

## ***GUIDANCE NOTES - on completing the application form***

Your application form plays an important part in our selection process. Information contained on the form will decide whether or not you will be shortlisted for an interview. The following advice is designed to help you complete the application form as effectively as possible. Please read the Person Specification the job description and all the additional information contained in the pack before completing your form.

### **1. Present or Most Recent Employment**

In this section you are required to provide details of your current or most recent employment. In completing this section, we do not require you to list all the duties on your present job description; simply the main responsibilities.

### **2. Professional Qualifications/ Relevant Training**

Please give details of Professional qualifications and of any training received on non qualification courses you have attended, that are relevant to the post you are applying for.

### **3. Person Specification and Supporting Statement**

The person specification has been designed to help you assess your suitability for the post and clearly outlines the skills, knowledge, qualifications and experience we are looking for. People are encouraged to declare their disabilities when applying for vacancies and to present skills and abilities for full and fair consideration.

Against each criterion will be listed 'E' for Essential. When completing your supporting statement you must demonstrate how you fully meet the essential criteria if you are to be shortlisted.

When you provide information supporting your application, do remember to analyse your present and previous employment. This application is about you and your achievements. Tell us what you achieved. You should provide evidence, using examples to demonstrate your achievements (e.g. "I managed conflicting deadlines" - then explain how you achieved this). Take the time to think carefully, you may uncover hidden skills which you may have taken for granted. You should do the following:

- Be concise in your statement
- Do a rough draft first, checking your grammar and spelling
- Keep a copy of the final draft for your reference

### **4. Job Description**

The job description lists the range of duties you will be expected to carry out, if you are appointed to the post. Please note that you may not be requested to carry out all the duties at the same time.

### **5. References**

You will need to give the names of two people who are in a position to provide you with a reference. One must be your present or most recent employer (not a work colleague). For internal candidates a reference from your line manager will be sought. If you have just left school, college, or university you may use the principal, course lecturer or headteacher.

### **NB References from friends or relatives will not be accepted.**

If it is your wish that we do not contact your referees before interview, please indicate this on the form.

## **6. Prevention of Illegal Working**

Under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence for an employer to employ a person who is subject to immigration control (ie a person who requires leave to enter/remain in the UK) unless he or she is entitled to be employed in the UK.

The Council is obliged to ask all successful external applicants to provide evidence that they are entitled to work in the UK.

Before the Council can confirm the offer of employment, you will be required to provide relevant proof of eligibility to work in the UK.

## **7. Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 was passed by the Government, to ensure that individuals who had been convicted of a criminal offence were not permanently disadvantaged in the job market. In essence individuals were to be given another chance. However there are stipulations on the offences committed outlined as follows:

### **A. Spent Convictions**

The Act specifies a length of time depending upon the conviction when it is spent i.e. you no longer have to reveal to anyone that you committed the particular offence.

See below for list of definitions of spent convictions and exempt posts.

### **B. Exempt Posts**

For certain employment, convictions whether spent or not must be declared irrespective of the sentence received and how long ago the conviction took place. These posts are referred to as "Exempt" because they are not covered by the Rehabilitation of Offenders Act.

If the post for which you are applying falls into one of the categories listed you must declare all convictions.

1. Solicitor
2. Chartered (Certified) Accountant
3. Teacher or anyone in an educational setting who in the normal course of their duties has access to persons below the age of 18
4. Youth Worker
5. Warder of Community Centre
6. Any local authority employment in connection with Social Services which enables substantial, unsupervised access to
  - under 18s and over 65s
  - persons who are seriously ill with a mental disorder
  - drug or alcohol addicts

- persons with a visual, hearing or speech impairment
- persons with a substantial or permanent disability caused by illness, injury or congenital deformity

7. Those concerned with the promotion of leisure or recreation activities who have access to under 18s in the course of their normal duties.

## Spent Conviction(s) Defined

Sentence Received	Period of time passed since convicted
Fine or other sentence for which the Act does not specify a different rehabilitation period	5years
Imprisonment or youth custody of sentence of 6mths or less	7years
Imprisonment or youth custody of over6mths, but not more than 2 <sup>1</sup> / <sub>2</sub> years	10years

*All the above periods are halved if the offender was under 17years at the time of the offence was committed*

Sentence Received	Period of time passed since convicted
Absolute discharge	6 months
Borstal	7years
Detention Centre	3years
Probation order, conditional discharge or bound over	1yr or until order expires*
Care order or supervision order	1yr or until order expires*
Order for custody in a remand home or approved school order or an attendance centre order	1yr or after order expires*
A hospital order <i>(with or without a restriction order)</i>	5yrs or 2yrs after order expires*

**\* Note: whichever is the longer**

If the conviction is regarded as spent, you don't need to disclose the fact that you have a criminal conviction.

Please note, Failure to disclose any convictions for an exempt post, whether 'spent' or not may lead to the withdrawal of the offer of employment.

However, if anyone is sentenced to more than two and a half years in prison their conviction can never become spent.

It is the sentence imposed by the court that counts (even if it is a suspended sentence) not the time actually spent in prison.