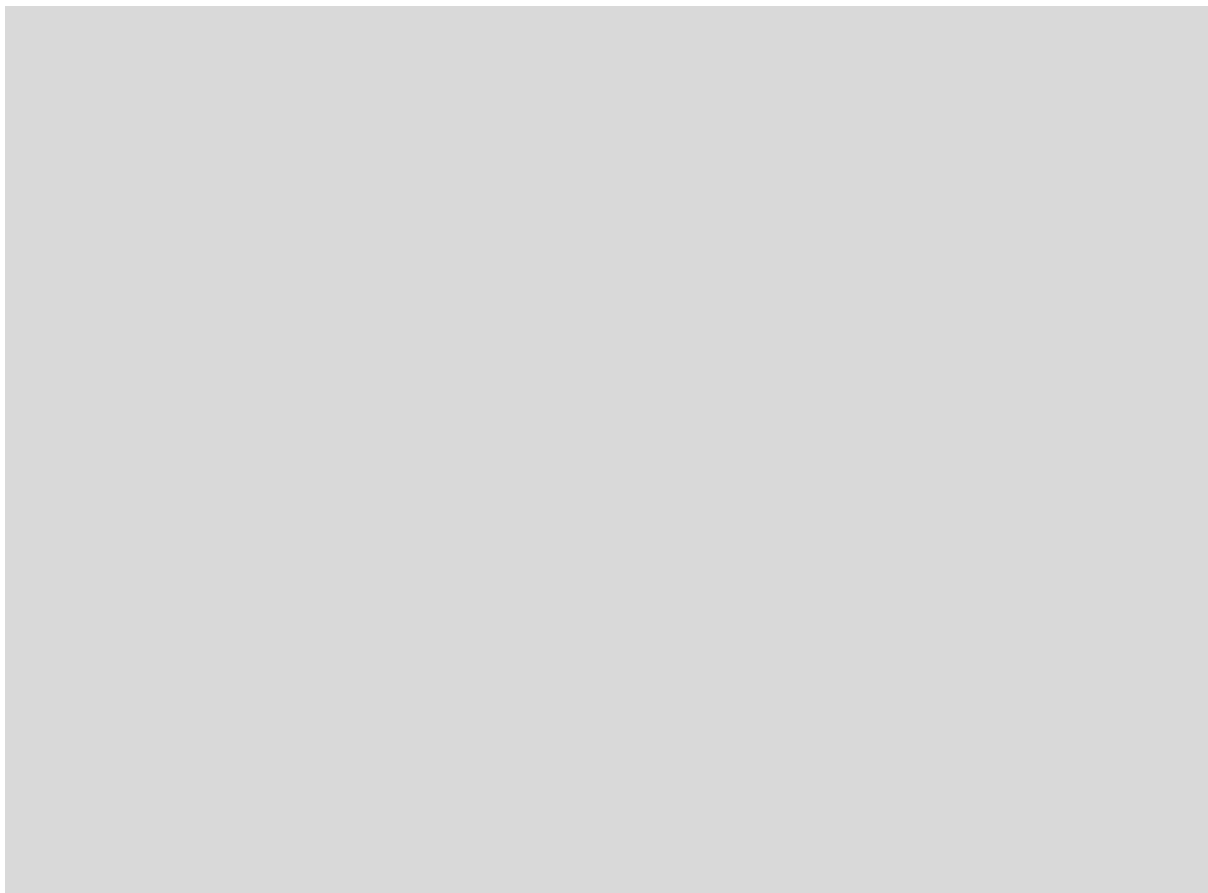


Application Form Guidance Apprenticeships



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

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North Tyneside Council

Guidance notes on completing your application form

Thank you for considering applying for a job with North Tyneside Council. Before you complete your application, please read the following guidance notes. We have provided these so that you know why we are asking for this information and to help you to provide all the details we need.

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.

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 we expect all employees and volunteers to share this commitment.

Part A

Personal details

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

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

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

By law we must check that you have the right to work in the UK.

If you are invited 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 is dependent on your getting a visa or sponsorship required under the UK immigration system.

Details of the acceptable documents that you can provide to prove your right to work in the UK 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. 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.

Support for Care-Leavers

Please tick the box if you are a care-leaver and would like additional support and advice about getting into employment e.g. interview skills training.

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 done so previously. We guarantee an interview to all candidates who are serving 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.

Pre-Employment Checks

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

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 will be required.
Candidates who are currently self-employed can provide these references from their most recent clients/customers.		

This rule 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, (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 professional who knows you, such as a social worker. If you have been doing 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 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 adults at risk of harm. As a result, we aim to ensure the safe and effective recruitment of anyone working with these groups.

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:</p> <p>If the first reference is about a post where you did not 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>
<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.

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 required 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 you are invited 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 an offer of employment has been made 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 you are offered the post, you will then be asked 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 conduct 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. 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 required, 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

Please note if the post 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, 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

Please take particular care when completing this part of the form. In this section you should tell us about your employment and education history, including details of any

periods of unemployment and the reason(s) for them. We ask for this information so that we can 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.

Please give details of your education history (starting from the secondary school you attended), along with the exams and qualifications you obtained. **If you are providing predicted grades, please mark these with a #.** You will be required to provide your original qualification certificates at interview if they are an essential requirement of the post.

Personal Statement

Your personal statement is what we use to assess if you have what is needed to become a successful apprentice with the Council.

Please read the Person Specification which sets out the essential and desirable criteria for the post, including our Values, and explain how you meet these, giving examples.

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

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 ensure your application is submitted by the closing date stated in the advert to ensure it is considered. We cannot guarantee that we will 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 it to the following email address: 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.

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 adults at risk of harm. 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, conducted via the Disclosure and Barring Service (DBS), are 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 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 adults at risk of harm. 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 conducted, which only provides

details of **unspent*** convictions. Guidance regarding Basic DBS checks is available at: <https://www.gov.uk/government/publications/basic-checks>