

# Guide – Completing a Job Application Form

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## Overview

You can apply on line at [www.denbighshire.gov.uk](http://www.denbighshire.gov.uk). Please read through these guidance notes before completing your application form.

CVs alone are not acceptable. Applications must be submitted using the online application form (other formats are available upon request).

All sections of the application form must be completed unless stated otherwise.

Please remember to complete the equal opportunities monitoring form as part of the application form as it is an essential part of our equal opportunities responsibility. Your answers will be treated confidentially and will not affect your job application in any way.

We welcome applications in the Welsh Language. Please note that any application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.

If you are shortlisted for interview or assessment centre, please indicate in the box below if you would like the interview or assessment in Welsh.

All correspondence relating to your application and the recruitment process will be via the email address you use to create your login to the application form pages. This includes any invitations to interview and your contract of employment should you be successful.

Once you have submitted your application form, you should receive an automated message from HR confirming receipt of your application form. If you do not receive this, please contact the HR team. Please check your spam folder before calling.

If you have any further questions regarding the application form or the recruitment process, then please email them to [hrdirect@denbighshire.gov.uk](mailto:hrdirect@denbighshire.gov.uk) or telephone 01824 706200 during business hours which are 8:30am – 5pm Monday -Thursday and 4:30pm on Friday.

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Denbighshire County Council is committed to Equal Opportunities and its Welsh Language Standards.

## **Candidate Privacy Notice**

Before you are able to complete the application form, you will be asked to read through the Candidate Privacy Notice and tick to confirm you have read and understood this information. If you have any queries about this statement, please contact HR.

## **Personal details**

This section asks for basic details about yourself. Please provide all of the details as requested and ensure that your contact details are clear as this will be the information that we will use to contact you. Please also provide an email address where possible.

You should also be reassured that the collection of personal data is kept to a minimum and only relevant to the job applied for in accordance with the data protection legislation.

## **Education, training & membership**

Please state clearly on the form the results of any exams/courses you have completed or that are on-going, as part of the selection process will be based on the education and training listed in the person specification. If you are shortlisted for interview, you must provide original proof of qualifications and you will be asked to bring these documents with you to interview. All appointments are subject to proof of qualifications.

## **Employment**

You should complete this section in full, giving all periods of employment since leaving full time education, along with dates which show the month and year you were appointed/left the post. You must also clearly identify any gaps in employment, including dates and explain the reason for that gap in employment, i.e. raising a family, caring for a relative, gap year etc.

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## Supporting statement

This is your opportunity to promote yourself and provide the evidence that you match the essential and desirable criteria outlined within the person specification. Please give examples and demonstrate, where possible, how you meet the criteria outlined within the person specification and include any other interests or examples which may be relevant to the post. Applicants must meet all of the essential criteria (as a minimum) in order to be invited for interview.

## Disclosure and Barring Service (DBS) checks

Only complete this section if the vacancy pack indicates that a DBS is required for the position.

For posts where there is significant access to children and / or adults, a DBS disclosure will be required. The DBS applies a filtering system, which means that depending on the type of DBS, some warnings, reprimands, cautions, conditions will not be disclosed, as they are considered 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

On a Standard and Enhanced DBS check, the following will always be disclosed, no matter when they were received:

- All convictions for specified offences
- Adult cautions for specified offences
- All convictions that resulted in a custodial sentence

Other records that will be disclosed will depend on when the caution or conviction was received. The following will be disclosed:

- Any adult caution for a non-specified offence received within the last 6 years
- Any adult conviction for a non-specified offence received within the last 11 years

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- Any youth conviction for a non-specified offence received within the last 5 and a half years

You do not have to disclose offences that fall outside of the above rules.

A 'specified offence' will always be disclosed on a Standard or Enhanced DBS certificate where it resulted in a conviction or an adult caution. You can find the full list of Specified Offences here <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Please note that Enhanced checks may include information relating to a protected caution or conviction if the police consider that it is relevant to the workforce that the individual intends to work in. Decisions to include information in this way are subject to statutory guidance.

Any information received will be taken into account in considering your suitability for employment.

### Guaranteed Interview Schemes

Denbighshire County Council operates two guaranteed interview schemes, which support individuals who meet all the essential criteria to be guaranteed an interview for a vacancy. The Disability Confident Employer scheme supports applicants with a disability, and the Veterans Guaranteed Interview scheme supports those defined as Veterans.

### Disability Confident Employer Scheme

Denbighshire County Council is a 'Disability Confident Employer' which means we are committed to interviewing all applicants with a disability who meet all of the essential criteria of the role applied for. If you are applying for this position under the 'disability confident employer' scheme, please complete the relevant section within the application form and advise us of any reasonable adjustments which are needed to ensure the interview is accessible to you.

As a disability confident employer, we are committed to:

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- Actively looking to attract and recruit people with a disability
- Providing a fully inclusive and accessible recruitment process
- Offering an interview to applicants with a disability who meet the minimum criteria for the job
- Flexibility when assessing people so job applicants with a disability have the best opportunity to demonstrate that they can do the job
- Proactively offering and making reasonable adjustments as required
- Encouraging our suppliers and partner firms to be disability confident
- Ensuring employees have appropriate disability equality awareness
- Promoting a culture of being disability confident
- Supporting employees to manage their disabilities or health conditions
- Ensuring there are no barriers to the development and progression of staff with a disability
- Ensuring managers are aware of how they can support staff who are sick or absent from work
- Valuing and listening to feedback from staff with a disability
- Reviewing this disability confident employer self-assessment regularly

### **Veterans Guaranteed Interview**

The Veterans Guaranteed Interview scheme supports our Armed Forces Community Covenant, and means we are committed to interviewing all applicants who are former Armed Forces personnel who have previously served for at least one day.

The Government defines Veterans as “anyone who has served for at least one day in Her Majesty’s Armed Forces (Regular or Reserve) or Merchant Mariners who have seen duty on legally defined military operations” and therefore Denbighshire County Council uses the same definition.

If you are applying for this position under the Veterans Guaranteed Interview Scheme, please tick the relevant box on the application form. Applicants who have selected they wish to be considered under this scheme and who have met all the essential criteria, will be invited for interview.

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## **Relationships with Members or employees**

In order to ensure that all persons involved in selecting staff are objective, we need to know if you are related to or have a close personal relationship with an elected Member (or any member of the School Governing Body if applying for employment within a school) or employee of Denbighshire County Council. If applying for a role within Denbighshire Leisure Ltd. applicants must disclose all relationships with any Members of the Board or any employee of Denbighshire Leisure Ltd. If so, please give particulars on the application form. A candidate who knowingly fails to disclose such a relationship shall be disqualified for the appointment.

## **Availability for interview**

Please give any dates within the next two months when you will not be available for interview, if the advert has not already stated the interview date(s). The recruitment panel will try to arrange a suitable date for applicants taking into consideration the dates listed below, however, this cannot be guaranteed.

## **References**

References will only be sought after an 'offer of employment' has been made. Successful candidates will not be able to commence employment until we have received satisfactory references. All appointments are subject to satisfactory references.

Character references will only be acceptable if you have just left school or haven't been employed in any capacity. In this instance, you must provide one referee from a senior member of staff from your school, college or university and the other should be a suitable character reference.

### **External applicant's references**

You must provide the names and addresses of your last two employers to whom reference can be made in support of your application. If these two references cover a period of less than three years then please provide reference details for all employers which will cover the whole three-year period. Elected Members and any member of the School Governing



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Body if applying for employment within a school must not be nominated as referees. To do so will disqualify you for the appointment.

## **Internal applicant's references**

You must provide one reference which must be your current line manager. However, if you are applying for a vacancy within a school, or for a post requiring CSIW registration, you must still provide two referees.

## **Posts within domiciliary care references**

If you are applying for a job within the domiciliary care service, you must provide two referees. If you have moved employers in a care setting over the last 5 years, you must provide every employer's details as a referee. If your last employer was not one in a care setting, one reference must be from your latest position in a care setting.

## **Declaration**

Please ensure that you sign and date the application form to certify that the information that you have provided is correct at the time of completion. Failure to provide the correct information may result in the offer of employment being withdrawn or disciplinary action being taken. This may result in dismissal.