

Harlow Council Job Application Form

Post Applied for:

Post Number:

Closing Date:

Last Name:

First Name:

It is important that you read the guidance notes before completing this application form. Please complete this form fully using black ink or type. C.V's are not accepted. Applications received after the closing date will not normally be considered.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

The personal information you provide in this form is for the sole use of the Human Resources department and the department that the post you are applying for is situated. We will process it in order to comply with our legal obligations as an employer, for example to check your immigration status to ensure that you have the right to work in the United Kingdom.

Your personal information will not be shared with any other departments of Harlow Council at the application stage, but will be shared with those third parties named in Section 11 for the purpose of obtaining references as part of the recruitment process. This information may also be shared where we have a legal obligation to do so, for example between our services and with other official organisations, such as the Police and other government bodies.

Candidates selected for interview will usually be notified within three weeks of the closing date. Unfortunately applicants who do not hear from Harlow Council must conclude that their application has been unsuccessful on this occasion.

Your personal information will be kept for one year from the date that the recruitment process comes to an end, except where you are employed by Harlow Council – you can view Harlow Council's Privacy Notice for Employees on our website on <https://www.harlow.gov.uk/privacy-notice-employees>.

For more information on how we collect, use and protect personal information generally, as well as your rights as a data subject please view our main privacy notice on our website by visiting <http://www.harlow.gov.uk/privacy-notice>

If you do not have online access a paper copy of our main privacy notice can be provided by contacting Human Resources on the details found on Section 13 of this form.

Section 1 Personal details

Last Name:

First Name:

Address:

Postcode:

Home Telephone N^o:

Daytime Telephone N^o:

Mobile Telephone N^o:

E-mail address:

Can we contact you at work?

Yes

No

Are you free to remain and take up employment in the UK with no current immigration restrictions?

Yes

No

Job Share Details

Are you applying on a job share basis?

Yes

No

Driving Licence – if relevant to post applied for.

Do you hold a full, clean driving licence valid in the UK?

Yes

No

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.

Section 2 Present Employment

Present Employment (If now unemployed give details of last employer)

Name of Employer:

Address:

Postcode:

Post Title:

Date of Appointment:

Salary:

Department / Section:

Brief description of duties:

Continue on a separate sheet if necessary

Period of Notice:

Last day of service

(if no longer employed):

Reason for leaving

(if no longer employed):

Did you receive any redundancy payment or retirement benefit?

Yes

No

Section 3 Previous Employment

Previous Employment (most recent employer first). Please cover the last 10 years and state nature of business - if not public sector

Name of Employer:

Position Held:

Summary of duties:

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Date From:	<input type="text"/>	Date To:	<input type="text"/>
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Reason for leaving:	<input type="text"/>
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Name of Employer:

Position Held:

Summary of duties:

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Date From:	<input type="text"/>	Date To:	<input type="text"/>
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Reason for leaving:	<input type="text"/>
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Name of Employer:

Position Held:

Summary of duties:

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Date From:	<input type="text"/>	Date To:	<input type="text"/>
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Reason for leaving:	<input type="text"/>
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Continue on a separate sheet if necessary

Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list the highest qualification first:

College or University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

Professional, Technical or Management Qualifications

Please give details:

Professional/Technical/Management Qualifications	Course Details

Membership of any Professional / Technical Associations- Please state level of Membership:

Continue on a separate sheet if necessary

Section 5 Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Title of Training Programme or Course	Duration of Course

Continue on a separate sheet if necessary

Section 6 Personal Statement

Abilities, skills, knowledge and experience.

Please use this section to explain in detail how you meet the requirements of the Employee Profile. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used.

Continue on a separate sheet if necessary

Section 7 Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the rehabilitation of offenders act 1974? **(See Guidance Notes).** Yes No

If yes, please give details / dates of offence(s) and sentence:

Section 8 Protecting Adults with Care and Support Needs and Children

If the post you are applying for involves unsupervised access to adults with care and support needs and/or children and meets the criteria for a Disclosure and Barring Service (DBS) check you must give us permission to carry out a check at either Standard or Enhanced level – whichever is relevant to the position you have applied for. Permission for a DBS check is gained by completing a DBS application form. Other than in cases where there are exceptional circumstances, you will not be able to start work until your DBS check has been undertaken and the recruiting manager has authorised a formal offer of employment with the Council.

Standard disclosures indicate if there is anything on record or shows details drawn from the police national computer of spent and unspent convictions; cautions; formal reprimands and final warnings. Enhanced Disclosures, in addition to the information provided by a standard disclosure, may contain non-conviction information from local police records, which a chief police officer thinks may be relevant to the position sought. The enhanced disclosure is required for positions in regulated activity and involving regular caring for, training, supervision or being in sole charge of adult service users. In addition such posts are not covered by the Rehabilitation of Offenders Act so all convictions must be declared on the application form.

A copy of the DBS Code of Practice is available on request from Human Resources.

Do you wish to declare knowledge of any police investigations or actual convictions against you that are relevant to this position? Yes / No Yes No

Note: Failure to disclose relevant information could result in termination of employment at a later date.

Section 9 Equality Act 2010

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Equality Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities. **(See Guidance Notes).**

Do you have a disability which is relevant to your application? Yes No

If yes, please give details:

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

If you do have a disability which is relevant to your application, do we need to make any specific arrangements in order for you to attend the interview? Yes No

If yes, please give details:

Section 10 Health

Successful applicants must complete a medical questionnaire. The purpose of the questionnaire is to enable the Council to consider what, if any, reasonable adjustments need to be made to the workplace or role to accommodate your needs.

Section 11 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

Reference 1	
Name:	<input type="text"/>
Position (job title):	<input type="text"/>
Work Relationship:	<input type="text"/>
Organisation:	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Telephone N ^o :	<input type="text"/>
E-mail:	<input type="text"/>

Are you willing for this referee to be approached prior to the interview? Yes No

Reference 2	
Name:	<input type="text"/>
Position (job title):	<input type="text"/>
Work Relationship:	<input type="text"/>
Organisation:	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Telephone N ^o :	<input type="text"/>
E-mail:	<input type="text"/>

Are you willing for this referee to be approached prior to the interview? Yes No

Section 12 Recruitment Monitoring Form

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by Human Resources purely for monitoring purposes.

Application for the post of:

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please complete this section of the application form.

Please tick this box if you do not wish to provide any of the information in this Section.

What is your Ethnic Group?

Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.

A. White

White UK

Irish

White non-UK

Any other White background
(please give details):

B. Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background
(please give details):

C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background
(please give details):

D. Black or Black British

Black Caribbean

Black African

Any other Black background
(please give details):

E. Chinese or other ethnic group

Chinese

Vietnamese

Any other ethnic background
(please give details):

F. I do not wish to provide this information

Section 12 Recruitment Monitoring Form continued

Gender:

Male Female I do not wish to provide this information

Disability:

Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.

Do you consider yourself disabled? Yes No I do not wish to provide this information

If yes, please give details:

Present Status:

Internal Applicant External Applicant I do not wish to provide this information

Age Group:

16-17 18-25 26-35 36-45
46-55 56-65 65+
I do not wish to provide this information

Media:

Please state where you saw this post advertised

Section 13 Declaration

A. Relatives/Other Interests

Any candidate who directly or indirectly canvasses a Councillor or employee of the Council will be disqualified from consideration for the job. The Council does not bind itself to appoint any applicant.

Are you related to or do you have a close personal relationship with a Councillor(s) or employee(s) of Harlow Council? Yes No

If yes, specify name(s), position(s) and relationship(s)

If appointed, do you have any interests or hold any appointments that may conflict with employment by the Council in the role for which you have applied? Yes No

If yes, please detail on a separate sheet. **(See Guidance Notes)**

B. Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I hereby certify that:

- I understand that Harlow Council will process my information in order to comply with its legal obligations as an employer
- I understand that Harlow Council will contact the third parties I have named as my references
- I understand that Harlow Council may share my personal information where it has a legal obligation to do so
- all the information given by me on this form is correct to the best of my knowledge
- all questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold
- I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description
- I am aware that Harlow Council is committed to safeguarding children, young people and adults with care and support needs.

If you do not understand any of the information stated in the above, please contact Human Resources on the details provided below.

Signed:

Date:

If you are returning this form by email, you will be asked to sign your application at interview.

RETURNING THIS FORM



By Hand or Post:

Human Resources
Harlow Council
Civic Centre
The Water Gardens
College Square
Harlow
Essex CM20 1WG

By E-Mail:

recruitment@harlow.gov.uk

Enquiries:

Telephone: 01279 446017
Fax: 01279 446024
Minicom: 01279 446026