

# Application Form Guidance

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## **GUIDANCE NOTES ON COMPLETING YOUR APPLICATION FORM**

Thank you for considering applying for employment with North Tyneside Council. Before you begin to complete your application please read all of the following information to assist you.

There are three parts to the form; A, B and C. You must complete Parts A and B of the application form (Part C is voluntary) and return all parts of the form. If they are not relevant to you, please mark them as 'not applicable', or 'n/a'. Incomplete application forms may not be considered for short listing.

If it is difficult for you to complete the form (e.g. if you have a disability or if English is your second language) and you require an alternative format, please contact the Recruitment Team on 0191 643 5074.

North Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk of harm, and expects all employees and volunteers to share this commitment.

The following guidance notes are provided to guide you through the application process and to ensure we have sufficient information to process your application and to help us meet our safeguarding obligations.

### **Part A**

#### **Personal details**

Confirmation of your identity is required and will usually be undertaken at the interview by checking appropriate documents.

#### **Right to Work in the UK**

Under the Immigration, Asylum and Nationality Act 2006 it is illegal to employ someone without having first checked their right to work in the UK status. As a result, North Tyneside Council has a legal responsibility to carry out this check.

If you are invited to interview for a post, therefore, you will be asked to provide documentary evidence of your nationality and the basis of your right to work in the UK. This includes where your right to work in the UK will be dependent upon your successfully gaining a visa or sponsorship, required under the UK immigration system in operation since December 2020.

Details of the acceptable documents that you can provide to prove your right to work will be sent to you with your invitation to interview. Further details can also be found at <https://www.gov.uk/government/publications/right-to-work-checklist>

### **Disability Confident Employer**

North Tyneside Council is committed to the employment and career development of people with disabilities and, in accordance with the Disability Confident scheme, we guarantee an interview to all candidates who have demonstrated that they meet the essential criteria required for the post, and who have indicated that they have a disability. If you wish to be considered for an interview under this scheme, please complete the declaration in Part A of the application form.

### **Current or Ex-Armed Forces Personnel**

North Tyneside Council is committed to supporting into employment those who are serving in the Armed Forces or have previously done so. As an employer we guarantee an interview to all candidates who are or have served with the Armed Forces and meet both the essential and desirable criteria for the post. Please tick the box if you think you are eligible under this commitment

### **Politically Restricted Posts**

Under the Local Government and Housing Act 1989 and associated regulations, anyone who holds a politically restricted post cannot:

- a. Become or remain an elected member of a local authority.
- b. Become a member of the House of Commons, the European Parliament or one of the devolved assemblies.
- c. Take part in certain political activities. For further details please contact the Recruitment Team on 0191 643 5074.

### **Pre-Employment Checks**

An offer of employment with North Tyneside Council will only be finally confirmed when all pre-employment checks such as references, qualifications, medical, right to work in the UK, and DBS or Safeguarding checks (where appropriate) are completed and satisfactory.

### **Driving Licence**

If you are required to drive an Authority vehicle, a check will be made at interview of your driving licence and any penalty points or disqualifications on it. If you are appointed and if you then intend to drive your own car (or non-Authority vehicle) for business mileage, you will be required to provide your insurance documents and/or driving licence at a later date.

### **References**

The nature of the role will determine how many references are required and from whom and will be applied as follows:

- **Standard Posts**

When the role being recruited to does **not** involve work with children, young people or adults at risk of harm you should provide details of referees as follows:

- For posts, which are Grade 12 or above (see the job description for the grade), two references will be required, one of which will be from your current or most recent employer.

- For all other Standard Posts one reference is required from your current or most recent employer (as above from employer or line manager, not just a colleague) and should cover a period of 2 years. Where the first reference does not cover a 2 year period a further reference will be required.

The following exceptions will apply:

1. Where the you have been in education and have no recent employment history you should provide a referee from your educational establishment, or;
2. Where, due to personal circumstances, you are unable to provide a referee from employment or education. For example, you may have been:
  - Long-term unemployed since your last job, or from leaving education (more than 7 years)
  - Looking after children, fostering or being a carer, or
  - Undergoing long-term medical treatment that has prevented you from working or studying.

North Tyneside Council is committed to supporting people into work and therefore **in these circumstances**, (which you should identify on the previous employment section of the application form), we will consider references provided by other professionals, such as a family doctor or healthcare worker, or a relevant professional who knows you, such as a social worker. If you have been undertaking voluntary work a reference can also be considered from the charity/voluntary organisation, or from an employee within the charity/organisation who knows you.

- **Safeguarding Post References**

North Tyneside Council is committed to safeguarding and protecting the welfare of children and adults at risk of harm as a priority, and as such aims to ensure the safe and effective recruitment of anyone working with these groups. All appointments of employees who work with children, or adults at risk of harm, are therefore subject to the required pre-employment checks being considered satisfactory. The Vacancy Reference Number of these posts will begin with “**DBS**”.

<b>Reference One</b>	<b>Reference Two</b>
<p>Employment reference: From the current or most recent employer. This should be from your employer or line manager, not just a colleague.</p> <p>Where you have no previous employment history, you may provide a</p>	<p>Employment or Character Reference: If the first reference relates to a post where you <b>did not</b> work with children or adults at risk of harm, the second reference should be from the last employment where you did.</p> <p>If you have never worked with these groups, then a character reference can be provided.</p>

reference from your school or university.	
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- **Specified Posts**

There are a limited number of posts which require a DBS check, but which only require references in line with the Standard Post process above. The Vacancy Reference Number for these posts will begin with “**DBSR**”.

### **Disclosure and Barring Service checks**

If the post which you are applying for requires a DBS check the Vacancy Reference Number for the post will begin with “DBS”. In addition, the advert will either indicate that the post is exempt from the Rehabilitation of Offenders Act 1974 and that a Standard or Enhanced check is required or, alternatively it will indicate that a Basic DBS check is required.

Under the Rehabilitation of Offenders Act 1974 normally an individual does not have to disclose details of **spent**\* convictions when applying for a job. There are, however, exemptions from the Act for specified posts which are eligible due to their position of trust and authority, and/or where the post requires the employee to work with vulnerable groups such as children, young people or adults at risk of harm. This includes working in what is defined as “regulated activity” by either:

- Department for Education, for work with children. HM Government has produced a Factual note on regulated activity in relation to children:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550197/Regulated activity in relation to children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf)
- Department of Health, for work with adults. Guidance available at:  
<https://www.gov.uk/government/publications/new-disclosure-and-barring-services>

*\*Spent convictions are those convictions that have reached a set period where the individual is deemed to have been “rehabilitated” if they have not offended again. The periods of “rehabilitation” are defined by the Rehabilitation of Offenders Act 1974. Unspent convictions are those records that have not yet reached this defined period of rehabilitation. Further guidance on what are spent, or unspent convictions is available at:*

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

As a result, criminal record checks of both spent and unspent convictions, conducted via the Disclosure and Barring Service (DBS), are expressly required for certain posts with us. These checks can be at Standard or Enhanced level depending upon the role. In particular, posts which involve working with vulnerable groups often require an Enhanced check and, where working in “regulated activity”, may also need a check of the Barred Lists. These are lists of offenders who are barred from working with children or adults at risk of harm. Guidance regarding eligibility for DBS

checks is available at: <https://www.gov.uk/government/collections/dbs-eligibility-guidance>

In some circumstances, where a post is not exempt from the Rehabilitation of Offenders Act 1974, and therefore is not eligible for a Standard or Enhanced criminal records check (DBS), a candidate's unspent convictions may still be relevant to the post. In these cases, a Basic DBS check will be conducted, which only provides details of **unspent\*** convictions. The recruiting manager can then discuss this information with the candidate. Guidance regarding Basic DBS checks is available at: <https://www.gov.uk/government/publications/basic-checks>

If you are invited to attend an interview or selection process you will be asked to bring with you the necessary identity documents required for a DBS check to be done. In all cases, however, a check will only be made after an offer of employment has been made subject to pre-employment checks. Any information disclosed at this time will be considered only in relation to its impact on suitability for the particular post applied for.

If you are offered the post (subject to pre-employment checks) you will then be asked to obtain a DBS Disclosure from the Disclosure and Barring Service using our online application service, and to produce your certificate. Further details of the application process and guidance are provided with the job offer.

If you are registered with the DBS Update Service, we will ask you for your certificate number and consent to carry out a check via the Update Service. We will keep any information we receive from the Disclosure and Barring Service confidential and will store it securely during the recruitment process.

If you have been disqualified from working with children or adults at risk of harm and you apply for, or accept, work working with children or adults at risk of harm then you will be breaking the law.

If the post you are applying for requires a DBS Check an Overseas Criminal Record Check, or "certificate of good conduct", may also be required, if you have lived overseas for 12 months or more, (continuously or in total), in the last 5 years, while you have been aged 18 or over. Should a check be required you will be advised of the process by the recruiting manager as the checking process varies from country to country. Further information about these checks can be found at; <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Please note North Tyneside Council roles which require a DBS check must have the necessary criminal records checks completed before a role will be confirmed and start date agreed.

Copies of our Recruitment of People with Criminal Records Policy (which covers the effect of a criminal record history on the recruitment and selection process), and Policy on the Handling of DBS Certificate Information are available, along with a link to the DBS Code of Practice, on the North Tyneside Council website.

Further advice and support are available through Unlock, a charity for people with convictions, at their website <https://www.unlock.org.uk>

### **Disqualification under the Childcare Act 2006 (DUCA2006) Checks**

Please note if the post reference number for the post you are applying for is pre-fixed with “DBSC” a check will be made to ensure you are not disqualified from working in childcare. In all cases, however, a check will only be made after an offer of employment has been made subject to pre-employment checks. Guidance regarding these checks can be found at <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

## **Part B**

### **Employment and education history**

In this section you should tell us about your employment and education history in full, including details of any periods of unemployment and the reason/s for them. We ask for this information in order to help identify any gaps where you were not in education or employment, as part of our commitment to safeguarding children, young people and adults at risk of harm.

We would like you to give details of your education history (starting from the secondary school you attended), along with the exams and qualifications you obtained. You will also be required to provide your original qualification certificates. Also, for relevant posts, proof of registration with any relevant bodies e.g. Health and Care Professions Council (HCPC) will be needed.

### **Skills, knowledge, experience and competencies**

This section asks you to demonstrate how you meet the skills, knowledge, experience and competencies that are set out in the Person Specification of the role for which you are applying. It is important that you provide specific examples of how you currently/have demonstrated these, as this will assist with short-listing.

### **Further Information**

In this section you can detail any other information that you would like to include in your application which you feel is relevant or would like to be considered. This can include details of any part-time or flexible working arrangements that you would like to propose.

## **Part C**

### **Equal Opportunities Monitoring Form**

We have a duty to monitor who is applying for our vacancies, and this information helps us to do that. We would appreciate it if you would complete this section to assist us with this equality monitoring. You do not have to do so, however, and if you choose not to it will not affect your application.

Please note upon receipt of your application this form is removed by our administration team and will not be seen by anyone involved in the selection process. The information you provide on this form will be kept confidential.

**Submitting your Application Form**

Please ensure your application is submitted by the closing date stated in the advert to ensure it is considered. We cannot guarantee to consider applications received after the closing date and time.

If you are submitting your application direct to North Tyneside Council (rather than through the North East Jobs Portal) please email to the following email address: [hr.recruitment&safeguarding@northtyneside.gov.uk](mailto:hr.recruitment&safeguarding@northtyneside.gov.uk)

**Thank you for your application to work with North Tyneside Council.**

**Unfortunately, we are not able to contact all candidates following shortlisting and therefore if you do not hear from us within 6 weeks of the closing date for the role please assume that your application has not been successful on this occasion.**