

DBS DISCLOSURE REQUIRED
APPLICATION

Please do not enclose a CV

CONFIDENTIAL

Please refer to the enclosed guidelines when completing your application form.

This page and overleaf will not be seen by those who decide on the list of applicants to be invited for interview.

Post applied for: _____ Post ref.no. _____ Location: _____

Where did you see the post advertised? (Please tick and then write in the name)

Magazine/Newspaper <input type="checkbox"/>	Internet website <input type="checkbox"/>	Job Centre <input type="checkbox"/>	Other <input type="checkbox"/>
.....	RBC/Jobsgopublic/Other	Location:	Please state:
.....

Personal Details

 Preferred form of address (e.g. Mr, Mrs, Ms, none):.....
 Surname / Family Name:..... Previous Surnames:.....
 First Name(s):..... Date of Birth:.....
 Address:..... National Insurance No.:.....
 E Mail:.....
 Post Code:..... Mobile No.:.....
 Tel. No.:.....

References

 Please give two referees to whom confidential enquiries may be made. One **MUST** be from your current employer where you work with vulnerable groups, or the most recent employer where you have worked with vulnerable groups. Referees must not be members of your family, your spouse/partner, or friends.

Reference 1	Reference 2
Name:.....	Name:.....
E Mail:.....	E Mail:.....
Address:.....	Address:.....
.....
Tel. No.:.....	Tel No.:.....
Relationship:.....	Relationship:.....
If shortlisted, may we approach this person prior to interview? YES / NO	If shortlisted, may we approach this person prior to interview? YES / NO

Please note that references will only be taken up if you are shortlisted for interview, and if you haven't refused permission for us to do so. No offer of employment can be made until two satisfactory references are received. Please note that the recruiting manager may delay interviews, or decline to interview, if references are not made available.

All references available before interview will be read by the Chair of the interviewing panel prior to the interview, and the content may be shared with the panel and discussed with you during the interview. Referees will be asked to comment on any disciplinary issues that may be relevant. Interviewing panels reserve the right to request references from further back in your career if it is felt necessary.

Declaration

 I declare that the information set out in this application form is, to the best of my knowledge, true in all respects. I understand that canvassing from any Councillor or employee of Reading Borough Council, giving false information or omitting to give information in any part of this application, will be a disqualification, or if appointed, may render me liable for dismissal. In some cases, if there are concerns around child protection or the protection of a vulnerable adult, the matter may be referred to the Police.
 Signed:..... Date:.....

Equal Opportunities Monitoring

Reading Borough Council operates a policy of equal opportunity and fair treatment for employment and development. To assist us in monitoring this policy, and for this reason only, applicants are asked to give details of their ethnic origin, gender and any disability. Your answers to these questions will help the Council to maintain fair selection for all. This page of the application form will not be seen by those who decide on the list of applicants to be invited for interview.

Gender (Equality Act 2010)

Male Female

Ethnic Origin (Equality Act 2010)

Please tick the box that best describes you:

Asian or Asian British

Indian Pakistani Bangladeshi Other Asian (Please state)
.....

Black or Black British

Caribbean African Other Black (please state)
.....

Mixed

White & Black Caribbean White & Black African White & Asian Other Mixed (Please state)
.....

Other Ethnic Groups

Chinese Other Ethnic Groups (please state)
.....

White

British Irish Other White Background (please state)
.....

Do not wish to declare

Equality Act 2010 - Disability

We welcome applications from people with disabilities and guarantee you an interview should you meet the minimum criteria for the job. The Equality Act defines disability as “any physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities”. The information you give below is not seen by the shortlisting panel or used to make shortlisting decisions.

Do you consider yourself to have a disability which falls within this definition? **YES / NO**
If yes, please give details:

.....
.....

Is there anything we need to know about your disability in order to provide you with any help you may need for the interview, e.g. a sign language interpreter, or an easily accessible interview room? **YES / NO**

If yes, please give details (Please continue on a separate sheet if necessary):

.....
.....

If you are invited for interview the panel will be made aware that you have declared a disability, and will explore this further with you at interview in the context of assessing any required adjustments.

Asylum and Immigration Act 1996

Do you have European Union (EU) Nationality? **YES / NO**

If your answer is NO and your application is successful, you will be required to provide evidence of your entitlement to live and work in the UK. Note that RBC is only registered to sponsor tier 2 (general) workers.

Education / Qualifications / Training		
Please list all education, qualifications and training you have undertaken, giving the most recent first, and provide dates. Please include accredited professional development.		
Dates Please provide month and year	School / College / University	Qualifications with grades / courses attended, and date of award
From: To:		Date of award:

Date of Birth: (Included here to allow for date/chronology checking).	
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General Social Care Council (If applicable)		
Are you a member of the GSCC?	YES / NO	If yes, please provide your registration number:

Current or Most Recent Employment involving Vulnerable Groups	
Line Manager:.....	Dates of employment: From:..... To:.....
Company / Organisation.....	Salary:.....
Address:.....	
.....	Tel. No.:.....
Reason for leaving:.....	
Position held and main responsibilities:	

Previous Employment / Activity

Please list all previous employment and activity, excluding education and training. Start with your most recent employment, if different from that stated in the previous section, and list chronologically backwards. Please include all employment, unpaid work, voluntary work, and periods away from work such as raising a family. Reasons must be given for any gaps between these activities. Please ensure all dates are provided and no gaps in activity are left unaccounted for.

Dates (Month / year) From: To:	Employer / Other Activity (Name and Address)	Position Held and Main Responsibilities	Grade / Salary & Reason for Leaving

Have all gaps in employment/activity been accounted for? **YES / NO**

If NO, please provide further details:

By signing this application form on the front page, you are also confirming that the declaration above is correct. If later background checks confirm that information in this section has been falsified or omitted it will lead to disqualification or, if appointed, could render you liable for dismissal or, in some cases, to the matter being referred to the police.

Skills, Abilities, Knowledge and Experience

Describe how you consider your skills, abilities, knowledge and experience to be relevant to this position and the factors that make you a suitable candidate. You may include voluntary work and experience gained outside of work. Please refer to the guidance notes enclosed, and ensure you link this part of your application to the criteria listed in the Person Specification.

Please continue on a separate sheet if necessary.

Do you hold a full current driving licence (if relevant to this position)? YES / NO

Do you have the daily use of a car (if relevant to this position)? YES / NO

Relationships with the Council / Councillors

Have you previously been employed by, or sought employment with, Reading Borough Council? YES / NO

If yes, please give details:

.....

Is any current employee, Council Officer, or Councillor your partner, spouse, or relative? YES / NO

If yes, please give details:

.....

Disclosure of Criminal Convictions and Cautions

Under the Rehabilitation of Offenders Act 1974, ex-offenders do not have to disclose their criminal convictions when applying for most - **but not all** - jobs if their convictions become spent.

It takes between 6 months and 10 years for a conviction to become spent.

Custodial sentences of more than 2 ½ years can never become spent.

Jobs where criminal convictions and police cautions have to be disclosed are called “exempted posts”. For exempted posts (e.g. working with vulnerable groups - please refer to the note below), **POLICE CAUTIONS AND CONVICTIONS ARE NEVER SPENT AND MUST BE DISCLOSED**. If the post for which you are applying is exempt from Section 4 (2) of the Rehabilitation of Offenders Act (Exemptions) Order 2001, you will be required to complete a DISCLOSURE check and an offer of employment would be subject to receipt of a satisfactory check.

The disclosure of a criminal record will not debar you from appointment unless the selection panel determine that the conviction renders you unsuitable for appointment.

Please complete the enclosed DECLARATION OF CRIMINAL CONVICTIONS AND CAUTIONS form and return it with your application form. It will not be possible for us to consider your application further if you have not returned this declaration.

Should you be appointed to the post that you have applied for it is essential that you inform your manager immediately should your circumstances change in regard to Criminal Convictions and Police Cautions before or during employment.

Safeguarding Vulnerable Groups

Reading Borough Council is committed to protecting the welfare of vulnerable groups through safe recruitment and selection practices.

The information you have provided in your application, and that you may be invited to discuss at interview, will assist in assessing your suitability to work with people in a vulnerable group - both children and adults.

Your references, and any information that may need to be obtained via pre-employment checks will also be taken into account.

The vulnerable groups covered by Reading Borough Council are children accessing any service, and adults (over 18) who require personal care either at home or in a residential home or day centre, adults accessing social care services, and adults attending establishments that cater for people with learning or physical impairments.

The information provided by you in this application form will be used for the purposes of administering and monitoring the recruitment and selection process only. If appointed the information will form the basis of the employment record. No information will be passed to third parties. Feb 2011