employ.

I understand that the deliberate falsification of information or failure to disclose relevant information may lead to my application being rejected, any offer of employment being withdrawn or actual appointment being terminated.

I declare that I have not canvassed any employee or Councillor either directly or indirectly in connection with this application.

I note that the information provided on this application form may be held, further processed or verified in accordance with the Data Protection Act 1998.

## Data Protection - Fair Processing Notice

The collection, processing, maintenance and retention of any personal data which Torbay Council processes, is governed by legislation such as the UK Data Protection Act 1998, and by the Council’s own policies and procedures. Torbay Council will use any personal data you provide within this document solely for the purpose of assessing the eligibility of your application when applying for a Torbay Council vacancy.  The information given will be provided to Council employees acting as response handlers and recruitment managers. They may share the information with colleagues for the purpose of shortlisting and interviewing for the vacancy. The information may also be shared with external parties if required by law. The information will be kept on file for a period of six months after the closing date of the vacancy to allow for any further processes, such as appeals, that may occur.  If you are successful in your application for employment with the Council, then the application form will be kept on your personnel file for the duration of your employment.

For information regarding how your personal data is used by the Council, please contact the Information Governance Team on 01803 207467. Please **do not** contact the Team for any information relating to your actual application or the application process.

I note that the information provided on this application form may be held, further processed or verified, in accordance with the Data Protection Act 1998.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

Submitting this completed application form electronically signifies your acceptance of ALL of the above declaration.

Where did you see this post advertised?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Torbay Council website |  | |  | |  |
| Other website (please state): | |  | |
| National newspaper (please state): | |  | |
| Local newspaper (please state): | |  | |
| Professional/trade journal (please state): | |  | |

Please return completed applications by email to [csrecruitment@torbay.gov.uk](mailto:csrecruitment@torbay.gov.uk) or by post to:

Children's Services Recruitment  
Room FFA 330 Electric House  
C/O Town Hall  
Castle Circus,  
Torquay  
TQ1 3DR

## For official use **only** - to be completed by the Appointing Officer

Verbal Verification - a written reference must be verbally verified on receipt. This must be recorded below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Reference 1 |  | | Reference 2 | |  | |
| Person contacted: |  | | Person contacted: | |  | |
| Date contacted: |  | | Date contacted: | |  | |
| I have verbally verified this reference. | |  | | I have verbally verified this reference. | |  | |
| Signature: |  | | Signature: | |  | |
| Date: |  | | Date: | |  | |