

How to complete the application form



Applying for a job with Lancashire County Council Important advice on completing this form

APPLICATION NUMBER AND JOB REFERENCE NUMBER

To be filled in by our employees. Please keep a note of the job reference number and quote it whenever you contact us about your application.

APPLICATION FOR THE POST OF

The post details, section/location etc. are usually completed by the Directorate before you get this form. If not, you must fill in these details.

Please note that we can only consider applications from EU citizens or those who are fully able to show a legal right to work in the UK. Relevant checks will be made.

PERSONAL DETAILS

This part contains personal information to identify you in case we wish to shortlist you. Please ensure it is accurate as this is our only way of contacting you. For legal reasons you must state your National Insurance Number.

PRESENT EMPLOYER

Give details of your present or last employer – give a contact name, full address including postcode, the exact date of appointment, and (if appropriate) the date you left.

Try to give an actual salary/grade, not an approximate.

Your notice period is important. If you are not presently working but have commitments that prevent you from immediately taking up the post, please give your earliest start date.

If this is your first job after leaving education, give the school/college's name and address in place of the employer's name and address, and your date of leaving. Disregard the other items.

Private and Confidential Application No. _____ Job Ref. No. _____



Lancashire County Council as an equal opportunity employer intends that no job applicant or employee will receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, national origins, ethnic origins, faith, sexual orientation or disability, nor be disadvantaged in any unjustifiable way by any other condition.

Please read the accompanying note 'How to complete the application form' before completing this form

1 **Application for the post of** _____
 Section/Location/School/Establishment _____ Grade _____
 To be returned by _____

2
 Title _____ Forename _____ Surname _____
 Previous name(s) _____
 Address _____
 Postcode _____ Telephone number (Home) _____ (Mobile) _____
 Email address _____ (Work) _____
 National Insurance number

3
 Present post/job title _____
 Name and address of present employer _____
 Date appointed _____ Salary/grade _____ Notice period _____

Previous employment and voluntary experience
 (Please give exact dates and indicate the reasons for any gaps in employment records)

Employer	From	To	Post/job title (please indicate if in local government and give the grade)	Reason for leaving



PREVIOUS EMPLOYMENT

List your previous employment, including voluntary work, **starting with the most recent.**

You should try to make the information you give as full and accurate as possible.

If this is your first job after leaving education, please list any part-time, casual and unpaid work, especially if there is a link to the post for which you are applying.

Please indicate the reasons for any gaps in employment records, unless legally exempt.



QUALIFICATIONS

If you are called for an interview, you will be asked to provide evidence of your qualifications.

List your schools; colleges; Universities; Professional Education and qualifications. Do not miss any identified in the person specification or you may disqualify yourself. If you are awaiting results, give the expected grade if possible. Make clear that this result is still uncertain.

Whilst a specific qualification may have been requested, it is recognised that a number of equivalent qualifications may have preceded or replaced the example given, and if you feel this is the case, please enter here.

We will accept qualifications, eg degrees, obtained from abroad if they are demonstrably equivalent to UK qualifications.

If you need more space, continue on an extra sheet. If there is not enough space in this box, continue on an extra sheet. At the top of the sheet, write the post title, job reference and application number from the section 'Application for the post of' on the form.

TRAINING

List any training that is relevant to this post, even if it was undertaken outside your formal employment.

MEMBERSHIP OF PROFESSIONAL BODIES

Please give details of current professional membership or apprenticeship. List your membership or professional bodies/associations. If membership of a professional body is a requirement for this post, make sure you state it here or you may disqualify yourself.

EXPERIENCE OR ACHIEVEMENTS

Carefully read the information in the Person Specification and identify examples of work you have done, or activities from outside work, that demonstrate how you have identified, addressed and learnt from challenges or problems that may now help you to meet similar demands in the job you are applying for.

It is important that you address each of the essential requirements in the Person Specification in completing this section. Use the list of essentials as headings to identify how you consider you meet each one. We will consider you for shortlisting only if you give evidence here that you meet an essential requirement.

Carefully read the Person Specification and the Job Description. Identify any skills or competencies you have which are relevant to the post for which you are applying. These need not be skills you have developed as a direct result of past work – they may be something from your hobbies or interests that you can use to help you do this job.

If you have any other information that you feel may help us in making a decision about your suitability for this post, then tell us here.

4 Education (details of Secondary Schools, Colleges, Universities and Professional Education)

Schools/Colleges/Universities and Professional Education (including start and end dates)	Qualifications obtained (including awarding body, grades and dates)

*Certificates for qualifications shown as essential will be checked at interview

5 Current course of study (if any) and the date you expect to complete it _____

6 Details of any other specialised training or qualifications not covered in previous sections (eg. short courses, on-the-job training, etc.)

Membership of professional bodies _____

You must be registered with the GSCC to practice as a Social Worker

General Social Care Council (GSCC) registration number _____

GSCC Registration date _____

7 Experience or achievements

Give a concise account of relevant experience, current duties, or achievements in support of this application, or the relevant competencies identified in the Person Specification. Please include all those related to the list of essential experiences, skills etc. for the post set out in the Person Specification. Also include any appropriate voluntary and other interests (membership of relevant societies etc.) Please use an additional sheet if necessary.

CRIMINAL CONVICTIONS

Lancashire County Council strives to be an equal opportunities employer and challenges all forms of unlawful and unfair discrimination. If you disclose a criminal conviction, formal caution or binding-over order, this will not necessarily disqualify you from consideration for employment unless the nature of the offence(s) and the work you will be doing is covered by the exemption provisions of the Rehabilitation of Offenders Act 1974 or other legislation restricting and governing those working in particular areas of employment.

The Council is registered with the Criminal Records Bureau (CRB) and for appropriate posts makes background checks on potential employees. This may disclose details of cautions, reprimands and final warnings as well as convictions. The Authority also makes checks under section 142 of the education Act 2002 (formerly known as List 99).

DRIVING

Some posts require you to have a driving licence, access to a car or both, and not giving this information may disqualify you from further consideration. However in certain circumstances consideration may be given to applicants who as a consequence of disability are unable to drive. Please indicate, if required, whether you have an LGV or PSV licence.

DISABILITY

We encourage applications from people with disabilities. A disability is a physical or mental impairment that has a substantial and adverse long-term effect on an individual's ability to carry out normal day-to-day activities. This can also include people with a past disability or people with a severe disfigurement. If a disability or health problem prevents you from carrying out some aspects of a post, you are not excluded from applying, as it may be possible to adjust some of the duties. If as a result of a disability you have difficulty completing the form, you may submit a CV. We can on request provide information in large print, in Braille on tape or electronically. Applicants with disabilities who meet the minimum essential requirements are guaranteed an interview.

CANVASSING

You must not canvas (ask someone to apply influence to help you get an appointment) councillors or other employees of the Council to gain you an unfair advantage. Such actions may result in your application or subsequent employment being challenged.

8 **Disclosure of Criminal Background** (please refer to enclosed advisory notes)

Have you ever been found guilty of any criminal offence? Yes No

If yes, please specify date of conviction, caution, conditional discharge or bind-over, court, nature of offence and sentence imposed.

.....

Please note that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer 'no' to this question even if you have been convicted of a criminal offence in the past. However, the 1975 Exemptions Order to this Act excludes certain types of employment, which involve contact with vulnerable adults or young people, from the protection of the Act. So you should take advice if you are in any doubt as to the correct answer to give. Also, if you are applying for a 'regulated post' for employment (the advert, job details and accompanying information should make clear whether the job is regulated), please refer to the criminal records disclosure requirements.

If this post involves working with Children
I certify that I am not included on List 99, POVA or POCA, that I have not been disqualified from working with children or vulnerable adults and I am not subject to any sanctions imposed by a regulatory body or subject to any ongoing investigation into any matter which may bring into question my suitability for the post applied for.

Signed: Date:

9 Do you hold a current full driving licence for a car (or other relevant vehicle)? Yes No Not required for post

10 Do you consider yourself to have a disability, or to be a deaf person? Yes No
For a definition, see our advice note 'How to complete the application form'.

11 Canvassing directly or indirectly will disqualify candidates.

12 By supplying this information you consent to our using it for verification and for all employment purposes as defined in data protection legislation.
I certify that to the best of my knowledge all the information I have given is correct. I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, if I am appointed, may be dismissed without notice.

Signed: Date:

When you have completed this form, please return it by email to
or post to:-
Lancashire Employee Services,
3rd and 4th Floor,
County Hall,
Preston.
Tel No.

RETURN ADDRESS
Please ensure that you return your fully completed form to this address before the closing date.

Please note that, in the interests of economy, we will not acknowledge receipt of your application. If you have not been contacted within 28 days of the closing date, you should assume your application has not been successful. You may telephone the Lancashire Employee Services if you wish to check on the progress of your application, quoting the job reference number.

CONFIRMATION OF DETAILS

Please read the declaration on the application form. Sign and date it to confirm that the information you have supplied is complete and truthful and that you agree to the information being processed and used by the Council for the purposes of recruitment, monitoring and, if appropriate, subsequent employment. Your signature also confirms that you understand that, to prevent and detect possible fraud, we may share this information with other appropriate organisations; and that to give false information would lead to you being disqualified from consideration or if appointed may result in your dismissal. We will not consider applications that are not signed and dated. If you return your form online, we will ask you to sign the form at interview.

Please note that we will detach this information and we will NOT show it to members of the Selection Panel. It will be used solely for reference contacts and monitoring purposes.

Please complete this section fully, so that after we have detached it from the form we can later relate it to the post applied for.

You must complete this form even if you work for the Authority. If you fail to complete or return it, we will not consider your application further

You must complete this form which will be detached by the Employee Services Unit/School Admin and will not be shared by the Selection Panel.

Details of the job you have applied for

Directorate/DSO _____ Job title _____
 Establishment/School _____
 Job Ref: _____ Grade: _____
(if known)

Details of Referees

Please give the name, address and occupation of two referees and state their relationship to you (eg a employer/supervisor/tutor). Where appropriate, one referee should be your current or most recent employer. **Please refer to the guidelines for advice on appropriate referees.**
The Authority reserves the right to seek any further references deemed appropriate.

1 _____ 2 _____

 Postcode _____ Telephone No. _____ Postcode _____ Telephone No. _____
 Email Address _____ Email Address _____
 Relationship _____ Relationship _____
 Note: please tick if you do not want us to contact your current employer before your interview

Equal Opportunities Monitoring

<p>1. Name (in block capitals)</p> <p>2. I am: (Please tick the appropriate box)</p> <table border="1"> <tr> <td>MALE</td> <td>FEMALE</td> </tr> </table> <p>3. I consider my marital status to be</p> <p>Please note: If you are widowed or divorced and you live alone, please tick 'single'.</p> <table border="1"> <tr> <td>Single</td> <td>Married</td> </tr> </table> <p>4. Date of Birth</p>	MALE	FEMALE	Single	Married	<p>5. Please tick the box which best describes your ethnic/cultural/racial origin</p> <p>(o) <input type="checkbox"/> White British (9) <input type="checkbox"/> White Irish (H) <input type="checkbox"/> Any other White background <small>(please write in)</small></p> <p>(J) <input type="checkbox"/> Mixed White and Black Caribbean (K) <input type="checkbox"/> Mixed White and Black African (L) <input type="checkbox"/> Mixed White and Asian (M) <input type="checkbox"/> Any other Mixed background <small>(please write in)</small></p> <p>(4) <input type="checkbox"/> Asian or Asian British Indian (5) <input type="checkbox"/> Asian or Asian British Pakistani (6) <input type="checkbox"/> Asian or Asian British Bangladeshi (8) <input type="checkbox"/> Any other Asian or Asian British background <small>(please write in)</small></p> <p>(1) <input type="checkbox"/> Black or Black British Caribbean (2) <input type="checkbox"/> Black or Black British African (N) <input type="checkbox"/> Any other Black or Black British background <small>(please write in)</small></p> <p>(7) <input type="checkbox"/> Chinese (A) <input type="checkbox"/> Any other ethnic group <small>(Please write in)</small></p>	<p>6. Do you consider yourself to have a disability or to be a deaf person? <input type="checkbox"/> YES <input type="checkbox"/> NO <small>(Please see the definition of disability in the advice note 'How to complete the application form'.)</small></p> <p>7. How did you find out about this job? <small>(Please tick the appropriate box)</small></p> <table border="1"> <tr> <td>Internal circular</td> <td>Job Centre</td> </tr> <tr> <td>Newspaper/Journal <small>(please say which)</small></td> <td>Internet <small>(please say which site or other source)</small></td> </tr> </table> <p>Thank you for your assistance. Your co-operation will help promote equality of opportunity</p>	Internal circular	Job Centre	Newspaper/Journal <small>(please say which)</small>	Internet <small>(please say which site or other source)</small>
MALE	FEMALE									
Single	Married									
Internal circular	Job Centre									
Newspaper/Journal <small>(please say which)</small>	Internet <small>(please say which site or other source)</small>									

REFERENCES

Your referees should be two people who can comment on your ability to do the job for which you are applying. If the job involves you working with children or vulnerable adults and you have experience of working with either of these groups in the past, please provide the employer's details from which a relevant reference can be sought. If you are currently in employment one referee should be your present employer. If you are a student, one referee should be your tutor. If you are unemployed, please give details of your last employer.

Do not use referees who you live with, unless they are your current or last employer. References will not be accepted from relatives or from people writing solely in the capacity of friends.

We usually ask for references before the interview unless you state that you do not wish your current employer to be contacted before interview. If you are the successful applicant and have asked us not to contact your referee, this will delay confirmation of an offer of appointment, as it is against Council policy to confirm an appointment without satisfactory references.

Under current UK legislation this is your sex as registered at birth.

This information helps to ensure that consideration of marital status does not influence our appointments.

Completing this section and others on this monitoring page, helps us to ensure that our policies and procedures do not discriminate.

Please tick the appropriate box as you define your ethnic/cultural/racial origin.

Completing this section, and the others on this monitoring page, helps us to ensure that our policies and procedures do not discriminate.

This is a physical or mental impairment that has a substantial and long-term adverse effect on an individual's ability to carry out normal day-to-day activities.

Advertising and recruitment are expensive, and as a public body using public funds we wish to ensure that this activity is appropriately carried out at minimum cost. Information on the places our applicants use when job hunting helps us to achieve better, more targeted and cost-effective recruitment in the future.