



Guidance Notes

For Completing Your Short Application Form for Positions Requiring an Enhanced Criminal Records Check

If you would like this information in another format please contact:

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Introduction

First of all, thank you for applying for a job with Cornwall Council.

We have designed these guidance notes to help you complete your application form.

If you find the form difficult to complete, you may ask someone to do it on your behalf. If you have a disability and would prefer to submit your application on tape you may do so. Your recording should follow the format of the application form. We are here to help you and if you would like some advice or assistance on filing in the form, please do not hesitate to contact us or ask someone to call on your behalf on 0300 1234 100.

The application form is purposely printed in a print size that helps people with dyslexia or sight problems. If you require this document in an alternative format, such as a larger print, Easy Read, Braille, or audio tape, please do not hesitate to call us on 0300 1234 100. Please be aware that this may result in a short delay.

General Comments

Our application form has been designed so that all applicants present their details in the same format. In this way we can be sure that all applicants are treated fairly and equally. For this reason we do not accept curriculum vitas.

Completing the application form is an important part of the recruitment process. Sometimes our jobs need practical hands-on skills instead of administrative or office skills, so you do not necessarily have to be good at filling in forms and completing paperwork. However, the better you are able show and explain your

experience to us on your application form, the easier it will be for us to initially assess your suitability.

The basic duties and requirements of the job are set out in the Role Profile which describes the function of the job and how we expect a person to perform.

Please check before starting to complete your application that you have a Role Profile. If you do not have one, please contact us on the details provided at the end of this document. It will be very difficult for you to complete your application form properly without the Role Profile, as you will not be able to give us details of your relevant experience and skills.

Presentation

We encourage applicants to submit applications electronically and if doing so you will receive an automated response when your form has been received. Otherwise, please use a black pen or type so your application can be scanned into our electronic vacancy file for that job.

If completing the application form offline, remember to sign in the relevant places to declare that the information you have provided is correct.

If you are invited to interview, we will contact you with the details and explain what you will need to bring with you to your interview. This is done electronically unless you do not have access to the internet, in which case we will phone you and may send confirmation in the post. As well as any essential certificates, please note that you will also have to bring certain documents such as proof of National Insurance Number, birth certificate

and/or passport etc which confirms your identity and your eligibility to work in the UK.

Completing the Application Form

About the Role

When submitting your application online, this will automatically be filled in for each position. However, when completing an application form offline, you will need to enter this information.

This section is important for us to know which position you are applying for. The Role Applied for, Directorate and Location can all be found on the Role Profile and the job advert, whilst the Reference Number can be found either on the job advert or on the application pack covering letter we sent to you.

About You

Enter your personal information fully and clearly so that we can contact you about your application.

Your current or most recent employment

If you have recently left school or college, or a training programme and have not yet had a job, you can either provide details of any work experience that you have had, (including any holiday or voluntary work), or you can go straight to the next section.

Previous employment or experience

Details of your current employment should not be included here as these should have been detailed in the last

section. Start by giving us the details of the job prior to your current job and then work backwards.

All gaps in employment must be explained so for example, if you took a break from work for whatever reason, please explain the circumstances.

You can attach an additional sheet if you need to.

Qualifications achieved from secondary, higher and further education

Please list all of your qualifications and examinations (with results) which you think are relevant. The role profile will say which qualifications are essential to the post that you are applying for. Wherever possible, please try to add what your qualification is equivalent to, for example, a CSE Grade 1 is the same as a GCSE Grade C.

You will be asked to bring your original certificates or qualifications with you to your interview, so be prepared to ensure that you can locate them or ask the appropriate establishment for copies.

If you have qualifications which are not required for the job, you do not have to include them but you can do if you want to.

You can continue on a separate sheet if you need to.

Other training, courses and self development

You may have gained professional knowledge, skills and abilities by undertaking further training and/or personal development courses or kept your skills up to date in other ways. Please let us know in this section.

We will take full note of any education or qualifications gained overseas or as part of an employment training scheme.

Safeguarding children, young people and vulnerable adults

The Council is committed to safeguarding children and vulnerable adults and has adopted a rigorous recruitment process to continue to do so. Therefore, you are required to give examples of how you would contribute to ensuring our schools and services remain a safe environment for children using your experience and knowledge. These may be discussed further at interview.

Additional Information

This is where you get to tell us why you are suitable for this role. You may wish to use examples of your experience and knowledge relating to the Role Profile.

Interview Requirements

We are a non discriminative employer and will make reasonable adjustments to help a person with disabilities through the application and selection process. If you have any specific requirements for attending an interview, please tell us about them here.

Please see the information provided towards the end of this document for further information.

References

All job offers are made subject to receipt of two satisfactory references,

one of which must be your current employer.

If you have worked with children, young people or vulnerable adults in the past, but are not currently; this **must** be the most recent employer by whom you were employed to work with these groups.

If you are not employed or are unable to provide an employment reference please give the name of someone you have known in a professional capacity or in connection to any voluntary work. We do not accept any references from members of your immediate or extended family. If this is your first job, you could ask a Teacher/Tutor from your most recent educational establishment. Please state each referee's relationship to you i.e. Previous employer, current employer etc.

Declaration of criminal convictions

If you are applying for a role working with children or vulnerable adults, you need to provide details of any criminal convictions you have had – whether they are deemed “spent” under the Rehabilitation of Offenders Act 1974 or not.

If you are selected for an interview, we will ask you to bring proof of your identity and you will be required to complete a Criminal Records Disclosure Check.

Disclosure and Barring Service (DBS) - Filtering of old and minor cautions, convictions, reprimands and warnings

At the end of January 2013 a Court of Appeal judgement stated that the disclosure of all cautions and convictions on a DBS certificate was incompatible with Article 8 of the Convention for Human Rights.

As a result of this judgement, from 29 May 2013, the DBS will be removing certain specified old and minor offences from criminal record certificates issued from this date. The filtering rules are as follows:

For those 18 or over at the time of the offence:

An adult conviction will be removed from a DBS criminal record certificate if:

- 11 years have elapsed since the date of conviction; and
- it is the person's only offence, and
- it did not result in a custodial sentence.

Even then, it will only be removed if it does not appear on the specified list of offences that will never be filtered. If a person has more than one offence, then details of all their convictions will always be included.

An adult caution will be removed after 6 years have elapsed since the date of the caution – and if it does not appear on the specified list of offences that will never be filtered.

For those under 18 at the time of the offence:

- The same rules apply as for adult convictions, except that the elapsed time period is 5.5 years

The same rules apply as for adult cautions, except that the elapsed time period is 2 years.

The filtering rules, together with the list of offences that will never be filtered, are available from www.gov.uk/dbs

For more information, advice and guidance on safer recruitment, criminal record checks and the Disclosure and

Barring Service, please contact the P&OD Safeguarding Team on 01872 324130 or email hrsafeguardingteam@cornwall.gov.uk

Disclosure of Interest

These questions inform us of your eligibility to work for us and allow us to adapt our recruitment and employment processes where possible, e.g. if you have a relationship (personal, financial or professional) with a proposed interview panellist and/or manager.

How we protect your information

This section explains to you how we handle and store your application and details.

Your Declaration

Please make sure that you have signed and dated the application form to confirm that your details are correct and complete. Please note that applicants who conceal or misrepresent relevant information at any stage will be disqualified from appointment, or if appointed, may be dismissed without notice.

Equal opportunities monitoring form

We would appreciate you completing the form as this enables us to assess the effectiveness of our policies. This form is confidential and you are not required to state your name or any other identifying information.

A note on Data Protection

In accordance with the Data Protection Act 1998 all information given on the

application form will only be used to determine an applicant's suitability for the post and will be kept only for those purposes and equal opportunities monitoring.

...and finally

We thank you for your interest in working with Cornwall Council and wish you the very best with your application.