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CELEBRATING DIVERSITY

North Lincolnshire Council

Application for Employment

Post applied for: Post number:

Where did you see this post advertised:

Please refer to the guidance notes before completing this form. Please note we do not accept CVs.

Personal details

Title:	Forename(s):
Surname:	Preferred name:
Address:	Postcode:
Home telephone no:	Email address:
Mobile no:	Work telephone no:

May we call you at work? Please select

Do you wish to apply for this post as part of a job-share arrangement? (refer to guidance) Please select

National Insurance number:

Present/most recent employment

Name and address of employer:

Telephone no:	Title of post:
Gross annual salary:	Hours worked per week:
If part time please also include hourly rate:	
Date appointed:	Notice required/date of termination:
If you are applying for a teaching post, please complete:	Teacher reference no:
If you are applying for a social work position, please complete:	
GSCC registration number:	Date obtained:

Summary of main duties and responsibilities:

Education/training/qualifications/certificates

If shortlisted you will be required to present relevant original certificates at interview, which are those that correspond to essential/desirable requirements of the post.

Schools, colleges and universities attended	From DD/MM/YY	To DD/MM/YY	Courses taken/ examinations	Date passed	Grade

Professional qualifications

Additional training (including employment based training)

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Experience, skills and abilities

When completing this section, it is helpful if you quote examples of work and experiences that relate to the job description and the essential and desirable elements of the employee specification (please see guidance notes). Explain why you believe that you are a good applicant for the post. Remember to include skills and experiences outside of paid work, such as voluntary/community work or domestic activities. **Please do not attach a CV.**

References

Please give the names and addresses of two people who have agreed to act as referees (one of who should be your present or most recent employer) that we can contact for a reference on your ability to carry out the duties of the post. Where possible this should be your supervisor/manager. References may be verified with referees. In certain circumstances references may be sought from previous employers not listed below.

As part of safer recruitment processes for people working with children or vulnerable adults we will require employment references covering the five years prior to your application. If shortlisted for interview you will be asked to provide this information at the earliest opportunity.

1. Title: Name:	2. Title: Name:
Company name: Position held:	Company name: Position held:
Address:	Address:
Postcode: Telephone no: Email address:	Postcode: Telephone no: Email address:
Do you agree to this referee being contacted before the interview? Please select	Do you agree to this referee being contacted before the interview? Please select

Additional information

Are you a relative or associate (eg a fellow member of a club, association or business partner) of a council employee, elected member or, if applicable, a governor of a school of North Lincolnshire Council?

Please select

If yes, please give name and relationship:

Disability symbol scheme



North Lincolnshire Council has received recognition from Jobcentre Plus of its commitment as an employer towards the recruitment, employment, retention and career development of all applicants with a disability. As part of the council's commitment, **all applicants with a disability who meet the essential criteria for the job will be invited to interview.**

Are you seeking an interview under the disability symbol scheme? Please select

Additional employment

Do you intend to undertake other work in addition to this post? Please select

If yes, state weekly hours of additional work:

Convictions/disqualifications

North Lincolnshire Council is committed to making appointments on merit and will focus on a person's abilities, skills, experience and qualifications. When considering an applicant with a criminal record, the council will consider the relevance of the conviction(s) to the job for which the person is applying. A criminal record will not necessarily be a bar to obtaining a position.

Under the Rehabilitation of Offenders Act 1974, a conviction will become 'spent' (i.e. treated as if it had never occurred) where the individual has not, after a period of time, committed another serious offence. Rehabilitation periods vary, depending on the type and length of conviction originally incurred. For example:

Type of conviction

imprisonment for over six months but less than 30 months
imprisonment over 30 months
fine or sentence not covered by the Act

Rehabilitation period

10 years
never 'spent'
five years

conditional discharge
probation

one year
five years

You will be informed if the post is exempt from the Rehabilitation of Offenders Act. If the post is exempt, you are not entitled to withhold information about convictions that are regarded 'spent' under the Act. If you are working with vulnerable service users, the post will be exempt from Section 4(2) of the Act. You are therefore required to give details of all convictions and cautions including 'spent' convictions. Any information that you may give will be strictly confidential and will be considered only in relation to exempted jobs for which you have applied. If you are not shortlisted the information will be destroyed.

Do you have any convictions, including driving offences? Please select
If yes please give details and dates:

Do you have any cautions/bindovers? Please select
If yes please give details and dates:

Do you have any disqualifications from driving or performance of professional duties? Please select
If yes please give details and dates:

A Criminal Record Bureau (CRB) check will be done on successful applicants for posts that involve contact with children and/or vulnerable adults and are considered to be 'exempt' under the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The information obtained will be kept strictly confidential in accordance with the code of practice issued by the CRB.

The CRB code of practice is available on the Home Office website <http://www.homeoffice.gov.uk>
The full version of our Recruitment of Ex Offenders and Criminal Records Bureau Disclosure procedure can be accessed on our website at www.northlincs.gov.uk/jobsandcareers

Declaration

I understand that canvassing members of North Lincolnshire Council in connection with this appointment, or knowingly failing to disclose a relationship, will disqualify me. I declare that the particulars I have given are true, complete and correct. I accept that any false statement or material omissions will normally lead to my being dismissed if appointed to the post. If you have completed our online application form or are submitting a form by email you will be asked to sign and date your form if invited for interview.

Signature:

Date:

Please return your completed application form to the email address shown on the job advert.

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Monitoring of Recruitment

North Lincolnshire Council is committed to providing equality of opportunity in its employment procedures and will consider all applicants on the basis of their suitability for the post, irrespective of age, disability, gender, race, religion or belief, sex, sexual orientation, marital status or for pregnancy or maternity related reasons. Completion of this section of the form is optional; any information provided will be used to monitor the effectiveness of our policies.

This section is not used as part of the selection process

What is your sex?	Please select
Date of birth (dd/mm/yyyy)	
What is your ethnic background?	Please select
Do you have a disability?	Please select
What is your sexual / gender identity?	Please select
What is your religion or belief?	Please select

