

# Job Application form (DBS Roles)

Please call 01872 323 800 if you have any questions on how to complete this form or if you require it in a different format or language

Please fill in **all sections** of the form using **black ink/type**. The information you provide will help us make a fair decision in the selection process.



## About the role

Role applied for:		Ref no:	
Directorate:		Location:	

## About you

Title:		Surname:	
First name(s):			
Home address:		Home phone:	
		Work phone:	
		Mobile:	
Postcode:		Email:	
NI Number:	(You can get this from the Department of Work and Pensions)		

## Your current or most recent employment

**Note:** If you are currently working for Cornwall Council through an agency, please ensure you also provide the name of the agency under "Employer's name and address". If you are applying for your first job, please provide any voluntary work/work experience in the "Previous employment or experience" section.

Employer name:		Job title:	
Employer address:		Salary:	
		Start date:	
		Leave date: (if applicable)	
Reason for leaving:			
Main duties and responsibilities:			

## Previous employment or experience

Start with the most recent first and work backwards. You must explain any gaps in your work history since you left education (e.g. unemployment; career breaks; voluntary work; travel etc).

Dates (mm/yy)		Employer or Reason for gap	Job title, duties and responsibilities	Reason for leaving
From	To			

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**Qualifications achieved from secondary, higher and further education**

Type of qualification (GCSE, NVQ, Degree etc)	Subject title of qualification	Grade	Date achieved (dd/mm/yy)

**Other training, courses and self development**

Name of provider/college	Title of course/training, e.g. First Aid at Work	Qualification (if relevant)

**Membership of professional bodies**

Institute or association	Membership level	How obtained, e.g. through qualification or election	Date achieved (mm/yy)

**Your supporting statement**

This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the role information supplied and tell us how your skills and experience match. Use examples where possible and provide the situation or task, your action(s) and the result.

If you are applying for your first job, provide examples of other relevant experience that will help us decide your suitability, e.g. gained through education, the community etc.

**Safeguarding children, young people and vulnerable adults**

We are all responsible for the safety of children, young people and adults who may be at risk. We must ensure that we are doing all we can to protect the most vulnerable members in our society. This responsibility applies to all Council employees; it also applies to contractors, partners and volunteers who carry out work with or for children, young people and adults at risk on behalf of the Council.

From your training and/or experience, please give examples which demonstrate your knowledge and commitment to safeguarding and how you would help protect children, young people and adults at risk from harm, abuse or neglect.

**Guaranteed Interview Scheme**

We are committed to improving employment opportunities for people with disabilities and have adopted the Jobcentre Plus' Two Ticks symbol which demonstrates that we are "positive about disabled people". An applicant with a disability who demonstrates that they meet the minimum requirements of an advertised position is entitled to an interview and will be considered on merit.

Do you consider yourself to be eligible for consideration under this scheme?

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## Selection requirements

We will make reasonable adjustments to help people with disabilities through the application and selection process. If you have any specific requirements to enable your participation and/or attendance during the selection process, please let us know:

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## References

Please provide 2 references. Do not use friends or relatives. If any of your previous roles (voluntary or paid) involved working with children, young people and/or vulnerable adults, we will ask for information about past disciplinary issues relating to these vulnerable groups (including any in which the time penalty is 'time expired') and whether you have been subject to any child/vulnerable adult protection concerns and the outcome of any enquiry or disciplinary procedure. If you have any concerns, please contact us the school you are applying to.

<b>Reference 1:</b> This <b>must</b> be your current or most recent employer or, if you do not have any previous employment, your most recent tutor (school, college or university).		<b>Reference 2:</b> If you have worked with children, young people or vulnerable adults in the past, but are not currently, this <b>must</b> be the most recent employer by whom you were employed to work with these vulnerable groups. Otherwise, a reference of your choice.	
Full name:		Full name:	
Job title:		Job title:	
Employer:		Employer:	
Address:		Address:	
Postcode:		Postcode:	
Email:		Email:	
Telephone number:		Telephone number:	
Relationship to you:		Relationship to you:	
Did this role involve working with children, young people and/or vulnerable adults?	Please select	Did this role involve working with children, young people and/or vulnerable adults?	Please select

## Declaration of criminal convictions

This post is exempt from the Rehabilitation of Offenders Act 1974 and you are therefore required to disclose all criminal convictions, including any which may be 'spent'. You should also include details of any cautions, reprimands or final warnings. **Please only include details of old and minor cautions, convictions, reprimands and warnings in accordance with the DBS filtering rules relating to such offences. Details of the filtering rules can be found in the attached Applicants Guidance Notes or from [www.gov.uk/db](http://www.gov.uk/db)**

Have you ever been convicted of any criminal offence, whether 'spent' or 'unspent', as defined in the Rehabilitation of Offenders Act 1974 or do you have any charges pending?	Please select
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If yes, please provide details:	
Have you ever been cautioned, reprimanded or received a final warning which although not considered to be criminal convictions and become 'spent' immediately, must be considered in relation to this exempt post?	Please select
If yes, please provide details:	
Have you ever been barred or restricted from working with children or vulnerable Adults?	Please select
If yes, please provide details:	
Any subsequent offer of employment will be subject to a criminal record check (enhanced disclosure ) from the Disclosure and Barring Service (DBS). This check will include details of cautions, reprimands or final warnings as well as convictions. Appointment will be subject to the information received from the DBS.	
I accept that if any of the information is found to be false or misleading I will be disqualified from appointment. I understand that any subsequent offer of employment will be subject to the outcome of a criminal record check from the DBS that Cornwall Council will request my authorisation for such a check to be made.	
<b>Signature:</b>	<b>Date:</b>

<b>Disclosure of interest</b>	
Have you ever received a redundancy payment or pension from a local authority?	Please select
If yes, please give details including month and year:	
Are there any restrictions to you living and working in the UK which might affect your right to work for us (e.g. needing a work permit/visa)?	Please select
If yes, please provide details:	
The role information supplied will say if this post requires travel and, if so, if you need access to transport and/or a full current UK driving licence.	
If needed, do you have access to transport?	Please select
If needed, do you have a full current UK driving licence?	Please select
The Working Time Regulations (1998) require us to check the hours worked by employees. Would this role be your only employment?	Please select
If no, please provide details of your other role(s) and the days and hours you work:	
Canvassing of our Councillors and employees (asking them to help you get this role), directly or indirectly, for any appointment will disqualify your application. Also, if you fail to declare any relationship with a Councillor or employee of Cornwall Council your application may be disqualified and, if appointed, you may be dismissed without notice.	
Are you related to, or have you formed any relationship (personal, financial or professional) with any current Councillor or employee of Cornwall Council, or School Governor?	Please select
If yes, please give details:	
Do you, your partner or family have any interests (personal, financial or professional) that may conflict with you doing this role?	Please select
If yes, please give details:	
Have you ever been the subject of a formal disciplinary procedure? Have you ever been dismissed from any previous employment?	Please select
If yes, please give details:	

## How we protect your personal information

We keep on file information from this application form, equal opportunities form and any documents you attach. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation and will not be sold to any third party. Unsuccessful application forms will be destroyed after 12 months; anonymised data will be kept for monitoring purposes

## Your declaration

I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.

<b>Signature</b> (applicant):		<b>Date:</b>	
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Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made.

If you have completed this form on behalf of the applicant, please add your details:

Name (printed):		Contact number:	
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**Thank you** for taking the time and effort to complete this application form. The role information supplied will say where it should be returned.

**Please make sure you complete our equal opportunities monitoring form.**