

# Application for Employment

## CONFIDENTIAL



If any space provided is inadequate, please use the 'Attach file' icon found under Comment Tab



Applicant's name

Job title

Post number

Service

Location

Would you prefer: Full time      Part time

If part time, please state hours:

Are you applying under the Disability Confident Scheme? Yes      No

**For more information on the Disability Confident Scheme please see the Applicant Help pages of the website**

Completed forms should be e-mailed to:  
[Human.Resources@eastherts.gov.uk](mailto:Human.Resources@eastherts.gov.uk)



 @Eastherts

 EastHertsDC

 easthertscouncil

01279 655261

[www.eastherts.gov.uk](http://www.eastherts.gov.uk)



## Notes to Applicants

Before completing this application form, please read the Applicant Help section on the Jobs and Career pages of our website

Please complete ALL sections of this form. Please use BLOCK CAPITALS on this page using black font type.

## Personal Details

Title

Surname

First name

Address  
incl postcode

Daytime telephone number

Evening telephone number

Mobile telephone number

Email

National insurance number

## Membership

Please indicate membership of professional bodies relevant to the job you are applying for.

Name of organisation	Type of membership	Date of membership
----------------------	--------------------	--------------------

## Relevant employment history (most recent first)

If any space is inadequate, please use the 'attach file' icon found under the Comments Tab.

Job title

Employer

Date started

Date left

Key role/responsibilities

Reason for leaving

Salary

---

Job title

Employer

Date started

Date left

Key role/responsibilities

Reason for leaving

Salary

---

Job title

Employer

Date started

Date left

Key role/responsibilities

Reason for leaving

Salary

## References

Please give details of two referees, both your referees should know you in a professional not personal capacity, one of which must be your current or most recent employer. If you have not worked before or for some time, a teacher, college tutor or other professional will be sufficient.

Name

Position

Address

Telephone number

Work email

Name

Position

Address

Telephone number

Work email

## Education and Qualifications

If any space is inadequate, please use the 'attach file' icon found under the Comments Tab.

Examination Body i.e. NVQ	Subject	Result
---------------------------	---------	--------

## Training/development

If any space is inadequate, please use the 'attach file' icon found under the Comments Tab

Organising Body

Development

Year

## Experience, skills and other information in support of your application

Please detail experience and skills which demonstrate your ability to carry out this job and/or specified on the person specification. If any space is inadequate, please use the 'attach file' icon found under the Comments Tab.

How did you find out about this vacancy?

**OR**

I am an agency worker currently working at East Herts council

## Permission to work in the UK

Do you have permission to work in the UK?

Yes

No

If you do not have permission to work in the UK how do you anticipate obtaining permission to work?

## Consent and declaration of details

Please ensure that you sign the declaration below and the Criminal Declaration Form.

- I declare that the information contained in this application form is correct.
- I have read, signed and returned the enclosed Criminal Declaration form included in the pack.

Your application will not be considered without this form.

Signed

Day

Month

Year

**CVs will not be accepted.  
Applicants will be required to sign e-mailed applications at interview**

## Equalities Monitoring

The Council recognises the great benefits in having a diverse workforce with different backgrounds and selects candidates solely on their ability and merits. To help us effectively monitor our recruitment processes, we also ask you to complete our equalities monitoring form. This is a confidential document used for analytical purposes only. It is not sent to the recruiting manager.

## Declaration of Unspent and Spent Criminal Offences

**Before completing this section of the form, please read the following notes carefully:**

East Herts Council requires that successful applicants for nominated posts have to disclose certain information on any previous criminal record that they may hold. This does not mean that possession of a criminal record will automatically prevent you from working with the Council, rather, as part of the recruitment process such information will only be considered in light of its relevance to the post for which you are applying. In many cases, a particular conviction will be of no relevance and so can be discounted for the purposes of your application. In assessing your suitability for a post, the Council complies with the Code of Practice recommended by the Disclosure and Barring Service (DBS), a copy of which can be obtained on request.

You must give details on this form of any convictions or cautions you have or any court cases that you have pending. Under the provision of The Rehabilitation of Offenders Act 1974, job applicants do not have to disclose information on certain convictions after a set period of time, i.e. when they become 'spent'. The nominated posts have been identified after a risk assessment and an applicant will be advised which level of disclosure is required. The eligibility guidance can be viewed on <https://www.gov.uk/government/organisations/disclosure-and-barring-service> :

- Standard checks – To be eligible for a Standard level DBS check the position must be included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975.
- Enhanced checks – To be eligible for an Enhanced level DBS check, the position must be included in both the ROA Exceptions Order and in Police Act Regulations.
- Enhanced checks with Children's and/or Adults' Barred list check(s) – To be eligible to request a check of the Children's or Adults' Barred lists, the position must meet the new definition of Regulated Activity. There are a small number of other positions for which we can also request list checks.

Where the post applied for involves working with children or vulnerable adults in a position of trust as outlined by the DBS we are allowed by virtue of the Exceptions Order to the Rehabilitation of Offenders Act to request applicants to reveal their full criminal history (including 'spent' convictions) due to the nature of the duties and responsibilities of the position.

Only those positions that require East Herts Council to ask an exempted question are eligible to apply for a disclosure. The Council will use the information provided by the DBS when assessing your suitability for such posts. In the event of employment being offered, any failure to disclose such convictions could result in dismissal or disciplinary action by the Council. Any information you give will be kept confidential and will only be considered in relation to the job for which you are applying. Therefore if you have been convicted of a criminal offence in the past (including any convictions in a court of law outside Great Britain) you must give details (convictions, date and sentence) below

## Declaration of Criminal Offences

Using the guidelines, please list all your unspent and spent cautions and criminal offences. Do not forget to include any pending convictions and indicate that they are pending.

**If you have no convictions, please write 'None' and sign the form. If you have any queries about the completion of the form, please contact Human Resources.**

Name of offence	Name of Court and Date of Conviction	Sentence
-----------------	--------------------------------------	----------

All information will be treated in the strictest confidence. Following receipt of this form you may be contacted to discuss the information you have given.

I certify to the best of my knowledge, the information on this form is true and accurate.

I understand that if the information I have supplied is false, misleading or incomplete in any way, it may automatically disqualify me from the appointment or may render me liable to instant dismissal without notice.

Please complete this form and send it with your application to:

Human.Resources@eastherts.gov.uk

Signed

Day	Month	Year
-----	-------	------

Print name

## Policy Statement on the Recruitment of Ex-offenders

- The Council uses the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust. The council complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly. It will not discriminate unfairly against any applicant who is subject to a DBS check on the basis of a conviction or other information revealed.
- The Council is committed to the fair treatment of its employees, potential employees or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- This written statement on the recruitment of ex-offenders will be made available to all DBS applicants at the outset of the recruitment process.
- The Council actively promotes equality of opportunity for all with the right mix of talent, skills and potential. It welcomes applications from a wide range of applicants, including those with criminal records, and selects all applicants for interview based on their skills, qualifications and experience.
- A DBS check is only requested after a review of the job description where the review indicates that a check is both proportionate and relevant to the post concerned. For those posts where a DBS check is required, all application forms, job adverts and recruitment details will contain a statement that a DBS check will be requested in the event of the applicant being offered the post.
- Where a DBS check forms part of the recruitment process, the Council encourages all applicants called for interview to provide details of their criminal record. This information should be provided on the Declaration of Criminal Offences form and the Council guarantees that this information will only be seen by Human Resources.
- Unless the nature of the position allows the Council to ask questions about applicant's entire criminal record, the Council will only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- The Council ensures that all those involved in the appropriate recruitment stages have been suitably trained to identify and assess the relevance and circumstances of offences. The Council provides staff with the appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- The Council will ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. This discussion will be led by the Chair of the Interview Panel and Human Resources. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. Advice will be sought from the DBS.
- The Council makes every applicant who is subject to a DBS check aware of the existence of the DBS Code of Practice and will make a copy available on request.
- The Council undertakes to discuss any matter revealed in a DBS check with the applicant before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily bar you from working with us.**

This will depend on the nature of the position and the circumstances and background of your offences.