

A – Application form issued for offline applications

## **Durham County Council**

### **Job Application Form**

Thank you, for using Durham County Council's Job Application Form.

This form should only be used to make applications for advertised Council jobs.

You are advised to save this form to your hard drive so it can be filled in at your own time and pace. To do this click on "**F**ile", then "**S**ave **A**s..." and finally click the **S**ave button (you can change the filename and location if you wish).

If you wish to fill in an application form by hand, you can print the Adobe Acrobat PDF file - found on the same page as the link to this document. Alternatively, phone the contact telephone number on the job you are interested in (see bottom of job page for details of this number) to receive an application form in the post.

### **How to submit Your Job Application Form**

1. Please fill in the following pages remembering to save the document when finished.
2. Attach this document in your email by clicking on the "**B**rowse" button and finding this document from your local hard drive
3. Submit the completed application form to the HR Service email address quoted in the job advert.

### **Problems filling in this form or requests for other formats**

If you have any queries/problems completing this form and it is not in the guidance notes document or you need this form in another format such as large print or Braille, then please:

- email us using the HR Service email address stated in the job advert, or
- telephone the HR Operations and Data team on 03000 267247 (24 hour answerphone service) or Fax us on 0191 328 0067 (outside the UK, please replace the first 0 with +44).

### Equal Opportunities Monitoring Form

We are an equal opportunities employer and want to ensure that all applicants are considered solely on their merits. Therefore we need to check that decisions are not influenced by unfair or unlawful discrimination. To help us we should be grateful if you would complete this short questionnaire. You only need to answer if you feel happy to do so. Your answers will be treated with the utmost confidence and will only be used for statistical purposes.

**1. Are you:**  Male  Female

**2. Date of Birth:**  Prefer not to say

**3. Do you consider yourself to be a person with a disability?**

This may include a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. Long-standing means that it has lasted, or is likely to last, for over a year.

Yes  No  Prefer not to say

**4. What is your religion or belief?**

- |   |                                   |  |
|---|-----------------------------------|--|
| <input type="checkbox"/> Christianity                                       | <input type="checkbox"/> Judaism  | <input type="checkbox"/> Baha'i            |
| <input type="checkbox"/> Hinduism   | <input type="checkbox"/> Sikhism  | <input type="checkbox"/> No Religion       |
| <input type="checkbox"/> Islam  | <input type="checkbox"/> Buddhist | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Other – e.g. Humanist, Atheist, etc (Please state) |                                   |  |

**5. How do you describe your sexuality?**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Heterosexual/Straight | <input type="checkbox"/> Bisexual            | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Gay Man               | <input type="checkbox"/> Gay Woman / Lesbian |  |

**6. Please describe your ethnic origin**

<p><b>White</b></p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Any other White background</p>	<p><b>Black or Black British</b></p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Any other Black background</p>
<p><b>Arab or Middle Eastern</b></p> <p><input type="checkbox"/> Arab</p> <p><input type="checkbox"/> North African</p> <p><input type="checkbox"/> Any other Arab or Middle Eastern Background</p>	<p><b>Travelling Community</b></p> <p><input type="checkbox"/> Gypsy/Roma</p> <p><input type="checkbox"/> Traveller of Irish Descent</p> <p><input type="checkbox"/> Other member of the travelling community</p>
<p><b>Asian or Asian British</b></p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other Asian background</p>	<p><b>Mixed</b></p> <p><input type="checkbox"/> White &amp; Black Caribbean</p> <p><input type="checkbox"/> White &amp; Black African</p> <p><input type="checkbox"/> White &amp; Asian</p> <p><input type="checkbox"/> Any other Mixed Background</p>
<p><b>Other ethnic groups:</b> Please state</p>	<p><b>Prefer not to say</b></p> <p><input type="checkbox"/> Prefer not to say</p>

**7. What is your Relationship Status?**

- Married/Civil Partnership  Prefer not to say

**Looked After Young People** are guaranteed an interview if they meet the essential criteria of the post. Are you Looked After by a Local Authority – i.e. Durham County Council?

I confirm that I am currently Looked After by a Local Authority.

**Veterans** who have served in the Regular Armed Forces are guaranteed an interview if they meet both the essential criteria for the advertised post and one of the following criteria:

You are currently serving in the regular armed forces and are within 12 weeks of your discharge date; Or, the regular armed forces was your last long term employer and no more than 3 years has elapsed since you left the regular armed forces.


I confirm that I am a Veteran and meet the criteria as stated above

# Durham County Council Application Form

Strictly Confidential



Please read the Guidance Notes before completing this form

<b>To be completed by the Applicant</b>		
Post Ref. No:	Post Title:	
Service/Location:	Closing Date:	
Surname:	Title:	
Forename(s):		
Address:	Telephone No: Home	
	Mobile:	
Postcode:	Work (if convenient):	
E-mail address:		
<b>Job Share</b>		
If this post is open to job share, do you wish to apply for this post in a job share capacity?		
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	
<b>Please state where you saw the advertisement for this post.</b>		
<input type="checkbox"/> <b>Durham County Council Website</b>	<input type="checkbox"/> <b>Evening Chronicle Newspaper</b>	<input type="checkbox"/> <b>Northern Echo Newspaper</b>
<input type="checkbox"/> <b>Vacancy Bulletin</b>	<input type="checkbox"/> <b>Specific Journal</b>	<input type="checkbox"/> <b>DCC Intranet</b>
<input type="checkbox"/> <b>Sector1 Website</b>	<input type="checkbox"/> <b>Jobcentreplus</b>	<input type="checkbox"/> <b>Fish4Jobs Website</b>
<input type="checkbox"/> <b>Advertiser Newspaper</b>	<input type="checkbox"/> <b>Northeastjobs</b>	<input type="checkbox"/> <b>Other</b>
Do you consider yourself to be a person with a disability? This may include a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. Long-term means that it has lasted, or is likely to last, for over a year. Applicants with disabilities will be invited for interview if they meet the essential criteria on the person specification.		
		
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Prefer not to say</b>
If you have answered yes please detail below any specific requirements to assist you with an interview and we will try to make the necessary arrangements.		

## IMPORTANT INFORMATION

### FOR POSTS WHICH REQUIRE A DBS CHECK ONLY – AS STATED ON THE JOB ADVERT/JOB DESCRIPTION

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and therefore cannot be taken into account. Further guidance and details on the criteria on the 'filtering' of these cautions and convictions can be found on the Disclosure and Barring Service website ([www.gov.uk/dbs](http://www.gov.uk/dbs))

**Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended in 2013)?**      **YES / NO**

If YES, please provide relevant details of the offence, date of offence and sentence below. If you would prefer not to include this information on the application form, please provide the details in a sealed envelope addressed to: Team Leader – HR Operations & Data, Durham County Council, County Hall, Durham, DH1 5UL marked '**Strictly Confidential**' – **For the attention of the Lead Officer – only to be opened by the addressee**' also please ensure that you state the **job title** of the job you are applying for and the **job reference number** (as detailed on the job advert).

#### **Data Protection Statement**

The Council is committed to confidentiality and complies with the Data Protection Act 1998. All information will be handled and stored sensitively and used only for its intended purpose.

## Declaration

Under the Council's new constitution you are required to state in writing whether to the best of your belief you are the parent, grandparent, partner, child, step-child, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Councillor or Officer of the Council; or of a partner of such persons.

Name	Relationship

**Canvassing of Members of the Council or any Committee of the Council or any appointing officer directly or indirectly for any appointment with the Council is prohibited and shall, if deemed appropriate, disqualify the candidate for that appointment.**

**I certify that the information I have given is true and complete. I authorise Durham County Council to check the details I have supplied with any other agencies, including other local authorities and the police. I understand that I am responsible for the accuracy of information submitted and making a false declaration or knowingly providing false information may constitute fraud and may lead to dismissal without notice. Should the circumstances that I have declared on this form change, I understand that I must notify Durham County Council immediately.**

**Durham County Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided or any information that is held within this Council for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for this purpose.**

**I declare that I fully understand that Durham County Council has a zero tolerance approach to fraud and corruption. I understand that signing this declaration I am agreeing that I am not involved in any serious or organised crime or any criminal activity and if this is found to be untrue then this may lead to dismissal without notice.**

I agree to the above statement and will sign and date a copy of this application as a true record if I am invited for an interview:

**Signature:**

**Date:**

(For Office Use Only)

Candidate Ref. No:

Post Title and Ref. No:

**A Education****Secondary Education**

N.B. appointment will only be confirmed subject to receipt of official certificates in support of below.  
(Please use continuation sheets if required)

<b>School attended</b>	<b>Qualifications</b>	<b>Subject</b>	<b>Date</b>	<b>Grade</b>

**Further and Higher Education:** Please include YT, apprenticeships etc.

School, College or University	Qualifications	Subject	Date	Grade

**Technical or Professional Membership/Qualification:**



Institute	Grade of Membership	Year of Election	Registration Number	Expiry Date (if applicable)

<b>For Posts Requiring General Social Care Council Registration:</b>		
Should your post require you to be registered with the General Social Care Council please quote your registration number and expiry	Registration Number	Expiry Date

## B Employment Details

Including Work Experience, Training Schemes e.g. YT, ET, New Deal

**Present/most recent post\*:**

(\*If currently unemployed please give your most recent post with date of finish and reasons for this.)

Name and address of Employer	Employer's Business	Date		Grade and present salary
		From	To	

Do you have any additional employment which you intend to continue if appointed to this post?

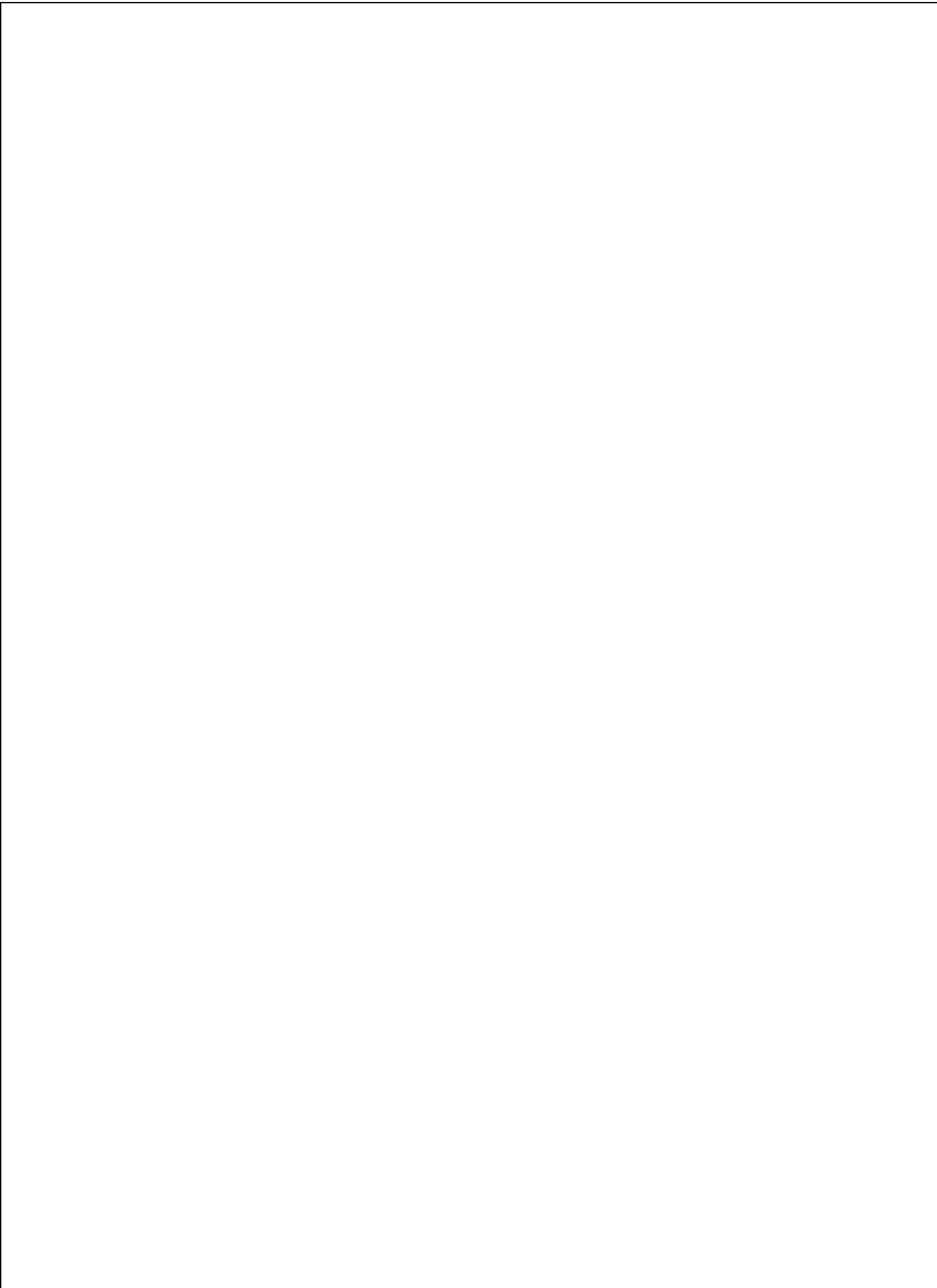
If yes, please detail the nature of the work and the hours

Period of notice required or termination date

Reason for seeking new employment?

**Person Specification:**

Please use this section to demonstrate that you have the essential and where possible desirable experience, skills and knowledge as stated on the person specification of the post for which you are applying. Candidates who do not evidence that they meet the essential qualifications and experience listed on the person specification will not be shortlisted. (Please use continuation sheets if required).



Please provide **full** details of all previous posts you have held, including those with Durham County Council (if applicable) starting with the most recent first. You will also need to include any dates (if applicable) when you have not been in employment. (Please use continuation sheets if required).

Name and Address of Employer	Appointment held/Grade and/or salary (if any)	Dates (dd/mm/yy)		Reason for leaving
		From	To	


## D Referees

Give name, job title, relationship to referee and address of **TWO** people, who must know you well to whom a reference may be made. Referee 1 should be your present (or most recent) employer, or if you are a recent school leaver, should be the Head Teacher of your last school. Next of kin or immediate relatives should not be named as referees.

**Please note that for positions in contact with children and vulnerable adults the Council has the right to seek references from any or all previous employers and line managers prior to interview.**

Referee 1 Name:	Referee 2 Name:
Job Title:	Job Title:
Relationship to Referee:	Relationship to Referee:
Address:	Address:
Post Code:	Post Code
Telephone No:	Telephone No:
E-mail:	E-mail:
This reference can be requested prior to interview:	This reference can be requested prior to interview:

**N.B. Appointment will only be confirmed subject to satisfactory references.**

## E Additional Information

In this space provided can you detail any other additional skills information (not already detailed in section B) which is considered relevant to this post. This may include any particular skill and qualities, which will help us assess your suitability for this post. Please use continuation sheet if necessary.

Please use this space for any other details you could not complete in the rest of the application form

**G Continuation Sheet**

Please use this space for any other details you could not complete in the rest of the application form

Empty space for continuation details.



**G Continuation Sheet**

Please use this space for any other details you could not complete in the rest of the application form

Empty space for providing additional details.

Please use this space for any other details you could not complete in the rest of the application form