

Application form Guidance notes

Thank you for considering working for us. We want to choose the best person for the job, no matter what their gender identity, relationship status, race, disability, sexual orientation, religion, belief or age. We believe the best way of assessing your future performance is to look at your performance and behaviour in the past, which is why our recruitment process focuses mainly on what the job involves and how you have shown you can do these things. We will only ask for qualifications, experience or skills if these are relevant to the job on offer and if you would need them to be successful in the role. We ask you to provide dates of employment and qualifications only so we can confirm your work history. We do not use this information for any other purpose. We value experience you have gained at work and experience you have gained in other situations, and we encourage you to support your application with examples of how you think you have the skills, experience, qualifications and so on to do the job.

Part A of this form asks for personal information. We use this information to contact you and provide any extra support you may need if we ask you to come for an interview. We use part B of this form to decide whether to interview you. This part of the form asks you to provide information about your past jobs, experience, qualifications and skills. When you fill in this part of the form, you should link your answers to the person specification, which gives details of what skills, experience and qualifications you need to be able to do the job. If you do not provide enough evidence of how you meet the requirements of the post, we may not be able to interview you.

Part C of this form is for monitoring equality and diversity only. We separate it from the rest of your form when we receive it, so that it is not seen by anyone involved in deciding whether to offer you a job. However, if you tell us that you have a disability, we will give this information to the shortlisting managers to make sure they comply with our Guaranteed Interview Scheme.

Please fill in this application form in black ink or use a black font. This is because we may need to photocopy it.

For jobs working with children, young people and vulnerable adults (as well as some other jobs), if we choose you for the job we will also need to contact the Disclosure and Barring Service to find out if you have a criminal record and if the job is in regulated activity we will check if you are barred from working with children and/or vulnerable adults. A criminal record will not automatically stop you from getting the job but we will consider the nature of the offence when assessing how suitable you are for the job. If you are barred from working with a vulnerable group it is an offence for you to apply for a job working with that group. If you fail to fill in a disclosure form when we ask, we will not be able to employ you. You can find more information about this in our 'Policy Statement on the Recruitment of Ex-offenders'. You can get a copy of this policy statement by phoning Employee Services on 0191 2115205 or emailing jobs@newcastle.gov.uk.

If you supply your email address we will use this when contacting you so please ensure you check your email account regularly along with your junk/spam mail. Unfortunately, we are not able to contact everyone who applies for a job with us. If you do not hear from us within six weeks of the closing date, you should assume that your application has not been successful.

If you need this information in another format such as in Braille or in large print, please phone Employee Services on 0191 2115205 or email jobs@newcastle.gov.uk.

We look forward to receiving your application.

January 2013 www.newcastle.gov.uk



Application form

Part A

Job you are applying for:	Job reference number:
Directorate or school:	

Contact details

First names: Address and postcode: Daytime phone number: May we call you on your daytime number? Yes <input type="checkbox"/> No <input type="checkbox"/>	Last name: Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mx <input type="checkbox"/> Other <input type="checkbox"/> (please say which): National Insurance number: Mobile phone number: Evening phone number:
Main email address: Other email address: Note: We will use email to communicate with you during and after the recruitment process. Please consider this as you may not want to use your work email address. Please tick this box to confirm that you are happy for us to communicate with you by email. <input type="checkbox"/>	

Guaranteed Interview

Are you in receipt of cash value protection as a result of a change of grade: Yes <input type="checkbox"/> No <input type="checkbox"/>

References

Please provide two references, one of which should be from your present or most recent employer (if you are applying for a job which needs a disclosure from the Disclosure and Barring Service, we will take up these references before we interview you; even if you indicate otherwise). You must not use a Relative.

Name: Organisation, address and postcode: Phone number: Email: Job title: Relationship to you: Can we contact this person before we interview you? Yes <input type="checkbox"/> No <input type="checkbox"/>	Name: Organisation, address and postcode: Phone number: Email: Job title: Relationship to you: Can we contact this person before we interview you? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Your right to work in the UK

Are there any restrictions which might affect your right to take up employment in the UK?

Yes ☐ No ☐

If Yes, please give details.

What is your nationality?

Flexible working

We are committed to giving you the opportunity to change your work patterns when possible so you can balance your work commitments with other responsibilities (for example, job share, part-time work, working in term time only and so on).

Do you want to work full-time hours only? Yes ☐ No ☐

Do you want to work part-time hours only? Yes ☐ No ☐

Would you like us to consider you for any available hours? Yes ☐ No ☐

Making reasonable adjustments

Do you need us to make any reasonable adjustments to help you in the recruitment process? Yes ☐ No ☐

If 'Yes', please say what.

Relationships to councillors, senior officers or governors

If you have any relationship with any councillor or senior council officer (or, if you are applying to a school, any school governor), please tell us their name and the relationship.

You must not use your relationships with councillors or senior officers to try to get a job with us. If you do, we will not consider your application.

Convictions

Have you ever been convicted of a criminal offence? (Do not include spent convictions, which are convictions you do not normally have to mention when applying for a job. A prison sentence of more than two and a half years can never become spent.)

Yes ☐ No ☐ If 'Yes', please give details.

Offence:

Date of conviction:

Judgement or sentence:

Additional Information:

Note: If you are applying for a job which is not covered by the Rehabilitation of Offenders Act (for example, working with children or vulnerable adults), we will ask you to fill in an extra form which includes a question about spent convictions.

National Fraud Initiative (NFI) fair processing notice – Council application forms

We have to make sure that the money we use is safe from fraud. We may use the information you have given on this form to prevent and detect fraud. We can also share this information with other organisations responsible for auditing or managing public money.

We will use this information to monitor equality and diversity and may share this information with our trade unions.

For more information, please visit www.newcastle.gov.uk/nfi or contact our freedom of information and data protection officer by emailing dataprotection@newcastle.gov.uk.

Declaration

I declare that, as far as I know, all the information I have given is correct. I understand that if I give false or incomplete answers you will not consider my application or, if you have already given me the job, you may dismiss me without notice.

Your signature:

Date:

Part B

Education, training and qualifications

Please give details of any qualifications or work-related training you have achieved (start with the most recent and work back). Please continue on a separate sheet if you need more space.

Qualifications

Place you studied at and the dates you studied here	Qualification and grade gained	Date achieved

Continuing professional development and training courses you have been on

Give details of how you have kept your skills up to date. (Continue on a separate sheet if you need more space.)

Membership of professional organisations

Please list any professional organisations you are a member of which are relevant to the job you are applying for. If you are applying for a teaching job, tell us your Department for Education (DFE) reference number, whether you have Qualified Teacher Status (you are qualified to teach in England and Wales) and whether you are registered with the General Teaching Council.

Professional organisation	Level of membership

Your current or most recent job

Please tell us about your current job. If you are not currently employed, please tell us about your last job.

Employer's name and address	
Position held	
Date your employment started	
Main duties	
Main achievements	
Reason for leaving and leave date	
How much notice do you have to give?	
Please tell us your current salary and pay scale.	Salary: Pay scale:

Your past jobs

Please tell us about any previous employment. Start with the most recent and work backwards. Please show and explain any gaps in your employment history. (Continue on another sheet if you need to.)

Employer's name and address	Position held	Dates and reason for leaving

Skills, knowledge and experience

Using the person specification as a guide, please tell us how you feel you meet the requirements of the job. It is very important that you support your application with examples, which can come from experiences at work and in other situations.

Continue on another sheet if you need to.

Part C

Monitoring equality and diversity

Name:	
Job you are applying for:	Job reference number:
Directorate or school:	

Equality in employment

We aim to have a workforce that reflects the different customers we have. To measure our performance in meeting this aim, we collect information from people applying for jobs. We separate this part of your application from the rest of your application form. The information you give is confidential and will not be seen by anyone involved in the recruitment process. It will not affect our decision on your application.

Please provide details about yourself by ticking the relevant boxes.

How would you describe your gender?

male ☐ female ☐ prefer to self describe ☐ prefer not to say ☐

Disability

The Equalities Act 2010 defines a disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities'.

Do you consider yourself to be disabled? Yes ☐ No ☐ prefer not to say ☐

As part of our Guaranteed Interview Scheme, we interview all applicants who declare they have a disability who meet the minimum criteria for a job vacancy.

Your date of birth

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People who already work for us

Do you work for us? Yes ☐ No ☐

If 'Yes', would this job be a promotion for you? Yes ☐ No ☐

How would you describe your ethnic background?

White:

British ☐
Irish ☐
Any other white background ☐

Black or black British:

Caribbean ☐
African ☐
Any other black background ☐

Asian or Asian British:

Indian ☐
Pakistani ☐
Bangladeshi ☐
Any other Asian background ☐

Mixed:

White and black Caribbean ☐
White and black African ☐
White and Asian ☐
Any other mixed background ☐

Chinese or other ethnic group:

Chinese ☐
Other ethnic group ☐

Prefer not to say ☐

What is your relationship status?

Divorced or my civil partnership has ended ☐
Married or in a civil partnership ☐
Widow or widower ☐

Single ☐
Co-habiting ☐
Prefer not to say ☐

How would you describe your sexual orientation?

Bisexual ☐
Gay woman or lesbian ☐
Other ☐

Gay man ☐
Heterosexual/Straight ☐
Prefer not to say ☐

How would you describe your religion and belief?

Buddhist ☐
Hindu ☐
Muslim ☐
Other ☐
Prefer not to say ☐

Christian ☐
Jewish ☐
Sikh ☐
No religion ☐

Where did you find out about this vacancy?

Our jobs bulletin ☐
Local press ☐
Other (please say which) ☐

Website ☐
National press ☐

Unless we say otherwise, please send your completed application form to the address below. If you are applying to a school, please send your form direct to the school.

Employee Services
Newcastle City Council
Civic Centre
Newcastle upon Tyne
NE1 8QH
Email: jobs@newcastle.gov.uk