Job application form

Including guidance notes

Helpful tips

- Please read through the guidance notes before completing your application form.
- Complete the PDF application form, you may only type in the allowed fields.
- All sections of the application form must be completed.
- If you have any further questions regarding the application form or the recruitment process then visit our FAQ pages at **http://www.cumbria.gov.uk/jobsandcareers**
- Please note that DBS checks will be obtained for posts which require them. The level of DBS check required will be outlined in the information for the vacancy. Where the level of check needed for the role includes a children's and / or adults barred list check, the role will include regulated activity with that respective group. It is a criminal offence for someone that is barred from working with children and / or adults to **apply** to work in regulated activity with them.

Section 1. Your Details

Title: Forename(s):

Surname:

Post for which you are applying:

Post reference number:

Where did you see the post advertised?

Are you an internal applicant? Yes ☐ No ☐

Are you on the AEP? (Internal applicants only) Yes ☐ No ☐

Are you working with CCC through an agency? Yes ☐ No ☐

Guidance notes

The following notes will assist you in completing the application form.

Your personal details

Relationship: Canvassing directly or indirectly will automatically disqualify you from the recruitment process.
The information provided on this application may be stored and processed by Cumbria County Council for a period of four months for recruitment purposes and if successful the information will be stored on personal file and processed for the purpose of the employment relationship.

Applicants with disabilities: Cumbria County Council is a Disability Confident Employer. If a disabled applicant meets the essential criteria for the post they will automatically be invited for interview. Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities.

Supporting information

The information you provide in this section will be used when shortlisting applications for interview so it is very important that you provide as much information as possible to clearly show how you meet the essential and desirable requirements detailed in the post specification. If you run out of space you can attach additional sheets to your application. Please ensure these are signed and dated.

Your employment history

All applicants must complete this section, giving details of their employment history for the past 10 years leaving no periods of time unaccounted for. For schools, applicants must give their full employment history since leaving school, including education, employment and voluntary work including reasons for any gaps in employment. Please attach additional sheets if necessary.

Qualifications

If successful in your application you will be required to provide original documentation of qualifications. Photocopies are not acceptable.

Your professional membership details

Please complete this section if you hold any professional memberships which are relevant to the post for which you are applying. Where applicants are applying for a teaching post they must complete the information in this section on their DFES status.

References

External applicants must provide details of two referees. One must be your current or most recent employer and the other may be a previous employer or a character reference. Where possible the two referees must be from separate sources and not the same organisation or employer. In the case of school leavers a reference should be from your Head Teacher. All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation. If successful in your application references will be requested so please ensure you have the referee's permission to provide their details on your application form. Internal applicants who have more than a years' service with Cumbria County Council need only provide one referee whom they have known for a year or more. This cannot be your line manager where they are part of the interview panel for the post for which you are applying. Internal applicants applying for a job in a children's home will still require two references for safeguarding and inspection purposes.

Right to work in the UK

The Asylum and Immigration Act 1996 makes it a criminal offence for Cumbria County Council to employ any persons who do not have the right to live and work in the United Kingdom.
All British citizens must complete their national insurance details. If you are a non-British citizen, but have the right to live and work in the United Kingdom please ensure you complete the sections on work permits and/or visas and national insurance number (if applicable).
If successful in your application you will be required to provide documentary evidence of your right to live and work in the United Kingdom prior to commencing employment with the council.

Declaration

All applicants must ensure they sign the declaration to certify that the information provided on the application is correct and that they have read and understood the conditions of their application. Any applications received where the declaration has not been signed will be returned to the applicant.

Equality and diversity

Cumbria County Council is an equal opportunities employer and actively welcomes job applications from all people. No job applicant will be treated less favourably because of their gender identity, sex, race, colour, ethnic origin, age, marital status, disability, religion or belief, or sexual orientation.
The information you disclose on this part of your application form will be used for monitoring purposes only. Through monitoring Cumbria County Council is aware of the make-up of employees and can then focus support and guidance where best needed.
This section of the form will be separated from the job application form on receipt. The information disclosed in this section will not form part of the recruitment or selection process and the interview panel will not see this part of your form.

Section 2. Guaranteed Interview Scheme

Cumbria County Council offers a guaranteed interview scheme to the following applicants:

- Those who consider themselves disabled as defined by the Equality Act 2010
- Those in care or have left care and are aged 24 and under
- Armed forces veterans whose last long term substantive employer was the armed forces

If you meet one or more of the criteria above, and wish to be considered for this scheme, a guaranteed interview will be offered so long as your application can demonstrate you meet the essential criteria for the role. If you wish to be considered for the guaranteed interview scheme, please indicate which criteria you meet below:

Are you in care, or a care leaver? Yes ☐ No ☐

Do you consider yourself disabled? Yes ☐ No ☐

Are you an Armed Forces Veteran? Yes ☐ No ☐

Section 3. Your Personal Details Continued

Address:

Correspondence Address: (if different)

Postcode:

Postcode:

Telephone:

Email:

Have you been known by a different name or changed your name by Deed Poll? Yes ☐ No ☐

If yes, provide details:

Are you related to any member or employee of Cumbria County Council? Yes ☐ No ☐

If yes, state whether a member of the council, or if an employee, their name, occupation and your relationship to them.

Section 4. Criminal Convictions

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on https: https://www.gov.uk/government/publications/new-guidance-on-the-
rehabilitation-of-offenders-act-1974

Section 5. Supporting Information

Making reference to the person specification use the space below to tell us aspects related to the post for which you are applying. Please attach additional sheets if necessary

Relevant experience:

Relevant experience, knowledge and skills

Section 6. Your Employment History

Provide details of your employment and account for any periods you were not in work.
For example career break, volunteering or education.

Current / Most Recent: Employer

Address:

Job Title:

Date From: Date To:

Salary: Notice Required:

Reason for Leaving:

Description of Duties

Previous Employer:

Address:

Job Title:

Date From: Date To:

Salary: Notice Required:

Reason for Leaving:

Description of Duties

Previous Employer:

Address:

Job Title:

Date From: Date To:

Salary: Notice Required:

Reason for Leaving:

Description of Duties

Section 7. Your Qualifications

Use the space below to tell us about the qualifications you hold or are working towards which are related to the post for which you are applying.

Establishment	Dates Attended	Examining Body	Subject

Section 8. Your Professional Membership Details

Professional Body:

Membership Status:

Membership Number:

Date Attained: Expiry Date:

Teaching Applications Only

Date gained qualified teacher status:

Probation Induction Completed:

DFES Number:

Section 9. References

Please note if this vacancy is in scope of the recruitment practices outlined in the Keeping Children Safe in Education guidance, your references will be contacted prior to interview. This applies to those roles based in an education setting such as a school or college.
For all other vacancies, references will only be requested prior to an unconditional offer of employment, unless you are informed otherwise.

Name:	Name:
Job Title:	Job Title:
Email Address:	Email Address:
Address / Contact Details:	Address / Contact Details:
Relationship to Referee:	Relationship to Referee:
How long have you known them for?	How long have you known them for?
Employment or Character Reference?	Employment or Character Reference?

Section 10. Right to work in the United Kingdom

Visa Reference: Issued Date: Expiry Date:

Work Permit Number: Expiry Date:

Residency Permit Number: Expiry Date:

National Insurance Number:

Section 11. Declaration

To the best of my knowledge I declare that the information contained in this application form is accurate and correct.

I understand and agree that:

a) The provision of false information may result in disqualification from the recruitment process or termination of employment.

b) The information provided on this application may be stored and processed by Cumbria County Council for a period of four months for recruitment purposes and if successful the information will be stored on personal file and processed for the purpose of the employment relationship.

c) Where I cannot provide evidence of qualifications, suitable references and/or the right to live and work in the United Kingdom the offer of employment may be rescinded and/or employment terminated.

d) Canvassing of Officers or Members of the County Council or any Committee, directly or indirectly for any appointment will disqualify my application.

e) Where the post I am applying for is subject to Rehabilitations of Offenders Exceptions Order, failure to disclose relevant unspent or spent convictions or cautions (which are not protected) will result in non-appointment or disciplinary action and potential dismissal.

f) Where the post for which I am applying requires a background check, in line with the relevant regulations for the position, I hereby agree to the relevant check being made by the relevant organisation about the existence and content of a criminal record.

g) All information contained in this form will be treated as strictly confidential, and used only for recruitment purposes. By supplying information, you are indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998, and any verification checks that may be made.

h) Cumbria County Council must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations, which handle public funds.

i) The council does not acknowledge receipt of application forms unless accompanied by a stamped addressed envelope.

Signature: Date:

Section 12. Equality and Diversity

The information you provide here will not form part of the recruitment and selection process and will not be seen by the short-listing panel.

Post Details:

Reference: _____ Title: _____

Advertised in: _____

Gender:

Legal Gender:	Male	☐	Female	☐	Decline to specify	☐
Gender identifier:	Male	☐	Female	☐	Non binary / Third gender	☐
	Self-describe	☐	Decline to specify	☐		

Ethnic Origin:

Please tick the box that you feel best describes your ethnic origin

African	☐	Arab	☐	Bangladeshi	☐
Caribbean	☐	Chinese	☐	Gypsy and Roma	☐
Indian	☐	Other Asian	☐	Other Black	☐
Other Category	☐	Other Mixed	☐	Other White	☐
Pakistani	☐	Traveller-Irish Heritage	☐	White-British	☐
White-Irish	☐	White and Asian	☐	White and Black African	☐
White and Black Caribbean	☐	Decline to specify	☐		

Age:

16-24	☐	25-34	☐	35-44	☐
45-59	☐	60-74	☐	75+	☐
Decline to specify	☐				

Employment:

Are you currently in paid employment?	Yes	☐	No	☐	Decline to specify ☐
With Cumbria County Council?	Yes	☐	No	☐	Decline to specify ☐

Religion and Belief:

Please tick the box that you feel best describes your Religion and Belief

Agnostic	☐	Atheist	☐	Buddhism	☐
Buddhist-Hinayana	☐	Buddhist-Mahayana	☐	Christian	☐
Christian-Orthodox	☐	Christian-Protestant	☐	Christian-Roman Catholic	☐
Confucianism	☐	Hinduism	☐	Islam-Shiite	☐
Islam-Sunni	☐	Jewish	☐	Judaism-Hassidic	☐
Judaism-Orthodox	☐	Judaism-Reformed	☐	Muslim	☐
No Religion	☐	Pagan	☐	Shintoism	☐
Sikhism	☐	Taoism	☐	Undeclared	☐

Sexual Orientation:

Heterosexual	☐	Gay / Lesbian	☐	Bisexual	☐
Self-Describe	☐	Undeclared / Declined to specify			☐

Applicants with disabilities

Cumbria County Council is a Disability Confident Employer. Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities.

Do you consider yourself to be disabled under the Equality Act 2010? Yes ☐ No ☐