

# Guidance notes for completing the application form

These guidance notes have been designed to assist applicants to complete the job application form. Please read these notes carefully before completing your Job Application Form and the Equality & Diversity Monitoring Form.

## Equality and diversity

Cumbria County Council is an equal opportunities employer and welcomes applications from all sections of the community. No job applicant will be treated less favourably because of his or her sex, race, colour, ethnic origin, age, marital status, disability, religion or belief, sexual orientation, or by any other condition or requirement that cannot be shown to be justified.

In order to help us ensure that this policy is being carried out, please complete the information required on the Equality & Diversity Monitoring Form. **This form will be separated from the application form on receipt and used for monitoring purposes only. It will not form part of the interviewing and selection process.** If applying using the online facility this section will be emailed as a separate document to your application form.

Any information provided on the Equality & Diversity Form is treated as 'sensitive' data. Through monitoring Cumbria County Council is aware of the makeup of it's employees and can then support, help and provide advice to employees where needed. Monitoring is also a requirement under the Race Relations Amendment Act 2000.

All information that applicants provide within the Application Form and the Equality and Diversity Monitoring Form will be held with regard for the following:

- Data Protection Act 1998
- Article 8 of the European Convention of Human Rights Act

- Information Commission Codes of Practice on Employee, Employer relations
  - part one, Recruitment and Selection
  - part three, Monitoring at Work.

If required this form can be made available, on request, in alternative formats, e.g. Braille, large print, tape, pictogram/graphic version. Contact the Equality & HR Team on 01228 606342.

## Data protection

Once your application form has been received all details that you submit will be recorded for a maximum of 6 months and will then be confidentially disposed of. If you are successful in your application this information will be kept securely as part of your personal employment record.

## Advice on completing the application form

Applicants are advised to complete the application form in black ink. Applicants should ensure that their writing is legible. Where the applicant is disabled or may have difficulty in completing the application form Cumbria County Council will accept the application form where it has been completed by another person for assistance, although the declaration at the back of the application must be signed by the actual applicant. Before completing the application form applicants are advised to read through the application pack, in particular the job profile and person specification.

You may wish to photocopy the application form to practice on first and then complete the original.

**Please note that Cumbria County Council cannot accept curriculum vitae, all sections of the application form must be completed.**

### Section One

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Applicants should ensure that the post for which they are applying and the post reference number is clearly stated at the top of the application form. The post reference number can be found on the job advertisement and in your application pack

#### **Asylum and Immigration Act 1996**

*All applicants are required to complete this section.*

The Asylum and Immigration Act 1996 makes it a criminal offence for Cumbria County Council to employ those who do not have permission to live or work in the United Kingdom. Applicants invited to interview will be required to provide documentary evidence of their right to live and work in the United Kingdom.

Cumbria County Council has produced further guidance notes on the Asylum and Immigration Act and the documentary evidence that candidates will be required to produce. For further details please see the advisory notes.

#### **Rehabilitation of Offenders Act 1974**

*All applicants are required to complete this section.*

Under the Rehabilitation of Offenders Act 1974 applicants who have a criminal record which is 'spent' may answer 'no' to this question. However protection under the Rehabilitation of Offenders Act 1974 does not extend to those posts that require a disclosure. A disclosure for example would be required for posts where the postholder is required to work with or come into contact with children and/ or vulnerable adults e.g. Social Worker, Teacher or Day Carer.

Further guidance notes about CRB clearance will be made available to those applicants applying for a post that requires a disclosure.

#### **References**

When providing details of referees applicants must provide two references. One reference should be from your current employer or if unemployed your last employer. Where possible references should be from separate sources and not from the same organisation or employer. In the case of school leavers the reference should be from your Head Teacher.

All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live.

Cumbria County Council will contact referees for verification. Please ensure that you have permission to provide their details on the application form.

Internal applicants need only provide one referee who they have known for at least one year or more. This should not be your line manager where they are part of the interview panel for the post for which you are applying.

## Section Two

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### Secondary and Further Education

Applicants should complete this section to the best of their ability. In particular applicants should ensure that all qualifications relevant to the post for which they are applying are included in the application form.

Applicants should also include examinations sat and where results are awaited.

### Teaching Applications

Only applicants applying for teaching positions need complete this section.

### Previous Employment

All applicants must complete the previous employment section leaving no gaps in employment unaccounted for. Indication of time off for a career break, for caring responsibilities, for study or travel or absences from work due to a disability will not prejudice your application for employment with Cumbria County Council.

## Section Three

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### Additional Information

Applicants should provide supporting information in the additional information section of the application form. Where additional sheets are supplied the applicant must attach these securely to the application form, sign and date them.

The application form will be used initially for short-listing for interview and may be referred to during the selection process. It is important that you use the additional information section to clearly explain how your particular skills, qualifications and experience compare with those listed in the person specification. The recruitment panel will need to gain enough evidence about how you meet the requirements of the person specification to be able to shortlist you for interview.

Applicants are also encouraged to use this section to provide details of skills, qualifications and experience which have been gained outside of the workplace, for example voluntary work or spare time activities.

### Declaration

Applicants must ensure they sign the declaration to certify that the information provided on the application form is correct. Please note that if you provide false information or deliberately omit any relevant details your application will be withdrawn from the recruitment process. All applications must be received by the published closing date. Only those applications received before close of business, 5pm on the specified closing date will be considered.

### Apply On Line

Please note that you may also be able to apply online or download an electronic version of the application form at [www.cumbria.gov.uk/jobopportunities](http://www.cumbria.gov.uk/jobopportunities) Please ensure that when you apply online you print a copy of your completed application form to check all the information has been included and is correct before submitting.

## Selection procedure

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- Only applications received by the closing date will be considered.
- The Equality & Diversity monitoring form will be separated from the application form.

### Shortlisting

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- Application forms will be passed to the interview panel for short listing. Short listing is a process where by the information, which you provide on your application form is marked against the defined criteria as detailed in the person specification. All applications will be short listed by a minimum of two people. Only candidates who meet the essential criteria will be selected for interview. The interview panel will consider the overall quality of the applications and invite those applicants that best meet the essential and desirable criteria to interview.

### Disabled applicants

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- Cumbria County Council is a Positive About Disabled People employer. In accordance with the Disability Discrimination Act 1995 and the County Council's Equality and Diversity Policy Cumbria County Council adopts a positive action strategy in recruitment for internal and external disabled applicants. Where a disabled applicant meets the essential criteria for the post they will automatically be invited for interview.

### Interview stage

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- Once candidates have been invited for interview the scores obtained at short listing will not contribute to the interview process.
- Candidates invited for interview will be informed in writing and will be asked to confirm their intentions to attend. Unsuccessful applicants will receive notification in writing.
- Where the candidate has indicated that references may be taken up before interview, reference requests will be sought.

- Candidates will be informed of any arrangements associated with the interview or selection process.

### Pre-employment checks

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- Candidates are asked to bring all original certificates of qualification relating to the post to interview, together with identification that confirms they have the right to live and work in the United Kingdom. (Please see Asylum and Immigration Guidance Notes for further details).
- Candidates will normally be informed verbally of the outcome of the interview within one week. All offers of employment are conditional upon receipt of satisfactory references, medical clearance and where the post requires, a Criminal Record Disclosure Check. The successful candidate may not commence employment with Cumbria County Council until the verification process has been completed.

### Provisional offer of employment

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- All offers of employment will be confirmed in writing once results of the pre-employment checks have been obtained.
- Candidates who attended an interview and were subsequently unsuccessful will be informed verbally and offered the opportunity for feedback from the chair of the interview panel at a later date.

### Complaints procedure

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- If at any stage of the recruitment process you feel aggrieved that the process did not follow procedure and/or you were treated less favourably throughout the process you should forward your comments in writing to:

Head of Equality & HR  
Cumbria County Council  
The Courts  
Carlisle  
Cumbria  
CA3 8NA