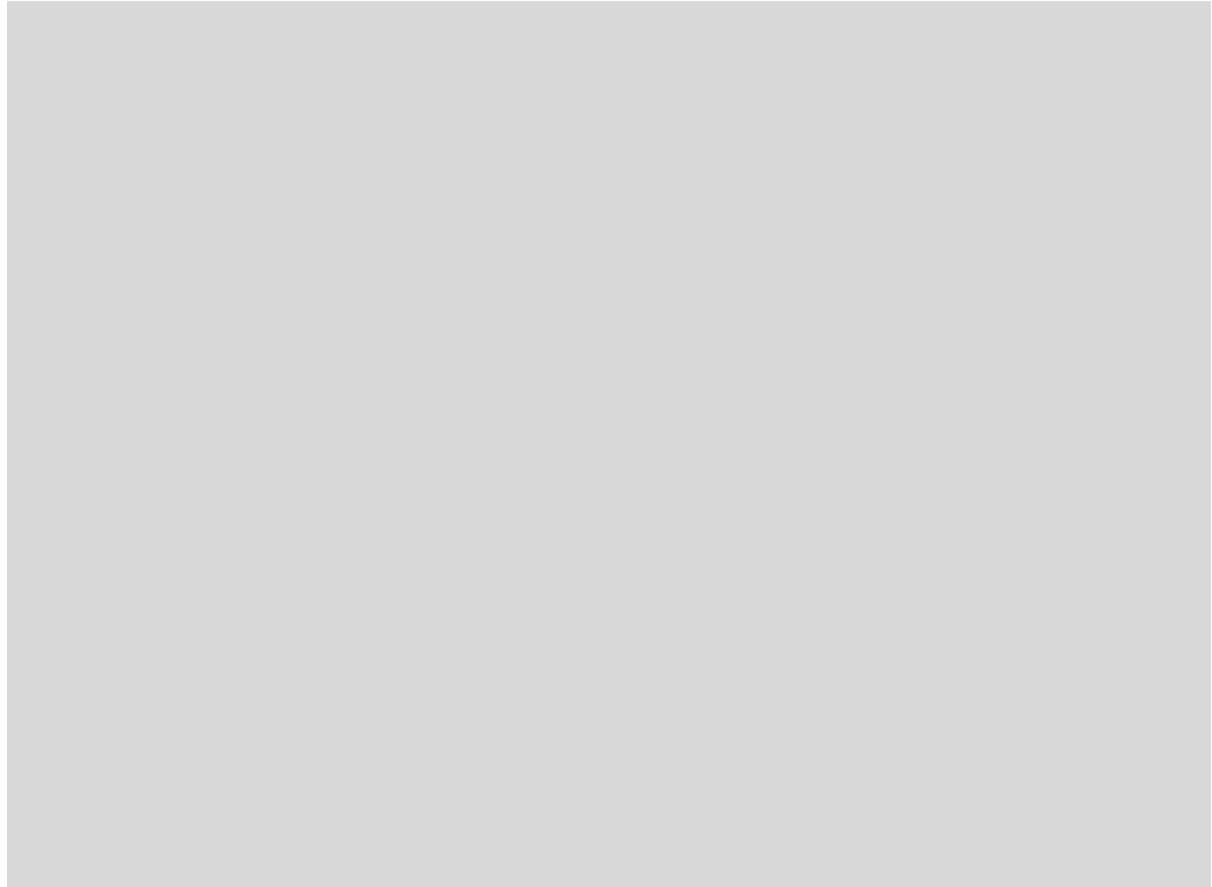


Application Form Guidance



Date: June 2022 **Author:** HR Policy and Practice Manager

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Guidance notes on completing your application form

Thank you for applying for a job with North Tyneside Council. Before you begin to complete your application, please read the following information to help 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 need 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 vulnerable adults, 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 the right information to consider your application and to help us meet our safeguarding duties.

Part A

Personal Details

Confirmation of your identity is needed and will be carried out at the interview by checking appropriate documents. We will use your email address to contact you about your application, including about pre-employment medical checks via our online portal.

Please note, in order to reduce consideration of factors such as gender, race and religion, the personal details section, including your name, email and address, will only be given to the recruiting manager after the short-listing process has been carried out.

In addition we ask you to declare if you are the relative of someone working for the council, either as an employee or as a councillor. We ask this so that we can ensure that we meet our legal obligations to make sure our recruitment process is free of bias.

(By relative we mean parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece, or the partner of such a person.)

Any applicant who directly or indirectly seeks the support of any councillor or employee for any appointment with the council will not be considered for appointment.

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 we invite you to interview for a post, you will be asked to provide documentary evidence of your nationality and the basis of your right to work in the UK. This includes if your right to work in the UK depends on your getting a visa or sponsorship under the UK immigration system.

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. You can find further details 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. We are a member of the national Disability Confident scheme, which means we guarantee an interview to all candidates who have demonstrated that they meet the essential criteria 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 people 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 for this scheme.

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, 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 are completed and satisfactory. This includes (where appropriate) references, qualifications, medical, right to work in the UK, and DBS or Safeguarding checks.

Driving Licence

If you will need to drive a **council** vehicle, a check will be made at interview of your driving licence and any penalty points or disqualifications on it. If you intend to drive your own car (or other non-council vehicle) for business mileage, you will need to provide your insurance documents and/or driving licence at a later date.

References

The number of references you need to provide and who they should be from will depend upon the nature of the role:

- **Standard Posts**

The vacancy reference number for these posts do **not** start with “DBS”. For these posts, where the role does not involve work with children, young people or vulnerable adults, you should provide details of referees as follows:

	Reference One	Reference Two
Standard Posts - Grade 12 or above	Employment reference from the current or most recent employer (from employer or line manager not a colleague)	Employment or Character reference
Standard Posts – Grade 11 or below	Employment reference from the current or most recent employer (from employer or line manager not a colleague). This must cover a period of 2 years.	Where the first reference does not cover a 2-year period a further employment reference is needed.
Candidates who are currently self-employed can provide these references from their most recent clients/customers.		

The above applies except in the following circumstances:

1. Where you have been in education and have no recent employment history you should provide a referee from your educational establishment,
2. Where you are unable to provide a referee from employment or education, due to personal circumstances. 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 the above circumstances only, (which you should explain on the previous employment section of the application form), we will consider references provided by other professionals. This could be someone like a family doctor or healthcare worker, or a relevant professional who knows you, such as a social worker. If you have been doing voluntary work, a reference can also be provided from the charity/voluntary organisation, or from an employee within the charity/organisation who knows you.

- **Safeguarding Posts**

The Vacancy Reference Number of these posts begin with “**DBS**”. North Tyneside Council is committed to safeguarding and protecting the welfare of children and vulnerable adults. As a result, we aim to ensure the safe and effective recruitment of anyone working with these groups. Two references are needed, as follows:

Reference One	Reference Two
<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 reference from your school or university.</p>	<p>Employment or Character Reference: If the first reference relates to a post where you did not work with children or vulnerable adults, 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>
<p>Self-employed candidates can provide these references from their most recent clients/customers.</p>	

- **Specified Posts**

The Vacancy Reference Number for these posts begins with “**DBSR**”. These posts need a DBS check but only need references under the system for Standard Posts (see above).

Disclosure and Barring Service checks

North Tyneside Council roles which require a DBS check must have the necessary criminal records checks completed before an offer of employment will be confirmed and start date agreed.

If the post which you are applying for requires a DBS check the Vacancy Reference Number for the post will begin with “**DBS**”. The advert will also either say that the post is exempt from the Rehabilitation of Offenders Act 1974 and that a Standard or Enhanced check is needed or, it will say that a Basic DBS check is required. (Further details about DBS checks and what they cover are provided in Appendix 1.)

If we invite you to attend an interview for a post which requires a DBS check, you will be asked to bring your identity documents for a DBS identity check to be done. In all cases, however, the actual check will only be made after we have made an offer of to you, subject to pre-employment checks. Any information disclosed by the DBS check will then be considered only in relation to your suitability for the particular post you applied for.

If we offer you the post, we will ask you to apply for a DBS Disclosure from the Disclosure and Barring Service (DBS) using our online application service, and to produce your certificate if necessary. 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 are disqualified from working with children or vulnerable adults and you apply for, or accept, work working with children or vulnerable adults 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 needed. This applies 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. If a check is needed, you will be advised about the process by the recruiting manager. Further information about these checks can be found at; <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Copies of our Recruitment of Ex-Offenders 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

If the reference number for the post you are applying for starts with “DBSC”, a check will be made to ensure you are not disqualified from working in childcare. In all cases, a check will only be made after we have offered you the role, subject to pre-employment checks. You can find guidance about these checks 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 vulnerable adults.

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 need to provide your original qualification certificates at interview if they are an essential requirement of the post. Also, for relevant posts, proof of registration with any relevant bodies will be needed e.g. Health and Care Professions Council (HCPC).

Skills, knowledge, and experience

Please read the Person Specification which sets out the essential and desirable criteria for skills, knowledge and experience, including our Values (see below), and explain how you meet these, giving examples.

Full details about the council's Values are available in the "Supporting Documents" section of the advert on North East Jobs, on the Council's website, or from the Recruitment Team on 0191 643 5074.

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.

You can also indicate here if you have any restrictions to how or when you can attend an interview or selection process due to religious observances.

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 when we receive 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 make sure you submit your application by the closing date stated in the advert. We cannot guarantee to consider applications received after this.

If you are submitting your application direct to us (rather than through North East Jobs) please email to: hr.recruitment&safeguarding@northtyneside.gov.uk

Unfortunately, we are not able to contact all candidates following shortlisting. 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.

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

Appendix 1 – Further information about DBS Checks

Under the Rehabilitation of Offenders Act 1974 normally a person does not have to tell us about details of their **spent*** convictions when applying for a job. There are, however, exemptions from the Act for specific posts because of their position of trust and authority, and/or where the post requires the employee to work with vulnerable groups like children, young people or vulnerable adults. This includes working in what is defined as “regulated activity” by either:

- The 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
- The Department of Health, for work with adults. Guidance available at: <https://www.gov.uk/government/publications/new-disclosure-and-barring-services>

**Spent convictions are convictions that have reached a point in time where the person is legally said to have been “rehabilitated” if they have not offended again. The periods of “rehabilitation” are set out in the Rehabilitation of Offenders Act 1974. Unspent convictions are records that have not yet reached that point 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, carried out via the Disclosure and Barring Service (DBS), are needed 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 the role involves working in “regulated activity”, it may

also need a check of the Barred Lists. The Barred Lists are lists of offenders who are barred from working with children or vulnerable adults. Guidance about 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 carried out, which only provides details of **unspent*** convictions. Guidance regarding Basic DBS checks is available at: <https://www.gov.uk/government/publications/basic-checks>