South Tyneside Council

Application for Employment

Post :	**Group :**
Closing date Noon:	**Office ID Number :**

South Tyneside Council is committed to being an equal opportunities employer.

Please read the guidance notes carefully before completing this application form.

Personal Details	
Full Name	Date of Birth (Optional)
Previous Names	
Address	Telephone Home Mobile Work Can we ring you at work? Yes ☐ No ☐
Your e-mail address	
Your National Insurance Number	Do you have a valid full driving licence? Yes ☐ No ☐
Are you eligible to work in the United Kingdom?	DFE NO. (Teachers only)

Current or Most Recent Employment	
Name and Address of Employer	Post Title Annual Salary / Wage £ Salary Scale *
Date appointed	Notice required *
Date left *	Reason for leaving *

*if appropriate

Education and Employment

Please provide complete details of your education and employment history together, starting with your secondary school. You must provide the information in chronological order from this time, and ensure you do not leave any period of time unaccounted for. If you do have any length of time unaccounted for, you must include this and give any reasons for the gap. *Add additional rows as required.

Employer, Educational Institution or description of activity	**What were you doing? (i.e. job title, qualification / course, etc.)**	**Dates (from and to)**	**Reason for leaving / qualifications obtained**

Are there any gaps in your education or employment history, please explain them here

Personal Statement

Please give details of how you meet the requirements of the job using the criteria in the person specification. You should relate this to your employment and education history, your qualifications or any activities you undertake outside of work.

Training Courses

Please give details of any training courses you have attended which will support your application

Nature of Course	Date(s) attended	Duration of course

Professional Membership

If you are a member of a professional body or institute, please give details

References

Please provide the following details for two people to whom we can apply for a reference, regarding your experience and suitability for this post. One must be from your current or most recent employer, where appropriate. If the role you are applying for involves contact with children, young people and vulnerable adults you are asked to supply a referee who can provide a reference based on when you have previously worked with children, young people or vulnerable adults. For posts, where safeguarding vetting is required, we may approach any of your previous employers for this information. References will be requested prior to interview, unless you tick the relevant box.

Referee One	Referee Two
Name and address	Name and address
Position	Position
Phone number	Phone number
e-mail address	e-mail address
Can we contact your referee prior to interview? Yes ☐ No ☐	Can we contact your referee prior to interview? Yes ☐ No ☐

Please note that canvassing, either directly or indirectly, of Senior Officers or Elected Members of the Council will lead to the disqualification of your application. If you are a partner of, or are related to, any Senior Officer or Elected Member of the Council, or if applying for a post based at a school and you are related to a member of the Governing Body, you must provide details, including the name(s) and relationship(s) :

Declaration

I confirm the information given in this application form is correct :

Signature Date

Unless otherwise stated, please return your application form to

Recruitment Team,
Hawthorne,
Rolling Mill Road,
Viking Industrial Park,
Jarrow,
Tyne and Wear,
NE32 3DP

Or email it to jobs@southtyneside.gov.uk

Equality and Diversity Monitoring

Post Title: **Closing Date:**

Full Name: **Office ID number:**

Please ensure you complete this information fully. It is not used as part of the selection process except where an identified disability may require an adjustment for shortlisting or the interview process itself.

Are you **Male** ☐ or **Female** ☐ ?

Please tell us which **ethnic group** you belong to (please mark one only):

Black or Black British	**White**
☐ Caribbean	☐ British
☐ African	☐ Irish
☐ Any other black background (Please specify)	☐ Any other white background (Please specify)
Mixed	**Chinese**
☐ White and Black Caribbean	☐ Chinese
☐ White and Black African	☐ Any other background (Please specify)
☐ White and Asian	
☐ White and Arab/Middle Eastern	
☐ Any other mixed background (Please specify)	
Asian or Asian British	**Arabic or Middle Eastern or any other Ethnic Group**
☐ Indian	☐ Arab
☐ Pakistani	☐ Iranian
☐ Bangladeshi	☐ Yemeni
☐ Sri Lankan	☐ Any other Arabic or Middle Eastern group (Please specify):
☐ Any other Asian background (Please specify)	☐ Any other ethnic group (Please specify):

Do you consider yourself to have a disability: Yes ☐ No ☐

A disability is defined as a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out day to day activities.

If you have answered ‘yes’, please tell us about your disability, in case there are any adjustments we could make for you:

If you believe your disability has prevented you from meeting the essential criteria, please identify which criteria, and explain how this has prevented you from meeting it:

Please tell us where you saw the vacancy advertised:

Print name: Signed: Date:

Name:	Post Applied for:

Safeguarding our Service Users

If the position for which you are applying involves contact with children, young people and/or vulnerable adults, the Council has decided that the successful applicant will require an enhanced Disclosure and Barring Service check (DBS). You are required to complete the declaration below and provide relevant details of all unspent (*non protected) cautions, convictions, warnings or reprimands. Having a criminal record or information provided through the disclosure may not exclude you from employment.

Please note:

- Failure to disclose unspent (*non protected) cautions, convictions, warnings or reprimands here may result in the withdrawal of an offer of employment, or dismissal if employment has commenced
- We manage our Disclosures in line with the DBS guidance
- If you do not complete this declaration, your application will not be considered for the post

Declaration of Applicant :

Do you have any unspent (*non protected) cautions, convictions, warnings or reprimands?

Yes ☐ No ☐

If yes, please provide details. If no, please state 'nil'

Please print your full name:

Signed: Date:

* Further information on non protected cautions, convictions, warnings or reprimands can be found at www.gov.uk/dbs

Information on our commitment to Safer Recruitment and guidance on completing your application form.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. The following guidance notes are provided for your information to ensure we have sufficient information to process your application and to help us meet our safeguarding obligations.

Please ensure you **complete all parts of the application form**. If they are not relevant to you, please mark them as 'not applicable', or 'n/a'. Incomplete application forms will not be considered for shortlisting.

We need you to tell us about your **education and employment** history together in full starting with the secondary school you attended. We are asking for the information in this way to help identify any gaps where you were not in education or employment, as part of our commitment to safeguarding children, young people and vulnerable adults. We would like you to start with the secondary school, along with the exams and qualifications you obtained. You should follow this with your first job or college attended, and so on, to bring you up to date. If you were unemployed for a period of time, please state this, giving the dates (to the nearest month) and a reason.

With your **personal statement**, please ensure you provide specific examples of how you meet the criteria set out on the person specification. If you need to continue on a separate sheet please do so, however please remember to put your name and the post applied for and the office ID number on the top.

You must supply the names of two **referees from whom we can obtain references.** Please ensure you tell us whether you want us to contact them prior to interview. If you leave the box unticked we will assume it is fine to contact them. If they have a work e-mail address, please provide this. One of your referees must be your current or most recent employer. If the role you are applying for will involve contact with children, young people or vulnerable adults you will be asked to supply a referee who can provide a reference based on when you have previously worked with children, young people and/or vulnerable adults. References will be taken up prior to interview wherever possible and the authenticity will be checked before any offer of employment is made. Open references will not be accepted.

Your referees will be asked to provide details on any disciplinary offences relating to you, including those which have expired. Additional information will be sought on any concerns or allegations that have been made against you relating to the safety and welfare of children, young people and/or vulnerable adults or behaviour towards them, along with the outcome of any concerns.

For successful candidates South Tyneside Council will verify your reference by telephoning the referee to ensure that the information received is genuine. South Tyneside Council reserves the right to contact your current employer and any previous employer.

Confirmation of your identity will be undertaken by checking appropriate documents including a form of photographic ID. You will also be required to supply your original qualification certificates and for relevant posts, proof of registration with any relevant bodies eg HCPC. This will be done at the interview stage.

Employment with South Tyneside Council will only be confirmed when all **pre employment checks** are completed and satisfactory. No unsupervised access to children, young people and /or vulnerable adults will be permitted until all checks are complete.

If the position you are applying for involves contact with children, young people and/or vulnerable adults, and you are successful, you will be required to obtain an **Enhanced DBS Disclosure** from the Disclosure and Barring Service and produce your certificate**.** You are required to complete the declaration and provide all relevant details of cautions, convictions or "bind overs", including those considered as spent under the Rehabilitation of Offenders Act 1974 and all subsequent amendments. Failure to do so may disqualify you from the appointment and, if appointed may render you liable to immediate dismissal without notice. Having a criminal record, or information provided through a Disclosure, may not bar you from employment.

Any individual disqualified from working with children through any of the various means available is guilty of an offence if he or she knowingly applies for or accepts any work in a regulated position i.e. classified as working with children. (Criminal Justice and Court Services Act 2000).

Any offer of employment will include a six month probationary period for new appointments to Local Government.

The **equality & diversity monitoring form** is important to us. We have a duty to monitor our recruitment process, and this information helps us to do that. The information you provide on this form will be kept confidential and does not form any part of the recruitment process itself.

Candidates who have a disability are guaranteed an interview if they meet the essential requirements of the post. We can only do this where such candidates indicate they have a disability. If you feel you cannot meet the essential requirements of the post because of your disability please advise us of the nature of this disadvantage.

Your completed application form must be signed. If you apply online and are invited for interview you will be asked to sign your application form at the interview. Completed forms should be returned to the Recruitment Team in Operational Services of BT South Tyneside, **unless otherwise stated**. Our postal address is:

Hawthorne,
Rolling Mill Road,
Viking Industrial Park,
Jarrow,
Tyne and Wear,
NE32 3DP

Or email it to jobs@southtyneside.gov.uk

Please ensure your application is returned by the time and date specified in the advert to ensure it is considered. We cannot guarantee to consider applications received after the closing date and time. Please ensure you pay the correct postage on your application as unpaid postage items are not collected.

Application forms will not be acknowledged. If you do not hear from us within 6 weeks of the closing date you can presume that your application has been unsuccessful. Should this be the case we would like to thank you for the interest you have shown in the post.

South Tyneside Council is responsible for protecting the public funds it manages. To do this we may use the information you have given us on this form or the information we hold about you to detect and prevent crime and fraud. We may also share this information with other organisations that inspect and manage public funds. For the purposes of the Data Protection Act 1998, South Tyneside Council is the data controller (the user and processor of data). We will ensure all information is kept safe and secure. If you would like to know more about what information we hold about you, or the way we use your information please contact the Recruitment Team on telephone number 0800 169 3454, or if you wish to make a subject access request then please write to the Records Management Team at the following address: Records Management Team, Town Hall & Civic Offices, Westoe Road, South Shields, Tyne and Wear, NE33 2RL.