

Application Form Guidance Notes

You are advised to read the following notes carefully as, unless other selection techniques are used, the decision to shortlist you for interview will be based solely on the information you provide in the Application Form. This advice is designed to help you complete the Application Form as thoroughly as possible. When completed, read through your Application Form, checking for errors or gaps. Check the closing date and make sure your application is submitted in plenty of time because late applications will only be considered in exceptional circumstances.

Do you have what we are looking for?

From the information in the advertisement, job description and person specification work out if you have the skills, knowledge and experience we are seeking. If not, show how you have used them in the past. Do not forget that skills can be transferable. The tasks you perform may not be the same as those in the job you are applying for, but the skills you use to carry out those tasks may be the same. Remember that the skills and experiences you have gained outside paid work, for example, from domestic responsibilities, unpaid or voluntary work or organising social or community activities can demonstrate skills you have taken for granted which could be a clear sign of your ability to do a job.

Asylum and Immigration Act 1996

The successful applicant will be required to provide original documents which prove their entitlement to work in the UK. For example, Passport, Birth Certificate or P60 before an offer of appointment is made. A full list of suitable documents for this purpose will be issued to every successful applicant.

Data Protection

Your privacy is important to Wakefield Council and we take our responsibility regarding the security of your personal information very seriously. We are committed to protecting your personal information and to being transparent about the information we are collecting about you and what we do with it. The job applicant transparency notice details how the Council collects and uses information (data) about you during the recruitment process.

Recruitment Monitoring

Wakefield Metropolitan District Council is committed to promoting equality, inclusiveness and social justice for all its citizens and staff. We will work positively to achieve this by challenging all forms of discrimination, exclusion and injustice. The Council values the rich social and cultural diversity of the district's communities. We will make sure that our workforce and our services reflect that diversity and community needs.

To assist Wakefield Metropolitan District Council to monitor and evaluate its effectiveness in relation to equal opportunities, and for no other reason, applicants are requested to complete and return the Recruitment Monitoring Form. The details supplied are held in confidence and are not used in anyway in the recruitment and selection process.



As a Disability Confident Symbol User Wakefield Metropolitan District Council is committed to interviewing all disabled applicants who meet the minimum (essential) criteria.

Smoking Policy

Wakefield Council operates a "No Smoking Policy".

Job Applicant Transparency Notice

Here at Wakefield Council, we take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

1. Who we are.

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: dataprotection@wakefield.gov.uk

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

Service Manager - HR Service

Telephone 01924 305993

Email: hredirect@wakefield.gov.uk

c) The Council's Data Protection Officer is the City Solicitor. Contact details:

Telephone: 01924 305211

Email: dpo@wakefield.gov.uk

2. How we use your data:

The Council needs to collect the following information about you:

- your name, address and contact details, including email address and telephone number;
- your qualifications, skills, experience and employment history;
- information about your current level of pay, including benefit entitlements;
- whether or not you have a disability for which the Council needs to make reasonable adjustments during the recruitment process;
- information about your right to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

The Council collects this information about you in a number of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The Council will also collect personal data about you from third parties, such as references supplied by former employers, and information from criminal records checks. The Council will seek information from third parties only once a job offer to you has been made.

We use this information to take steps at your request prior to entering into a contract with you. We also need to process your data to enter into a contract with you.

To enable us to provide our service to you we will share your information internally with teams that have a legitimate business need to access your data. These include HR, Business and Transactions, Customer Services, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The Council will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. The Council will then share your data with former employers to obtain references for you, the Disclosure and Barring Service to obtain necessary criminal records checks, and any regulatory/professional bodies relevant to the role. The Council also needs to protect the public funds we handle so if you are successful with your application we may use the information you provide on your Application Form to prevent and detect fraud. We may also share this information, for the same purpose, with other organisations that handle public funds.

The Council will not use your data for any purpose other than the recruitment exercise for which you have applied

Should you decide not to provide any of the information we request from you the Council may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

3. What authority does the Council have to collect and use this information?

The Council needs to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

The Council has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Council to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Council may also need to process data from job applicants to respond to and defend against legal claims.

Where the Council relies on legitimate interests as a reason for processing data, we have considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Council processes health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

Where the Council processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

For some roles, the Council is obliged to seek information about criminal convictions and offences. Where the Council seeks this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

4. How long will we keep your data?

If your application for employment is unsuccessful, the Council will hold your data on file for six months (twelve months for headteacher recruitment) after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new transparency notice.

5. Your rights and your personal data

Under the GDPR you have the following rights:

Right of Access

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

Right to Rectification

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

Right to Erasure

In certain circumstances, you may have the right to request your personal data is erased.

Right to Restriction of Processing

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

Right to Portability

You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Council holds about you.

Right to Object to Processing

In certain circumstances, you may have a right to object to the processing of your personal data.

Right of Complaint

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

6. Transfer of data outside the EU

The Council will not transfer your data outside the European Economic Area.

7. Automated decision making

Recruitment processes are not based on automated decision making.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Transparency Notice, then we will provide you with a new Transparency Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

THE APPLICATION FORM

1. Information

Information you provide in the Application Form will be treated as confidential. In an attempt to ensure greater objectivity in the selection process, it is divided into two parts, (A and B) with only Part B being used to shortlist candidates for interview. Therefore, please do not enter your name on Part B of the Application Form, or on any additional information submitted in support of your application.

2. Completion of the Form

The form should be filled in as completely and clearly as possible, in black ink or typed (where applicable). If you have a disability that prevents you from completing the Application Form, you may have someone complete it on your behalf. Braille or taped applications are welcome and the Application Form is also available on the internet. If you need to attach additional sheets to support your application or to provide additional information, please quote the serial number shown at the top right hand corner of the Application Form. Read each section of the Application Form carefully

Please note there is no serial number on the Application Form available on the Council's intranet/internet

3. Canvassing

Direct or indirect canvassing of Councillors or senior employees of the Council by, or on behalf of yourself, is strictly forbidden and will invalidate your application

4. Medical History

All appointments are subject to the successful completion of a medical screening process. A health problem does not preclude a person from full consideration for the job. Information relating to the health of an individual is classed as special category data and is subject to strict controls under the Data Protection Act.

5. References

We need a reference from your present or most recent employer. If you have never been employed or have been out of paid work for a long time, you should give the name of a responsible person who knows you well but is not a relative. Referees will be sent a copy of the job description and person specification.

6. Education and Training

The 'Qualifications' section gives you an opportunity to list any examinations or certificates you have gained or are currently taking. For some jobs, qualifications are essential, but not all jobs require formal qualifications – the advertisement, job description and person specification should tell you whether qualifications are required. Original certificates will be checked upon appointment.

7. Employment History

Please provide full details of your current (or last) employment and highlight any achievements in this post. Where the information relates to your previous employment, please provide your reasons for leaving. Please provide a continuous record of all experience, paid, or unpaid, including, for example, voluntary work, positions of responsibility or any other experience you consider relevant. If not full-time indicate the hours worked per week.

Please explain any break in your work experience.

8. Information to Support your Application

This section is probably the most difficult part of the Application Form to complete, however, it is very important. This is where you match your skills, knowledge, experience and personal qualities to the job description, person specification and advert.

Ask yourself why you are interested in the position, for example would it be promotion or alternatively a good career move sideways to broaden your experience? Do not simply repeat your career history. Pick out skills, knowledge and experience required by the job description and person specification and provide evidence that you possess them.

Any supporting information (i.e. additional sheets) should not contain your name or other personal information and should quote the Serial Number shown in the top right hand corner of the Application Form on ALL additional sheets.

9. Job Sharing

The Council supports job sharing as a means of creating job opportunities, offering more flexible working arrangements and as a means of retaining experienced and trained staff. Most jobs within the Council are available for job sharing and you can request a copy of the Job Sharing Scheme from Human Resources.

Applications from single job share applicants will be accepted and treated in the same way as full-time applicants. Where a single job share applicant is regarded as being the most suitable applicant for a job, they will be offered the position.

RECRUITMENT MONITORING FORM

Post Applied For:

Service:

THE DETAILS GIVEN ON THIS FORM ARE FOR MONITORING PURPOSES AND ARE CONFIDENTIAL. THEY WILL NOT BE SEEN BY THE SELECTION PANEL OR CONSIDERED IN ANY WAY DURING THE APPOINTMENT PROCESS

As an Equal Rights employer Wakefield Metropolitan District Council seeks a workforce, which reflects the community it serves and is committed to providing equality of access to employment and development opportunities for people from all parts of the community.

To ensure this policy is carried out effectively, we ask all applicants to provide the following information. Selection for appointment/promotion will be based only on merit and ability.

Gender: Please ✓

Date of Birth:

Female Male

Marital Status: Please ✓

Civil Partnership Divorced Married Separated Single Widowed

DISABILITY



The Disability Discrimination Act (1995) defines a disabled person as a person with 'a physical or mental impairment, which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities'. You no longer have to be registered disabled.

Do you consider yourself to be disabled? **Please ✓**

Yes

No

If Yes: -

What Adjustments do you consider may be necessary in the recruitment process to take account of your disability? Are there any arrangements we can make for you if you are invited for interview? Please specify, e.g. the provision of an accessible interview location or an interpreter, aids, adaptations or equipment.

As a Disability Symbol User Wakefield Metropolitan District Council is committed to interviewing all disabled applicants who meet the minimum (essential) criteria

Where did you see this post advertised?

'Openings' (Council Publication) Wakefield Council Website

Radio

Local Press

Citizen

Other Publication

National/Professional

Other Website please specify _____

Recruitment Monitoring

All of the information provided below is kept confidential in line with the Data Protection Act and will only be used to compile statistics that we can then use to make continuous improvements to our recruitment and selection processes.

We ask for your help in providing this information to give us a clearer profile of our workforce and how it compares with the numbers of people in the district who are currently working or actively looking for work.

I would describe my Ethnic Origin as:

Choose one category then ✓ the appropriate box to indicate your cultural background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian Background (Please specify)

Black or Black British

- Caribbean
- African
- Any other Black Background (Please specify)

Chinese or Other Ethnic Groups

- Chinese
- Any other Ethnic Group (Please specify)

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed Background (Please specify)

White

- British
- Irish
- Any other White Background (Please specify)

Sexual Orientation: Please ✓ one of the boxes below

- Bisexual
- Heterosexual
- Gay
- Lesbian

Religion: Please ✓ one of the boxes below

- Buddhist
- Hindu
- Muslim
- No Religion
- Christian
- Jewish
- Sikh
- Any other religion - please specify _____

**It is important that you refer to the guidance notes before you complete the Application Form.
This part of the Application Form will not be used to shortlist candidates for interview**

Please use black ink or type

APPLICATION FOR EMPLOYMENT

POST APPLIED FOR:

POST REF. NO.

ESTABLISHMENT:

PERSONAL DETAILS

Surname/family name:

First name(s)/other names:

Maiden Name:

How do you wish to be addressed in correspondence?

MR/MRS/MISS/MS or OTHER (Please state):

Address for correspondence:

Telephone number where you can be contacted:

Day:

Evening:

Mobile No.:

Postcode:

E-mail:

Do you have any relationships (personal/ business/financial) with Elected Member(s) or Senior Officer(s) or, for schools posts a governor or senior member of staff that may conflict with the duties of the post for which you are applying?

Please ✓

Yes No

If yes, please provide details:

Failure to declare any such relationship may lead to disqualification for appointment or to dismissal if employed.

REFERENCES

Please give name, address, position and relationship of two referees. One of these should be your current or (if you are unemployed) most recent employer. If you have not previously been employed give the name of a responsible person who knows you well, but not a relative.

Name:
Address:

Name:
Address:

Postcode:

Postcode:

Telephone Number:

Telephone Number:

E-mail:

E-mail:

For posts working with children references, may be requested prior to interview.

My National Insurance number is:

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For teaching posts only

Are you recognised by the DfEE as a qualified teacher?

Please ✓ Yes No

DfEE Number:

DATA PROTECTION ACT

I give my explicit consent for the personal and special category data contained in this Application Form to be processed for the purposes set out in the Guidance Notes and Job Applicant Transparency Notice to this Application Form.

Signed:

Date:

SIGNATURE:

I declare that the information I have given in this application is correct to the best of my knowledge.

I understand that if I am appointed and it is later discovered that I withheld or falsified relevant information, that disciplinary action may be taken and I may be summarily dismissed.

Signed:

Date:

Shortlisting will take place within four weeks of the closing date. If you do not hear from us, please assume you have been unsuccessful.

APPLICATION FOR EMPLOYMENT

POST APPLIED FOR:
ESTABLISHMENT:

POST REF. NO.

EDUCATION AND TRAINING

Qualifications Obtained – Educational & Professional

Name of School/College/University	Subject	Qualification/Level	Grade Obtained

For teaching posts please state the age range Of children for which you were trained.

Qualifications Currently Being Taken

Name of School/College/University	Subject	Qualification/Level	Date Commenced & Duration of Course

Training Courses Attended or Currently Being Taken (include any relevant short-courses)

Title of Training Provider	Course/Qualifications	Duration

Membership of Professional Bodies (relevant to the position you are applying for)

Name and Address of Professional Body	Grade of Membership	Membership Number

EMPLOYMENT HISTORY

Present or Most Recent Employment

Name & Address of Employer:

Nature of Business:

Job Title:

Date Started:

Salary/Wage: £

Notice Required:

Date Left (if relevant):

State briefly your main duties and responsibilities and your position within the organisation. If you are no longer in this job, please state the reason for leaving:

Summary of Previous Employment

Include part-time and temporary posts and previous posts with your present employer. Enter details with your most recent post first. You may attach extra sheets if necessary. For teaching posts please provide information relating to age of pupils and number on role.

Period Employed		Name of Employer, Address & Nature of Business	Job Held, Grade, Salary/Wage Previous Pay Spine Point	Reason for Leaving
From Mth/Yr	To Mth/Yr			

Please explain any break in your continuity of employment:

INFORMATION TO SUPPORT YOUR APPLICATION

Please refer to 'Guidance Notes on Filling in Application Form'

Please support your application by describing what particular experience, skills and abilities you can bring to this job, gained either through work, education, home or voluntary activities.

This is your opportunity to tell us about yourself and why you are applying for this post. Take care to explain what you have done in your present and previous jobs, or outside work and how it is relevant to this post. You may attach extra sheets if necessary, but please remember **NOT** to include any personal details, **or this will not be forwarded to the selection panel.**

If the job you are applying for involves driving

Please ✓

Do you hold a current driving licence? Yes No Have you use of a vehicle Yes No

Class e.g. full, provisional, HGV,etc.

Licence Number

Licence Catagories:

Name on Licence

Penalty Points on Licence

Licence Valid From:

Licence Issuing Country

Licence Valid Till:

Are you required to wear glasses to drive

Job Sharing

If this post is full-time and it has been advertised as being suitable for job-sharing, please tell us whether you are applying for a full-time post, willing to job-share, or whether you would consider either:

Please ✓

Full Time

Job Share

Either

If you would like to job-share this post but are unsure as to whether this is possible please contact the service concerned. Applications from single job-share applicants will be treated on their merits (see Guidance Notes).

If you are offered this job will you have any other paid work? **Please ✓** Yes No

Are there any dates when you will not be available for interview, e.g. holidays –
Please state:

FOR OFFICE USE ONLY

Date Received:

Date Acknowledged:

Date References Taken Up: By Telephone

In Writing

Documents relating to the Asylum & Immigration Act, 1996 Checked:

Yes

No

Information from the applicant regarding criminal records Checked:

Yes

No

Documents from the Criminal Records Bureau Checked:

Yes

No

DDA Essential Criteria Checked:

Yes

No

Medical Screening:

Yes

No

Qualifications Checked

Yes

No

Signed:

Date:

Before printing this document please ensure that the following print options are set.

Click on to **ToolsOptions** within **Microsoft Word**, select the **Print** tab, and uncheck the **'Drawing Objects'** & the **'Print data only for Forms'** check boxes.