

Guidance on Completing the Application Form

You must complete all the parts of the application form. If you have insufficient space, please continue on no more than two continuation sheets, marking them clearly with your name and the vacancy it relates to and attach them securely to your application form (or send as an attachment for on-line applications).

Please type or write your application in capitals and in black ink so that it can be photocopied for the selection panel.

Read the instructions on the application form carefully before attempting to complete it.

The job description will outline the duties of the post and the person specification tells you the minimum knowledge, skills and experience we require. Show clearly how your knowledge, skills and experience are relevant to the requirements of the post.

Only those candidates that meet the essential criteria stated on the person specification will be considered.

Where you believe you have the necessary knowledge, skills and experience you should give examples of these if possible.

Relevant skills may have been gained other than through paid employment, so consider also any private, social, leisure, voluntary and domestic responsibilities you have where relevant skills have been developed.

North Yorkshire County Council is a disability symbol user and as such will guarantee an interview to a disabled applicant who meets the minimum criteria for a job. If you consider yourself to have a disability, then please indicate this in the relevant section of the application form. Within the Disability Discrimination Act 1995, the definition of disability is:

A person has a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse affect on his/her ability to carry out normal day-to-day activities.

North Yorkshire County Council supports the New Deal initiative and as such will guarantee an interview to a New Deal applicant who meets the minimum criteria for a job. If you are applying under the New Deal initiative, please indicate this in the relevant section of the application form and include a photocopy of your marketing voucher showing the name, telephone number and address of your New Deal Adviser (this policy will not necessarily be applicable to posts in schools and colleges).

Check the closing date and allow time for your application to reach us.

We suggest you keep a copy of your completed application form.

References will be required before an offer is confirmed. You must ensure that referees know that you have applied for a post and they may be contacted. The referees of shortlisted candidates will normally be contacted prior to the interview unless you state otherwise on the application form.

For reasons of economy, it is not our practice to inform applicants that they have been unsuccessful. If you have not heard from us within 4 weeks after the closing date of the advertisement, you may assume that your application has been unsuccessful.

Shortlisting

When shortlisting we will be looking for evidence that you have the knowledge, skills and experience to do the job as detailed in the job description and person specification. These documents provide the essential criteria against which your application will be assessed.

You will only be asked to attend the interview, if, at the time of shortlisting, you clearly show that, in competition with the other applicants, you satisfy the requirements set out in the job description and person specification.

The certificates and diplomas relevant to the post for which you have applied should be produced at the interview.

Canvassing

You must not try to influence an elected Council Member, or any Council employee, or if you are applying to a school, a member of the school governing body, to act in your favour, as this will disqualify you. If you are related to a Councillor, a Council employee or a Governor you must indicate this in the relevant section of the application form.

Equal Opportunities Monitoring

North Yorkshire County Council is committed to working towards the provision of equal opportunities in employment and accordingly wishes to ensure that no applicant is treated less favourably on unjustifiable grounds.

To assist North Yorkshire County Council in the monitoring of its performance in relation to equal opportunities you are requested to complete the enclosed questionnaire so that meaningful statistics may be gathered. Completion of each section would be greatly appreciated.

The ethnic categories listed on the form are those recommended for monitoring purposes by the Commission for Racial Equality.

The questionnaire is for statistical purposes only. Upon receipt it will be separated from the application form and will not be made available to those responsible for selection decisions.

Spent Convictions

It is necessary to provide information about any previous unspent convictions. If, however, those criminal convictions are spent these need not be endorsed, unless the post for which you are applying involves access to children and young adults under the age of eighteen years or vulnerable adults. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the Authority. Any information given will be completely confidential and will be considered only in relation to this application. A criminal conviction does not necessarily preclude consideration for employment.

PLEASE NOTE THAT THE RECRUITMENT POLICIES MAY VARY FOR SCHOOLS AND COLLEGES – ALWAYS REFER TO THE ADVERT AND INFORMATION PACK FOR SPECIFIC INFORMATION

NORTH YORKSHIRE COUNTY COUNCIL

POLICY ON CRIMINAL RECORD DISCLOSURES

This policy applies to all prospective employees of North Yorkshire County Council and other individuals who may provide a service on behalf of North Yorkshire County Council, ie foster carers, adopters or volunteers, or it's constituent bodies.

North Yorkshire County Council is committed to promoting the safety and wellbeing of all its service users, particularly those who would be incapable of protecting themselves from physical or sexual abuse, financial exploitation, or where there is a potential danger that their will or moral wellbeing may be subverted or over-powered (Section 115 (4)(a) Police Act 1997).

North Yorkshire County Council is committed to equality of opportunity and unlawful discrimination of any kind will not be tolerated, including against ex offenders where this cannot be justified by the nature of the offence or the work which would be done by the subject of the disclosure.

North Yorkshire County Council has identified a number of activities where an individual would have access to vulnerable service users or to personal confidential information. Any applicant for such a post is therefore required to agree to a Disclosure Notification being sought from the Criminal Records Bureau (CRB). The Disclosure will include a search of the Police National Computer (PNC), and the databases held by the DOH and DfEE. The disclosure provided by the Criminal Records Bureau will include all criminal convictions, cautions, warnings and reprimands and applicants are required to declare such matters as the relevant posts are exempt from the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Amendment) 1977.

There are some offences which may result in a person being subject to a Disqualification Order (DO), it is an offence for such a person to apply for a restricted post, and North Yorkshire County Council will report any such applicant to the Police. Any person convicted of an offence under Schedule 1 of the Children and Young Persons Act 1933 (as amended by subsequent legislation) will not be eligible to apply for a restricted post.

The following principles will apply to the consideration of past convictions

An applicant is required to be completely honest in disclosing any convictions throughout their entire life, from the age of criminal responsibility (10 years).

In terms of restricted posts, no convictions will ever be considered 'spent' and must be declared.

Applicants should be aware that if they have accepted a Caution, Warning or Reprimand from a police officer, then they have admitted their part in an offence. Cautions, Warnings and Reprimands therefore are to be declared.

In order to carry out thorough checks, North Yorkshire County Council needs to know any names, name changes, or aliases that an applicant may have been known by in the past, for example maiden names, assumed name of step parent, change of name by deed poll etc. Sight of an applicant's birth certificate will be required and if there has been a change of name, sight of documentation to support each change including dates of change.

As part of North Yorkshire County Council's commitment to the rehabilitation of offenders, there are many offences which may not disqualify an applicant where:-

- . the convictions are of a less serious nature; and/or
- . were committed some time ago; and/or
- . were committed when the applicant was a juvenile/young person; and/or
- . there were extenuating circumstances; and/or
- . there have been no further offences

In some cases, consideration of offences will take specific account of the post applied for.

Any information provided by the CRB will be securely stored and handled and the content will be confidential to the staff authorised to fulfil this role. However, where matters of legitimate concern are revealed, North Yorkshire County Council reserves the right to advise other relevant organisations, having a statutory or other legitimate

interest, as to the suitability of certain applicants for restricted posts. North Yorkshire County Council will abide by the CRB Code of Practice, including the opportunity for applicants to appeal to the CRB about the information provided.

Applicants are required to disclose all offences and failure to do so may unfavourably affect consideration of an applicants suitability to work with vulnerable people, or in a post dealing with personal confidential information.