

## GUIDANCE NOTES FOR COMPLETING THE JOB APPLICATION

### THE PURPOSE OF THE APPLICATION FORM

Completing an application form is the first step in the recruitment process which may lead to an interview and the possibility of a job offer. It is, therefore, most important that you complete ALL sections of the application form clearly and as fully as possible. The following notes explain the application form and provide some useful hints on its completion.

### COMPLETING THE FORM

#### 1. Post Details

Please use the job advertisement to fill in this section ensuring that the Post Title and Reference Number is clearly stated.

#### 2. Personal Details

Please enter your personal details fully and clearly, so that we may contact you about your application.

##### 2(a) Work Permits

All short-listed applicants will be required to prove their right to work for the Council by presenting for examination, and copying, documents set out in the Home Office's guidance on the rules for checking a person's right to work in the UK details of which will be provided prior to interview and can be found at

[www.ind.homeoffice.gov.uk/ind/en/home/0/preventing\\_illegal.html](http://www.ind.homeoffice.gov.uk/ind/en/home/0/preventing_illegal.html).

##### 2(b) Indicate in which publication/newspaper you saw details of the post.

#### 3. Language / Written Skills

Please tick appropriate box on your linguistic/written skills in both Welsh and English. The following should be used as guidance as to your capability.

##### Language Skills:

None - no knowledge of the language

Poor - pleasantries and few phrases only

Medium - able to converse but lack confidence

Good - The ability to speak the language but with occasional grammatical errors

Very Good - The ability to speak the language but with very few grammatical errors

##### Written Skills:

None/Poor - very basic or no written skills

Medium - Ability to write notes / memoranda but would find difficulty in writing official correspondence or reports

Good - Proficient in writing letters and/or reports of a more complex nature

Very Good - Proficient in all aspects of the written word

#### 4. Present Employment

This section is concerned with details of your present post. If you are not currently employed you have an opportunity to indicate your experience in Section 8.

#### 5. Previous Employment

Complete this section in reverse chronological order (most recent job first). You should briefly outline your previous employment history and account for any gaps unless referred to in section 10 of the application form. If you have recently left school or college or completed a training programme and have not obtained full-time employment, give details of any work experience gained in Government Training Schemes, Work Experience placements, part-time or holiday work.

## **6. Education/Qualifications**

In this section show the qualifications you have obtained (including grades). You should also indicate any examinations to be taken or courses in progress. Complete this section in chronological order (earliest first).

## **7. Membership of Professional Institutions & Training**

This section is concerned with membership of Institutes or Organisations connected with work such as Professional, Occupational or Craft Membership. You need not include details of Trade Union Membership. In this section include any training or courses attended which you feel are relevant to the job you are applying for.

## **8. Medical History**

A disability or health problem does not preclude full consideration for the post. All information provided by applicants will be treated as confidential.

## **9. Experience - Additional Information**

The additional information you provide may determine whether or not you will be interviewed. It gives you an opportunity to exemplify your experience in relation to this particular post. You may find that the job advertisement and/or Job Description will be useful to you as a guide. If you do use an additional sheet, please make sure you write your name and title of the post you are applying for clearly on the sheet indicating on the application form whether additional information has been attached/enclosed.

## **10. Criminal Convictions**

As Ceredigion County Council meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment, where the post requires Disclosure, will be subject to a criminal record check by the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, bindover orders, reprimands or final warnings as well as convictions. Any information given will be kept confidential and will only be considered in relation to the job you are applying for. Please refer to the Council's Policy on the Recruitment of Ex. Offenders as enclosed.

## **11. References**

**INTERNAL APPLICANTS ARE REQUIRED TO PROVIDE THE DETAILS OF THEIR LINE MANAGER ONLY**

If you are employed or have been employed in the past, your first referee should be your present or most recent employer. School leavers should give their Head Teacher, whilst college leavers should give their Head of department or Senior Lecturer. References will be automatically requested if you are shortlisted. If this would create difficulties with your current employer, then please state clearly on the application form.

## **12. Declaration / Confirmation of Details**

Canvassing of Councillors or Officers of the Council will disqualify your application. You must sign your application and date it.

## **EQUAL OPPORTUNITIES**

The authority is committed to Equal Opportunity in all aspects of employment and service delivery. The decision on appointment is taken, having regard only to the requirements of the job. Promotion and training opportunities will be available to all employees irrespective of race, colour, nationality, ethnic or national origins, physical disability, religion, age, sex and marital status. Interviewing and appointment procedures shall be such as to minimise any disadvantage experienced by people with a disability, members of ethnic minority groups or of either sex. Accordingly, (except in so far as is necessary for particular appointments, and as allowed for under the appropriate legislation) questions will not be asked at interview which may be prima-facie discriminatory (e.g questions relating to marriage, family plans or religion).

## **WHAT TO DO WHEN YOU HAVE COMPLETED THE FORM**

### **Applications returned by email**

Applications returned by email should be sent to [jobs@ceredigion.gov.uk](mailto:jobs@ceredigion.gov.uk)

### **Applications returned by post**

Two completed application forms are required for each post (photocopies will be acceptable) and should be returned to:

**The Personnel Officer  
Ceredigion County Council  
Neuadd Cyngor Ceredigion  
Penmorfa, Aberaeron  
Ceredigion SA46 0PA**

### **Acknowledgement of Applications**

If you are not called for an interview within six weeks of the closing date, please assume you have been unsuccessful in your application.

## **CRIMINAL RECORDS BUREAU POLICY ON THE RECRUITMENT OF EX-OFFENDERS**

### **1. Introduction**

Ceredigion County Council use the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust and comply fully with the CRB Code of Practice. Amongst other things, this requires the Council to treat all applicants for positions who have a criminal record fairly and not to discriminate unfairly against the subject of a Disclosure on the basis of convictions or other information revealed.

There are three kinds of Disclosures available:

- a) The Basic Disclosure contain details of convictions held on the Police National held on the Police National Computer that are "unspent" under the Rehabilitation of Offenders Act 1974. The Basic Disclosure will only be made available to individuals on request when they are seeking paid or unpaid employment. The County Council can request that any applicant who is offered employment should obtain a Basic Disclosure before they are confirmed in post, although the applicant is under no obligation to comply with the request.
- b) The Standard Disclosure applies to posts exempted under the Rehabilitation of Offenders Act 1974 and refers to certain sensitive areas of employment, such as jobs involving regular contact with children and vulnerable adults. The Standard Disclosure contains details of both spent and unspent convictions, as well as cautions, reprimands and final warnings held on the Police National Computer.
- c) The Enhanced Disclosure applies to posts involving greater contact with children or vulnerable adults, for example jobs involving the caring, supervising, training or being in sole charge of children and vulnerable adults. The Enhanced Disclosure contains the same information as the Standard Disclosure along with non-conviction information from local police records if that is thought to be relevant to the position being applied for. The level of Disclosure required for individual posts is identified after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. The Job Description will contain a statement indicating the level of disclosure and that in the event of the individual being offered the position that a CRB check will be required.

### **2. Code of Practice on the Recruitment of Ex-Offenders**

The Council is committed to the following:

- 2.1 As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Ceredigion County Council complies fully with the CRB Code of Practice and

undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

- 2.2 Ceredigion County Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending back ground.
- 2.3 We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- 2.4 A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where it is identified that a Disclosure is required, the Job Description will contain a statement indicating the level of disclosure and that in the event of the individual being offered the position that a CRB check will be necessary.
- 2.5 Where a Disclosure is to form part of the recruitment process, we encourage all applicants to disclose any criminal records clearly on the application form in the appropriate space provided. We guarantee that this information is only seen by those who need to see it as part of the recruitment process. Alternatively, written details of any convictions (appropriate to the level of Disclosure required for the post), can be submitted in a sealed envelope clearly marked "PRIVATE & CONFIDENTIAL" and attached to the application form. This will be opened by the Chair of the interview panel and will allow discussion at the interview in order to assess job-related risks. In addition, other information can be included which you wish to draw attention to that may improve understanding and fair decision-making.
- 2.6 Unless the nature of the position allows Ceredigion County Council to ask questions about your entire criminal record we will only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- 2.7 We ensure that all those in Ceredigion County Council who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- 2.8 At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- 2.9 We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- 2.10 We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.**

## **POLICY STATEMENT ON THE SECURE STORAGE, HANDLING, USE, RETENTION & DISPOSAL OF DISCLOSURES & DISCLOSURE INFORMATION**

### **General principles**

Ceredigion County Council use the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, and comply fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request (Code of Practice for registered Persons and other recipients of Disclosure information).

### **Storage & Access**

Disclosure information is never kept on an applicant's personnel file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

### **Handling**

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### **Usage**

Disclosure information is only used for the specific purpose for which it was requested and for which the Applicant's full consent has been given.

### **Retention**

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six-months, we will consult the CRB about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

### **Disposal**

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

### **Acting as an Umbrella Body**

Before acting as an Umbrella Body (one which countersigns applications and receives Disclosure information on behalf of other employers or recruiting organisations), we will take all reasonable steps to ensure that they can comply fully with the CRB Code of Practice. We will also take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Disclosure information in full compliance with the CRB Code and in full accordance with this policy. We will also ensure that any body or individual, at whose request applications for Disclosure are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.