

Please complete this form in black ink so we can obtain clear photocopies. If you are word processing your form the font size should be a minimum of 12 point. Please see our guidance notes before completing the form.

1. Job Details

Application for the post of: Job Ref:

Where did you see the post advertised:

Do you wish to apply for the post on a job share basis? **YES / NO**

2. Personal Details

Family Name/Surname:	First Name(s):	Title e.g. Mr/ Mrs/Miss/Ms:
Address:	Work e-mail address:	
	Home e-mail address:	
	National Insurance Number:	
Postcode:	Home telephone number:	
Work telephone number:	Preferred contact method:	
Mobile telephone number:		

If you are currently employed, may we contact you discreetly at work? **YES / NO**

Do you currently work for Brighton & Hove City Council? **YES / NO**

If no, have you applied to work for us previously? **YES / NO**

Equality Act (2010) - Disability

The council uses the 'Two Tick' symbol which means we are committed to employing people with disabilities and wish to encourage more applications from people with disabilities. If you are considered to be disabled under the Equality Act definition and have demonstrated that you meet the minimum criteria for the post, you will be guaranteed an interview.

The Equality Act states that "a person has a disability if he or she has a physical or mental impairment and the impairment has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities". Long term means that the effect of the impairment has lasted or is likely to last for at least 12 months.

▪ Do you consider yourself to have any disabilities? **YES / NO**

Please state any arrangements you would like us to make to assist you if you are called for interview:

3. Present/ Most Recent Employment Or Voluntary Work

Name and address of employer/organisation:

Post Code:

Brief outline of duties:

Post Title:

Dates From:

To:

Salary:

Value of other benefits:

Notice period required:

Reason for leaving:

4. Previous Employment List in date order with the most recent first and use extra sheets if necessary.

Name and address of employer

From

To

Job title, brief description of duties & reason for leaving

5. Knowledge, Skills And Experience Relevant To The Post

When completing this section, which is the most important part of the form as it tells us about your knowledge, skills, abilities and experience, use the criteria listed in the person specification as headings for your responses. Describe how these relate to the criteria by giving clear examples. Please do not repeat what the person specification states. For example if it asks for 'ability to' or 'experience of' give examples by referring to your professional/ academic/ personal life or voluntary work. If you do not make this clear in your application form, it is **unlikely** that you will be shortlisted for interview.

Knowledge, skills and experience are not just gained through full time work. They can also be gained through voluntary work, part-time work, college or school based projects, job clubs, home life or hobbies etc.

Use extra sheets if you need to and make sure they are clearly marked with your name, the job title and the job reference number. We would also recommend that you [read our guidance notes](#).

Please put an 'x' in the box if you are attaching continuation sheets or continue typing.

6. References

Please give details of two people to whom we can apply for references concerning your suitability for this post. One of the referees should be your current (or most recent) employer. If you are in, or have just left, full time education please give details of your course tutor. If you do not wish us to contact either referee before informing you, please put an 'x' in the box next to the name.

Name: <input type="checkbox"/>	Name: <input type="checkbox"/>
Job title:	Job title:
Work relationship:	Work relationship:
Address:	Address:
Telephone: Post code:	Telephone: Post code:
Email address:	Email address:

All job offers are subject to the receipt of two satisfactory references.

7. Training, Qualifications And /Or Membership Of Professional Bodies

Include any information here that is relevant to the post for which you are applying. Tell us about any qualifications - including those you are studying for currently. List any training courses or conferences/seminars from which you have gained skills or knowledge. If appropriate, include details of membership of professional bodies and state how the membership was obtained e.g. examination, nomination, experience, etc.

Relevant
dates:

8. Further Information Please Read The Enclosed Guidance Notes Before Completing This Section.

i. Authorisation to Work in the UK & Points-Based System

To comply with the Immigration, Asylum and Nationality Act 2006 we are required to check your eligibility to live and work in the UK. Please confirm that on request you will be able provide this evidence. **YES/NO**

In accordance with the points-based immigration system, please confirm whether or not you are a national from a non-European Economic (EEA) country. **YES/NO**

See guidance notes for a list of EEA countries and further information on authorisation to work in the UK.

ii. Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986

All applicants are required to declare any criminal conviction(s) including bindovers and cautions which are 'unspent' and/or any pending prosecutions. Certain posts within the Council are exempted under the Rehabilitation of Offenders Act 1974. If the post for which you are applying is an 'exempt' post you must declare all convictions including 'spent' convictions and, if shortlisted, you will be asked to complete a more detailed form so that a criminal records check can be made.

- Do you have any criminal convictions (including 'spent' and 'unspent'), cautions/bindovers or prosecutions pending? **YES / NO**

If you have answered **yes** please ensure any information is placed in the space provided below or in a sealed envelope which clearly states your name along with the job title and reference number and returned with your application form.

If the post you are applying for is an 'exempt' post there will be an information sheet in the recruitment pack. There is also further information on 'spent' and 'unspent' convictions in the guidance notes.

iii. Relatives and Other Interests

- Are you related to, or do you have a personal friendship with, a councillor, council officer or governor? **YES / NO**

- Do you have, or have you had, any business and/or financial interests which may conflict with the duties of this post e.g. a previous contractual relationship with the council as a supplier or developer? **YES / NO**

If you have answered **yes** to either of the above questions, please use the space provided below or enclose details with your application form.

Canvassing of councillors, officers or governors in relation to this appointment will disqualify you.

iv. Driving Details

- If the post requires you to drive, do you hold a current driving licence? **YES / NO**

If **yes**, please detail what type (e.g. 'full', 'provisional', 'PSV' etc):

- Do you have regular use of a vehicle for work? **YES / NO**

If **yes** what transport do you have access to:

If you have any current driving endorsements, please give details:

Declaration

Data Protection Act 1998

The council is a data controller for the purposes of the Data Protection Act 1998 and will comply with the employment practices data protection code.

By completing this form and otherwise supplying information to the council you agree that the council may obtain, retain and process personal data supplied by you or relating to you for recruitment, vetting, selection and appointment purposes (and subsequently if you are employed by the council, for payroll purposes, administration of employee benefits, mobility transfer and promotion purposes, to measure and record progress in the council including training, grievance, capability and disciplinary procedure and warnings, management of sickness absence and as required or permitted by statute or regulation and generally as necessary under the employment relationship and the council's legitimate activities).

Application forms for unsuccessful candidates are retained by Human Resources and will be destroyed 6 months after the appointment date.

Declaration:

I declare that the information given in this application is to the best of my knowledge true and accurate. I understand that if the information provided is false or misleading in any way, it will result in my application not being pursued, or if appointed, may lead to disciplinary action and dismissal. I also understand that canvassing of, or failure to disclose a relationship to, a councillor, officer or governor of the council will disqualify my application or if appointed, may lead to disciplinary action and dismissal.

Signed:	Date:
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Note: If you return your application by email you will be asked to sign it, if invited to an interview.

What to do Next?:

Please return your application form by the specified closing date **directly to the school you are applying to.**

To help us monitor our recruitment and selection processes in relation to our equalities responsibilities, we ask for your co-operation by [completing the monitoring form](#). The information contained within this form will be input onto a computerised database and be used for recruitment and selection purposes only. It is separated from the application form at the time it is received, and will not form part of the selection process. Thank you.

Jobs.brighton-hove.gov.uk

Visit our jobs website for all the latest Brighton & Hove City Council vacancies, download job packs, register for job e-mail alerts and apply for our vacancies online.

Confidentiality – who has access to the monitoring information gathered?

Information provided on this form is kept strictly confidential at all times, with restricted access in Human Resources, and used for monitoring purposes only in line with our employer commitments. Data will not identify individuals and will be in statistical format only.

Please be assured that the monitoring form is separated from the application form when it is received, and will not be included in the selection process.

What happens to the monitoring information gathered?

The information is put on to our recruitment database and used for recruitment and selection purposes. This ensures that all applicants are treated fairly and appointed solely on their suitability for the post irrespective of race, gender, sexual identity, disability, religion or belief, age or unrelated criminal conviction.

If you are appointed, the information will be transferred on to your computerised personal record to enable us to meet our workforce monitoring requirements, and to assist us in responding to anti-discrimination legislation and any discrimination or inequality in the workplace.

Why does the council monitor its recruitment and workforce?

We have specific duties as an employer to monitor our workforce, with data being published each year. This assists us in responding to potential discrimination or inequality in the workplace. The council has a number of equality schemes setting out our vision and corporate priorities to improve delivery on race, disability, and gender equality and these are available to download from www.brighton-hove.gov.uk

To enable us to meet our monitoring requirements, please complete sections 1 to 8 and return with your application form. Clarification on categories is as follows:

Gender and Gender Identity

Gender Identity is an optional category that supports our duty as an employer to promote gender equality in the workforce, and to eliminate discrimination and harassment of transgender people.

Ethnicity

The categories of ethnic origin reflect those chosen by the Office for National Statistics (for the) 2001 UK population census.

Disability

When answering the question on disability you should be aware that under the Equality Act (2010) you are considered disabled if you:

- have a physical or mental impairment
- this impairment has an adverse effect which is substantial
- the effect is long-term (usually lasting, or likely to last, 12 months or more)
- the impairment has an adverse effect on your ability to carry out normal day-to-day activities

Certain conditions such as Cancer and HIV do not require there to be a long term effect, but qualify from the point of diagnosis.

Please return this form, in a sealed envelope if you wish, together with your completed application form to:

Human Resources,
Brighton & Hove City Council,
King's House, Grand Avenue,
Hove, East Sussex, BN3 2LS

Completing the Application Form - Guidance Notes for Applicants

The application form is an important part of Brighton & Hove City Council's recruitment process. The information you provide on the application form enables us to decide whether or not you are shortlisted for interview and is also used as the basis for the interview itself.

The recruitment pack includes a job description that outlines the main duties of the post and a person specification which sets out the essential criteria for the post. Please read both of them carefully before completing the application form. Remember that the application form is the only information we use to shortlist candidates. CV's do not meet our requirements and will not be considered.

Some general tips on completing application forms:

- ✓ fill in all the sections of the form as fully as possible
- ✓ read the job description and person specification carefully before completing the form
- ✓ draft your application before completing the form
- ✓ keep a copy of your application form for your own records

Completing the Application Form

1. Job Details

- The post title and Job Reference Number will be in the advert for the post and in the letter enclosed with the recruitment pack.
- All full-time Council jobs are available for job share unless otherwise stated in the advert. Please indicate if you wish to apply for the post on a job share basis and this will be discussed with you if you are invited for interview. You do not need a job share partner to apply for a post on a job sharing basis.

2. Personal Details

- The information in this section will only be seen and used by those involved in the recruitment process. If you are appointed it will also form the basis of all personal records.
- If you hold a temporary National Insurance Number, Brighton & Hove City Council will require you to immediately obtain a permanent National Insurance Number if you are successful at interview. You should apply for a permanent number through your local Job Centre Plus office, Job Centre or Social Security Office (visit www.jobcentreplus.com) for the address and contact number of your nearest office.

Present/ Most Recent Employment or Voluntary Work

- If your present, or most recent employment was voluntary, or if you were self employed, please include the details in this section.

4. Previous Employment

- This section tells us about your previous employment record. Please include all jobs whether full time/ temporary/ part time/ voluntary or any periods of self employment.
- Employment dates should be continuous. If you have had any gaps in employment, please tell us why; e.g. career break, a period of studying, caring for children, unemployment, etc.

5. Knowledge, Skills & Experience Relevant to the Post

- This is the most important part of the form as it gives you the opportunity to tell us about your knowledge, skills, abilities and experience.
- The Person Specification lists the essential criteria needed to do the job - by 'criteria' we mean the knowledge, skills, abilities and experience.
- The information you give in this section must tell us how you meet the essential criteria in the person specification, for example what you have done, when you did it, how long for, etc.
- Use the criteria in the person specification as headings for your response and give examples which describe your skills, knowledge and experience. When addressing the criteria, please do not only repeat what the person specification states, but give clear examples of how your skills knowledge or experience are relevant to the criteria. For example:

Criteria for an Administrative Assistant	Wrong x	Right ✓
Experience of communicating with staff at all levels	I am a good communicator or I have good communication skills and relate well with others.	I have worked in my current job for 2 years and deal with written and telephone enquiries from managers, finance assistants (working in other departments) and suppliers. I also deal with petty cash and process claims for staff within my section. I therefore deal with a range of people on a daily basis. Previously, I worked for 3 years in a small solicitors practice and dealt with written and telephone enquiries from clients and other solicitors.
Criteria for a Gardener	Wrong x	Right ✓
Able to use hand tools and equipment, and powered hand tools	I enjoy gardening and am used to using gardening tools.	Although I have no work experience in a horticulture role, I am a keen gardener and have an allotment where I grow vegetables, as well maintaining my garden at home. I have a good knowledge of a variety of flowers and plants. I use hand tools such as trowels, shovels, hoe's, forks and use an electric lawn mower. I also enjoy DIY and have used power tools such as electric drills, sanders, etc for at least 6 years.

- Think about how you gained your knowledge, skills and experience was it through work or through voluntary work, community work, college or school based projects, leisure interests, job clubs, home life, or a training courses?
- If you do not clearly demonstrate to us how you meet the essential criteria listed in the person specification, it is unlikely that you will be shortlisted for interview.

6. References

- You must give details of **two** referees who can give us an assessment of your suitability for the post. Personal references are not acceptable. Also, check in advance with your referees that they are happy to be contacted for a reference.
- If currently employed, one of your referees must be your current employer.
- If currently unemployed, one of your referees should be your most recent employer. Otherwise, could your job adviser, or a tutor/trainer (if you have recently undertaken training) act as a referee?
- If you are at school/college/university or have recently left, please give the name of your teacher/lecturer/course tutor.
- If you already work for Brighton & Hove City Council or have previously worked for us we will automatically seek internal references.
- References are normally taken up after interview. Please note that all job offers are subject to the receipt of two references which are satisfactory to the council.

7. Training, Qualifications and/or Membership of Professional Bodies

- Qualifications will only be taken into account if they are strictly required for the job.
- We don't expect you to list every exam taken with the level you achieved. For example, if you have GCSE's or A' Levels tell us the total number you attained.
- If you have gained qualifications overseas which you feel are relevant, please give us the details and we will check (if we need to) whether or not they are valid.
- If you are invited for interview you will be asked to produce proof of any relevant qualification(s) e.g. your certificate(s). Similarly, you will also be asked to produce proof of membership of a professional body, if it is a requirement of the post.

8. Further Information

i. Authorisation to Work in the UK (Immigration, Asylum and Nationality Act 2006)

In order for the Council to comply with the Immigration, Asylum & Nationality Act 2006, you will be asked to confirm on the application form that you are able to supply evidence of your eligibility to live and work in the UK. This could be a passport showing that you are a British Citizen, a resident permit issued by the Border and Immigration Agency as a national from a European Economic Area country (or Switzerland), or a permanent National Insurance number with supporting documentation (i.e. a full birth certificate). If you are invited to interview you will be required to bring this evidence with you and show it to the interviewing panel.

Refer to www.ukba.homeoffice.gov.uk for further information, or contact your nearest visa bureau office.

Workers Registration Scheme

Under the scheme, nationals from the following European Union member states are required to register with the UK Border Agency.

Czech Republic; Estonia; Hungary; Latvia; Lithuania; Poland; Slovakia; Slovenia; Romania and Bulgaria.

If you are offered employment you must register immediately with the Border and Immigration Agency. It is important to note that even if you have registered with another employer, you will be required to register once again, but with Brighton & Hove City Council by submitting a registration application form available from the Border and Immigration Agency. A copy of the registration certificate will be held by Human Resources.

Points-Based System for non-EEA Nationals

The points-based system has been introduced by the UK Border and Immigration Agency for migrant workers from outside the *European Economic Area (EEA) and Switzerland who want to come to work and study in the UK. Any prospective non-EEA National who is intending to apply for a post must self-assess their eligibility under the scheme before submitting an application. Where appropriate to the post a sponsor certificate will then be issued by the council to any successful candidate. This must then form part of the points-based application that the non-EEA National will need to submit to the UK Border Agency. For full information and guidance contact the UK Border Agency direct at www.ukba.homeoffice.gov.uk. It should be noted that the council will not be able to meet the cost of any 'leave to remain' application.

EEA Countries

Austria; Belgium; Bulgaria; Cyprus; Czech Republic; Denmark; Estonia; Finland; France; Germany; Greece; Hungary; Iceland; Ireland; Italy; Latvia; Liechtenstein; Lithuania; Luxembourg; Malta; Netherlands; Norway; Poland; Portugal; Romania; Slovakia; Slovenia; Spain; Sweden; United Kingdom

ii. Disclosure of Criminal Convictions (Rehabilitation of Offenders Act 1974)

What is meant by an unspent conviction? If you have ever been convicted of an offence for which a sentence of more than 2 ½ years was imposed (regardless of the amount you actually spent in prison) then this conviction can never become spent and you must disclose it when asked.

Is this the only time a conviction is 'unspent'? No. If you have received a sentence of 2 ½ years or less, whether that conviction is spent or unspent will depend on the length of time that has elapsed since the date of the conviction. This time is called the **rehabilitation period** and differs according to the type of sentence passed. Please see the table below for examples of rehabilitation periods.

Having an 'unspent' conviction will not necessarily bar you from employment. We will look at any 'unspent' convictions in relation to the post you have applied for, before making any decision.

What about spent convictions? The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become 'spent' (or ignored) after the appropriate rehabilitation period - see the table below. You do not have to disclose information on spent convictions unless you are applying for a post which is exempt from the Act, in which case all convictions must be declared.

What do we mean by exempt? There are a number of posts within the Council which are exempt from the Rehabilitation of Offenders Act 1974. These posts normally involve working with children or vulnerable adults (e.g. social workers, teachers) and also some posts in finance and the law. If the post for which you are applying is an exempt post you must declare all convictions - spent and unspent - and any cautions or bindovers.

You should note that if you are applying for an exempt post and fail to disclose any 'unspent' or 'spent' convictions, then this may result in any offer of employment being withdrawn or, your dismissal if already appointed.

Criminal Record Check for Exempt Posts

If you are invited for interview for a post which is 'exempt' you will be required to provide us with proof of your identity - further information will be provided at the time.

If appointed, a criminal record check will be done via the Criminal Records Bureau - this is also known as a disclosure check. An offer of employment will not be confirmed unless this check is satisfactory to the Council.

Rehabilitation Periods

Type of Sentence Imposed	Rehabilitation period for those aged over 18 when convicted
Prison sentence (including suspended sentences) or detention in a young offenders institution (previously known as youth custody) between 6 months and 2 years	10 years
Prison sentence (including suspended sentences) or detention in young offenders institution (previously known as youth custody) for 6 months or less	7 years
A fine or other sentence for which a different rehabilitation period is not provided e.g. community service order, probation order received on or after 3 February 1995	5 years
Order for detention in a detention centre	3 years
Borstal (abolished in 1983)	7 years
Absolute discharge	6 months
Probation order, conditional discharge or bound over	1 year or until order expires (whichever is the longest)

Except an absolute discharge, all of the above periods are *halved* if the person convicted was under 18 at the time. If you were under 18 and received a probation order on or after 3 February 1995, the rehabilitation period is 2 ½ years or until the order expires - whichever is longer.

Remember: custodial sentences of more than 2½ years can never become spent

iii. Relatives/ Other Interests

We ask these questions to make sure that someone with whom you may have a contractual relationship, or is a relative, is not involved in the selection process.

Canvassing of Councillors, Council Officers or Governors in relation to this appointment will disqualify your application.

Relevant medical information

Should you be invited for interview, the panel may ask you to give medical information to assess your ability to carry out a function that is intrinsic to the work concerned, e.g. lifting and handling, or to determine whether there is a duty to make reasonable adjustments.

If successful after interview, you will be required to undergo a health check process which is appropriate to the post for which you have applied. This normally involves you completing a pre-employment health questionnaire form, which is then forwarded to our occupational health service for an assessment of your fitness for the post. If Occupational Health requires further information from you such as information from your GP, or if they wish to see you, they will contact you directly.

All job offers are subject to the receipt of a satisfactory health check. Unsatisfactory health checks may result in any offer of employment being withdrawn.

Thank you for your interest in working for Brighton & Hove City Council