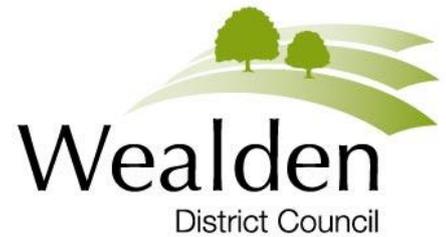


My Reference DP/Application Pack

Ask for **Human Resources - 01892 602424**

Date



David Palmer
Head of Business Services

Dear Applicant

Thank you for requesting a job application pack. Contained within this document is:

- Applicant Letter
- Guidance Notes for Applicants
- Application Form

If you cannot complete the form for any reason please contact the Human Resources Department by telephone during office hours to discuss alternative methods of application.

Please be advised that by submitting your application you are agreeing to the Council processing your personal data in accordance with our Privacy Notice, which can be found on the Council's website Jobs page. You will be required to sign the application form, either on completion or at interview if you return it electronically.

The return of the form will be accepted as your agreement for processing.

If you are successfully appointed to the post you will be required to undertake a DBS check to obtain verification of unspent convictions.

You may be interested to know that we have acquired the use of the disability symbol. This means that all disabled applicants who meet the minimum criteria for a job vacancy (on the job description) will be short listed and interviewed.

In the interest of economy, receipt of your application will not be acknowledged unless requested and a stamped addressed envelope enclosed with your application, however all electronic applications will be acknowledged.

Thank you for your interest in working for us.

Yours sincerely

Human Resources



Guidance Notes for Applicants

These notes have been designed to assist by providing information about the Wealden appointment procedures and about the application form. Please read these notes carefully before completing your application form. The Council is working towards equality of opportunity for all and welcomes applications from all sections of the community.

About the Application Form

The application form is used both for short listing and for reference during the interview process. The information which you supply on the Equal Opportunities form in the application form is kept strictly confidential; it is separated from the application form prior to the commencement of short listing and is not seen or used by the short listing panel. The information is used for monitoring purposes only and forms no part of the selection process.

Completing the Application Form

- Read the Job Description and Advertisement and any other relevant details thoroughly before completing the form. Use the information supplied to make your application relevant to the post. It is important that you use the form to explain how your particular skills/abilities, experience and qualifications compare with those which have been defined in the Job Description. These documents are used as the basis for short listing.
- Short listed candidates are required to provide original certificates of all qualifications and memberships listed on the application form. You are advised to list qualifications if they are relevant to the job and you can produce original copies of them. We will be unable to interview you if this requirement is not met.
- Duplicates for lost certificates can be obtained from Edexcel on 0870 2409800. Replacement copies of damaged certificates and/or statement of results can be obtained from AQA on 0870 4101036.
- Complete all sections of the form in black ink or type. A Curriculum Vitae (CV) is not regarded as a substitute but may be attached as an addition to the completed form. If you have insufficient space to complete all your details please continue on a separate sheet(s). Make sure you enter the post details you are applying for.
- Most jobs are available for job share. If you would like to be considered on a job share basis, please make this clear on the application form and indicate what hours you would be able to work. If you have a 'job share partner' who will also be applying, please give details so that we can link the two applications.
- Sign the declaration to certify that all the information given is correct. Please note that if you provide false information or deliberately omit any relevant details you will be disqualified from the selection process and a failure to disclose a criminal conviction could amount to a criminal offence. If you submit your form electronically you will be requested to sign it if called for interview.

The Appointments Procedure

- Only applications received before or on the closing date will be considered. Applications will be accepted up to 5pm unless stated otherwise.
- After the closing date, all application forms are collected together for short listing purposes.
- Short listing is carried out by members of the interview panel and is based on an assessment of the information you have provided on your application form against criteria defined in the job description.

- If you are short listed, you will be contacted and invited to attend for interview. If there are any special requirements associated with the interview process e.g. access, or additional time required for tests, please let us know.
- You will be required to bring to interview certificates proving that you meet the educational and professional requirements for the post as detailed in the job description.
- We ask you to provide names of persons who will act as referees, who can verify your past 3 years employment or academic history, in support of your application. Referees will be contacted, preferably via email, to provide their references after interview, unless we contact you for permission to approach them prior to interview.
- If you attended an interview you will be informed verbally or in writing of the outcome generally within 5 working days of the selection process being finalised. The successful candidate will normally be contacted by telephone, followed by a written offer of employment. Unsuccessful applicants will generally be notified by email.
- All offers of appointment are conditional upon receipt of satisfactory references, proof of eligibility to work in the UK, medical clearance and where appropriate police clearance. Some appointments may be subject to other requirements.

Disabled Applicants

In line with our Equal Opportunities policy we ask all candidates to complete an application form to ensure that the information is presented in a standard format. However applicants with disabilities may submit their application in Braille, on cassette or, for those with a visual impairment, via the Council's text only application form available on the website.

A CV will be accepted if this is the most convenient form of application for the disabled applicant.

Returning your Application Form

Please return your application form by email or post using the contact details below. Please ensure the correct postage is used otherwise your application may be delayed and you may miss the closing date.

If you require any further assistance please contact us.

Contact the Human Resources Team

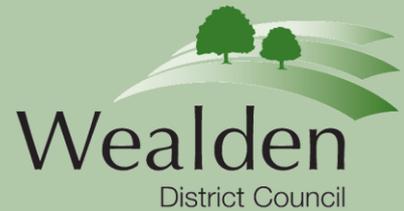
Email: Human.Resources@wealden.gov.uk

Telephone: 01892 602424

Address:

Wealden District Council
Human Resources
Council Offices
Vicarage Lane
Hailsham
East Sussex BN27 2AX

Application for employment



Please complete this form in black ink

Job applied for

Post No.

Personal Details

Title	Forename(s)	Surname
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Home address

Postcode



Private phone number (Including area code)

Business phone number (Including area code)

Mobile phone number

E-mail

May we with discretion contact you at work? Yes No

Have you received a statutory redundancy payment from a local authority? Yes No

How did you find out about this vacancy?

Have you a valid driving licence? (please tick as applicable)

Large goods vehicle (class 2) Full Provisional Motorcycle None

Do you own a car/motorcycle or have a driver? Yes No

Give details of any motor accident and/or current driving endorsement.

If the post you are applying for is part-time or job-share please indicate the preferred times and/or days you would be available.

Education and Training

Secondary Education

From	To	School(s)	Examinations taken and grades gained

Further Education (university/college/apprenticeships, etc)

From	To	Place of education	Courses, degree, diplomas, and grades obtained

Membership of Professional Bodies and Trade Bodies (please indicate whether achieved by examination or experience)

Dates	Details

Relevant other skills (including IT) and training courses attended

--

Present Employment (if applicable)

Your employer
Employer's business
Address

Post title
Date appointed
Notice period
Present salary £
Other pay or benefits e.g. car, healthcare
Reason for wanting to leave

Previous Employment (if any, please detail most recent first and explain any gaps in employment)

Name and address of employers and type of business	Job title	From	To	Reason for leaving

We will use the information you give us on this form to decide whether to invite you to interview. Please read the person specification within the job description and tell us:

- **how you meet the specification**
- **why you would like to change jobs**
- **why you are applying**

Please give us as much information as possible about your skills, experience and knowledge. This may include voluntary work and other achievements. (Continue on a separate sheet if necessary).

Monitoring Equality in Employment

The information you provide is confidential and is used for monitoring only. It will be kept separate from your application and will not be available to members of the interview panel. The only exception to this will be disabled applicants who will be identified for shortlisting if they meet the essential criteria for a vacancy as part of our commitment on being a 'Positive about Disabled People' employer.

The Race Relations Act 1976, The Race Relations (Amendment) Act 2000, The Disability Discrimination Act (DDA) 1995 and the Equality Act 2006 make it unlawful to discriminate against men and women, on racial, gender, age, sexual orientation, religion or belief or disability grounds.

To help us to comply with this legislation the Council is committed to promoting good race relations and equality of opportunity for all individuals and communities in Wealden.

We have to carry out monitoring to demonstrate that we have met these legislative requirements.

This form will be removed on receipt prior to submission for short listing and processed by staff not involved in the recruitment and selection process.

Equality Monitoring Form

Surname _____ Forename(s) _____
 Job applied for _____ Post No. _____

Ethnic Classification

These classifications are taken from the 2001 Census to determine your ethnicity. Please classify yourself from the list A to T, where 'any other' applies please write in the chosen ethnic classification in the space provided.

Please tick as appropriate

- | | | |
|--|--|---|
| White
A. British <input type="checkbox"/>
B. Irish <input type="checkbox"/>
C. Any other white background
(Please Specify) <input type="checkbox"/> | Black
L. Caribbean <input type="checkbox"/>
M. African <input type="checkbox"/>
N. Any other Black background
(Please Specify) <input type="checkbox"/> | Other
O. Chinese <input type="checkbox"/>
P. Any other ethnic group
(Please Specify) <input type="checkbox"/> |
| Mixed
D. White and Black Caribbean <input type="checkbox"/>
E. White and Black other <input type="checkbox"/>
F. White and Asian <input type="checkbox"/>
G. Any other mixed background
(Please specify)..... <input type="checkbox"/> | Traveller
R. Gypsy/Romany <input type="checkbox"/>
S. Irish <input type="checkbox"/>
T. Any other traveller
(Please specify) <input type="checkbox"/> | |
| Asian
H. Indian <input type="checkbox"/>
I. Pakistan <input type="checkbox"/>
J. Bangladeshi <input type="checkbox"/>
K. Any other Asian background
(Please Specify) <input type="checkbox"/> | | |

Age

Date of birth : / /19 (DD/MM/YYYY)

Disability (All candidates who meet the essential criteria in the job description will be short listed and

Do you consider yourself to have a disability? Yes No

The DDA definition of a disability is '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'

Gender

Male Female Trans-gendered Trans-sexual

Sexual Orientation

Gay man <input type="checkbox"/>	Lesbian <input type="checkbox"/>	Bi-sexual <input type="checkbox"/>
Heterosexual <input type="checkbox"/>	Undecided <input type="checkbox"/>	Prefer not to comment <input type="checkbox"/>

Marital Status

Married <input type="checkbox"/>	Single <input type="checkbox"/>	Civil partnership <input type="checkbox"/>
Partner/Co-habiting <input type="checkbox"/>	Separated <input type="checkbox"/>	Divorced <input type="checkbox"/> Widowed <input type="checkbox"/>

Religion or Belief

Church of England <input type="checkbox"/>	Roman Catholic <input type="checkbox"/>	
Other Christian (please specify).....		
Muslim/Islam <input type="checkbox"/>	Judaism/Jewish <input type="checkbox"/>	Hinduism <input type="checkbox"/>
Sikhism <input type="checkbox"/>	Buddhism <input type="checkbox"/>	No religion or belief <input type="checkbox"/>
Other belief (please specify).....		
Prefer not to comment <input type="checkbox"/>		

Rehabilitation of Offenders Act 1974

It is important that you read the guidance notes overleaf before completing this section

You are required to declare any criminal convictions (including bind-overs and cautions) which are not yet "spent". Having read the guidance notes do you have any criminal convictions, which are not yet "spent"?
Yes No

If NO, please move on to the next section. If Yes, please attach further details in a sealed envelope marked "Strictly Confidential" to the return address given below.

Any information you provide will be treated as strictly confidential and will be considered only in relation to your application.

References

Please nominate persons who have agreed to act as your referees who can verify your past 3 years employment or academic history. If you have been self employed at any time during the past 3 years, you should provide details for bankers, accountants, solicitors, trade or client references (Please continue on a separate sheet if there is insufficient space below).

Do you have any objections to these references being sought prior to your interview? Yes No

Friends/acquaintances/family members are not acceptable as referees (in the case of school/college leavers, the school/college will be an acceptable referee). Please detail below the name, address, occupation and relationship of your referees. Please include an email address where possible.

Referee 1	Referee 2
Contact name	Contact name
Organisation name	Organisation name
Email	Email
Address	Address
Occupation/relationship	Occupation/relationship
Daytime phone number	Daytime phone number

Canvassing

You are required to declare any relationships with Officers or Members of Wealden District Council, as canvassing whether direct or indirect, will invalidate your application.

Are you related to any Councillors or staff of the Council? Yes No

If Yes, please detail (stating directorate and job title)

Declaration

To the best of my knowledge and belief all the particulars I have given are true. I understand the information provided by me will be verified and that any false statement may render me liable to dismissal. I understand that any false statement or canvassing on my behalf may disqualify me from employment and a failure to disclose a criminal conviction could amount to a criminal offence.

Signed.....

Date

If you completed this form on behalf of the applicant please complete the following declaration
I have completed this form based upon information provided to me by the applicant. I understand that I could be held legally liable for any false statement contained herein.

Signed.....

Date

If you submit your application electronically you will be required to sign the declaration if called for interview.

Please mark your envelope 'Confidential' and return to Human Resources, Wealden District Council, Council Offices, Vicarage Lane, Hailsham, East Sussex, BN27 2AX. e-mail : human.resources@wealden.gov.uk

Rehabilitation of Offenders Act 1974 (updated March 2014)

Important Note: This is intended as general guidance only. It is not legal advice and must not be regarded as a definitive interpretation of the 1974 Act. Anyone in doubt should seek their own legal advice

The rehabilitation period (the length of time before a caution or conviction becomes spent) is determined by the type of disposal administered or the length of the sentence imposed. Rehabilitation periods that run beyond the end of a sentence are made up of the total sentence length plus an additional period that runs from the end of the sentence, which we have called the 'buffer period'. Other rehabilitation periods start from the date of conviction or the date the penalty was imposed.

The 'buffer periods' are halved for those who are under 18 at date of conviction (save for custodial sentences of six months or less where the 'buffer period' is 18 months).

The rehabilitation periods for sentences with additional "buffer periods" which run from the end date of the sentence are shown in the table below:

Sentence/disposal	Buffer period for adults (18 and over at the time of conviction or the time the disposal is administered). This applies from the <u>end date</u> of the sentence (including the licence period).	Buffer period for young people (under 18 at the time of conviction or the time the disposal is administered). This applies from the <u>end date</u> of the sentence (including the licence period).
Custodial sentence* of over 4 years, or a public protection sentence	Never spent	Never spent
Custodial sentence of over 30 months (2 ½ years) and up to and including 48 months (4 years)	7 years	3½ years
Custodial sentence of over 6 months and up to and including 30 months (2 ½ years)	4 years	2 years
Custodial sentence of 6 months or less	2 years	18 months
Community order or youth rehabilitation order**	1 year	6 months

*Custodial sentence includes a sentence of imprisonment (both an immediate custodial sentence and a suspended sentence), a sentence of detention in a young offender institution, a sentence of detention under section 91 of the Powers of Criminal Courts (Sentencing) Act 2000, a detention and training order, a sentence of youth custody, a sentence of corrective training and a sentence of Borstal training.

**In relation to any community or youth rehabilitation order which has no specified end date, the rehabilitation period is 2 years from the date of conviction.

The following table sets out the rehabilitation period for sentences which do not have “buffer periods” and for which the rehabilitation period runs from the date of conviction:

Sentence/disposal	Rehabilitation period for adults (18 and over at the time of conviction or the time the disposal is administered).	Rehabilitation period for young people (under 18 at the time of conviction or the time the disposal is administered).
Fine	1 year	6 months
Conditional discharge,	Period of the order	Period of the order
Absolute discharge	None	None
Conditional caution and youth conditional caution	3 months or when the caution ceases to have effect if earlier	3 months
Simple caution, youth caution	Spent immediately	Spent immediately
Compensation order*	On the discharge of the order (i.e. when it is paid in full)	On the discharge of the order (i.e. when it is paid in full)
Binding over order	Period of the order	Period of the order
Attendance centre order	Period of the order	Period of the order
Hospital order (with or without a restriction order)	Period of the order	Period of the order
Referral order	Not available for adults	Period of the order
Reparation order	Not available for adults	None

*Compensation Orders – it is important that individuals obtain proof of payment from the court and keep this document to prove that the compensation order has been paid in full

For further details please see: <https://www.gov.uk>

Important Note: This is intended as general guidance only. It is not legal advice and must not be regarded as a definitive interpretation of the 1974 Act. Anyone in doubt should seek their own legal advice.