

Application form for Support Staff

Please complete in full all sections of this application form using black ink. Alternatively, you can apply online by visiting www.rbkc.gov.uk/jobs.



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

Guidance notes

When you apply...

We are sure you will realise our need, as a respected and responsible local authority, to make sure we employ people with high standards of integrity.

Your written application is our only basis for shortlisting for interview, so it is important that you complete it in a way that does you full justice. You should answer all the questions and give us your full employment history. Tell us everything you think we need to know to assess you properly for the job.

The following suggestions will help you to do this.

- The **skills and competence** page of the application form refers to the main responsibilities in your current and previous jobs. You should also describe any skills you have gained that are relevant to the job for which you will be applying. If you are a school or college leaver who has little work experience, do tell us about your school or college courses – we're interested.
- A **person specification** is included with your application form. It will tell you more about the skills and qualities we seek. To complete your application effectively, you should say how you meet the person specification, using examples from previous jobs or courses. Telling us about your abilities will help us make a better decision when selecting candidates for interview.
- Please ensure your application form is clearly legible and written in black ink. This helps us if we need to photocopy it.

Regrettably, there are rare occasions where people give us false information, to try to secure employment. As a result, we thoroughly check the information provided by applicants through references, asking to see evidence of qualifications, making Criminal Record Bureau checks for certain jobs, and so on. When information provided throws up questions or concerns that remain unresolved, we will not proceed with an application, and we may contact the police if we suspect fraud. For this reason, we strongly advise against providing false information when applying. Equally, we would ask for your patience and understanding during the application process.

Please do not write to or contact any Kensington and Chelsea Councillor about your job application. Seeking the support of any Councillor directly, or indirectly, for employment with the Council or any appointment in the Council is strictly prohibited and would disqualify an applicant.

Application for employment

Position applied for:

Reference No:

Please state where you saw this vacancy advertised:

Closing date:

Personal details

Title/preferred form of address (e.g., Ms., Mr., Dr, etc.) _____

Surname: _____

First name: _____

Address: _____

_____ Postcode: _____

Home telephone: _____

Work telephone: _____

Mobile telephone: _____

Email: _____

Please quote your National Insurance No.

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Education, qualifications and membership of professional associations.

Please give details of your education and qualifications obtained. This includes any qualifications which you are studying for now. Primary school details are not required.

You may be required to prove you have obtained these qualifications.

Name of School attended since age 13	Dates month/year	Qualifications		Dates
		Subject	Grades	
Name of College/University	Dates month/year	Subject	Grades	Dates

You may be required to provide evidence of qualifications if asked to interview. Please specify any relevant training you have received, or courses attended (give dates)

Eligibility to work

Are there any restrictions affecting your ability to take up employment in the UK? YES NO

If yes, please give details:

You will need to provide the relevant documentation to confirm your eligibility work in the UK at interview.

Are you a member of any professional organisation? Give status and dates

Application for employment

Employment history (please continue on a separate sheet if necessary)

Employer's name and address (current or most recent job first)	Job title	Dates – month and year		Reason for leaving
		From	To	

Please state your current or most recent salary

£

Breaks in employment

Please indicate nature/reason(s) for any breaks in employment including relevant dates

Application for employment

References

Please provide at least two referees covering at least the past three years. Referees should not be friends, relatives, or immediate colleagues. If this is your first appointment, one reference should be from your headteacher, lecturer or similar. Referees will be contacted before an offer of employment is confirmed. Please continue a separate sheet if necessary.

Reference 1: (Current or most recent employer) Reference 2: (Preferably another employer)

Name

Name

Job title of referee _____

Job title of referee _____

Business address _____

Business address _____

Email Business tel. no. _____

Email _____

Business tel. no. _____

Dates of employment (from/to)

Dates of employment (from/to)

In what capacity do you know this person?

In what capacity do you know this person?

May we approach them at this stage?

May we approach them at this stage?

Yes

No

Yes

No

Skills and competence

This section provides an opportunity to describe your skills and competence that are relevant to the position for which you are applying. You should refer to the job description and person specification, ensuring that you highlight any information that demonstrates your suitability for the position. Think carefully about how you meet the job requirements, considering your achievements and skills gained in paid and/or voluntary employment, outside interests, and any other relevant activities. This information is an important part of the selection process and should be completed by both internal and external applicants. **Please ensure that you limit your supporting statement to the equivalent of three A4 pages.**

Application for employment

Skills and competence continued

Continue on a separate sheet if necessary

Application for employment

Further information

What period of notice is required by your present employer? _____

Criminal records disclosure:

To be completed by all applicants. I confirm that I have...

No unspent convictions, cautions, reprimands, final warnings or pending charges.

One or more **unspent** convictions, cautions, reprimands, final warnings or pending charges.
Please follow the instructions in section 6 below

To be completed only when applying for posts that are **exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** (as amended). Applicants applying for the above posts cannot consider any convictions as “spent” for the purposes of this application - except those which, under the DBS filtering rules, should no longer be disclosed, **see DBS Guidance** at: <https://www.gov.uk/government/news/dbs-filter-certain-old-and-minor-cautions-and-convictions-reprimands-and-warnings-from-criminal-record-certificates>

I confirm that I have...

No spent convictions, cautions, reprimands, final warnings or pending charges.

One or more **spent** convictions, cautions, reprimands, final warnings.
(Please follow the instructions below).

Please note. Any offer of appointment to the above post(s) will be subject to a satisfactory disclosure from the Disclosure and Barring Service.

If you have answered **yes** to either of the questions above, please follow the instructions below:

- On a separate sheet of paper record brief details of the offence(s)
- Record the date and place of judgement and sentence(s) given.
- Place the sheet of paper into a sealed envelope and attach to your application form.

The council has a positive policy on the recruitment of ex-offenders and will not unnecessarily discriminate against those who disclose a criminal record unless it is considered that this makes you unsuitable for employment. In making this decision the council will consider the nature and relevance of the offence, how old you were when it was committed and any other factors which may be relevant.

This information will be treated in strictest confidence and only those directly involved in the recruitment process will have access to the information provided.

The borough wishes to encourage disabled people to apply for jobs – all information will be treated in confidence. The Council operates a guaranteed interview scheme for disabled people who demonstrate on their job application form that they meet the specified selection criteria for the job. **(Indicate by marking 'x' in the appropriate box).**

Do you have a disability as outlined in Discrimination Act 1995 and 2005? YES NO

In relation to any disability, do you have any particular requirements in order to attend an interview? (If **yes**, please give details on a separate sheet). YES NO

Are you related to, or have a close relationship with, any officer or elected member of this Council? E.g., Partner, spouse, other relative? YES NO

If so, please state the name and nature of this relationship.

Safer Recruitment

As part of our safer recruitment processes, background checks may be carried out for the practice of reviewing a potential employee's social media and web presence to ensure they are an appropriate fit for a position.

Please mark the box with an 'x' to confirm you have read and agree to the above safer recruitment process.

Signed (Please type in your name)

Date

.....

.....

Applicants Declaration

I declare that the information I have provided on this application form is, to the best of my knowledge, correct. I understand that any subsequent contract of employment with the Council will be made on the basis of the information I have provided. I understand that deliberately falsifying or withholding information may result in my dismissal if appointed. I give explicit consent that the information which I give on this form may be processed in accordance with the Council's registration under the Data Protection Act 1998.

Please mark the box with an 'x' to confirm you have read and understood the applicant's declaration.

Signed (Please type in your name)

Date

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The Council is committed to the highest ethical standards and expects its employees to act with integrity, to be honest and trustworthy and to comply with all laws and regulations which apply to Council business.

The Council collects information for a variety of local authority purposes including Housing Benefit. The information collected about you may be used for any local authority purpose.

Information on you provided by you or by a third party may be checked with other information held by the Council. This information may also be used by the Council or supplied to other bodies to prevent or detect crime or protect public funds. Use of information about you and disclosures to anyone outside the Council will only be carried out where the law permits.

I understand that the Council has to protect the money it deals with and may use the information I have given to prevent and detect fraud.

Signed (Please type in your name)

Date

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Monitoring employment

Recruitment monitoring

The Council has a legal duty to promote equality. This duty applies to everything the Council does both as an employer and as a provider of services. To help us do this, please answer the following questions and complete the declaration at the bottom of the page.

Please mark each applicable box with an 'X', that best applies to you.

Male Female Other

Age groups:

16 -24 25-34 35-44 45-54

55-64 65+

Ethnic groups:

To which of these group do you consider you belong?

Asian or Asian British:

- British Asian
- Indian
- Pakistani
- Bangladeshi
- East African Asian
- Chinese
- Other Asian (please specify)

Black or Black British:

- Caribbean
- African
- Other (please specify) _____

White or White British:

- English
- Irish
- Welsh
- Scottish
- Traveler/Roma
- Eastern European
- Western European
- Other (please specify)

Other Group (please specify)

Sexual Orientation:

Please tick the box that best describes your sexual orientation:

Bisexual Gay man Gay woman/Lesbian Heterosexual/Straight

Other (please specify) _____ Prefer not to say

Religion or Belief:

To which of these groups do you consider you belong?

Bahai Buddhism Christianity Hinduism
Islam Jainism Judaism Rastafarian
Secularism Sikhism Zoroastrianism Atheist
Other religion or belief (please specify) _____

Marital Status:

Single Married Heterosexual Married Same sex
Co-habiting Same sex Civil partnership Heterosexual Civil Partnership
Widowed Separated Divorced

Other (please specify) _____

Are you a Refugee or Asylum Seeker?

No Refugee Asylum Seeker

Please specify what country or region you are a refugee/asylum seeker from?

Language

Please tick the box that best describe your main first/main language.

English French Spanish Portuguese Punjabi Mandarin Chinese
Russian Hindi Swahili Arabic
Other (please specify) _____

Data Protection Act

The council will process all data in compliance with the provisions of the Data Protection Act 1998. Please sign below to give your explicit consent that the information which you give on this form may be processed in accordance with the council's registration under the Data Protection Act 1998.

I give my consent for the Council to process the above personal information, in accordance with the Data Protection Act. This information will not be seen by the people who are recruiting to the job.

Name (please print in block capitals): _____

Signed: _____ **Date:** _____