

## Completing your online application

### Completing your online application form

All job applications should be made online. You should complete all the sections fully as this is the basis for selection for interview. Try to illustrate any statements you make by giving specific examples of achievements and experience, from paid or unpaid employment, voluntary work or spare time activity.

Please ensure that you read the job description and person specification; this document provides you with the details of the job itself and the person specification highlights the essential skills you must have to carry out the role and those that are desirable which will ensure that you will be able to perform the whole of the role.

The shortlisting panel will decide who to shortlist for interview on the basis of a pre-determined shortlisting matrix and this will be used against the application you have submitted.

### Equalities monitoring

We are committed to promoting equality of opportunity in our staff recruitment and selection. To ensure that our policies and procedures meet this objective, we will be looking at:

- Who is applying for the vacancy
- Who is successful in being shortlisted
- Who is successful at the interview

The information you provide will be kept confidential and will not form part of the application process. The information on the equalities monitoring part of the application will be used for monitoring and administration purposes only and will not be seen by the shortlisting department or interview panel.

### Disability information

We welcome applications from all individuals and we want to ensure that people with disabilities are considered on an equal basis by providing appropriate access and equipment.

Please ensure that you let us know if there is there anything you would like us to know about your disability to assist you in the recruitment process, or if you need any assistance to attend an interview, such as:

- Wheelchair access
- Someone with you at the interview such as a signer
- Induction loop or other hearing enhancement

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### Working in the UK and National Insurance number

Whilst the council has put into place procedures to avoid discrimination in its recruitment processes it must at the same time also ensure that the people we employ have a legal right to work in the UK. The Asylum and Immigration Act 1996 makes it a criminal offence to employ persons who do not have permission to live or work in the United Kingdom. If you are offered employment you will be required to supply documentary evidence to show that you are allowed to work in the UK, such as one of the following documents:

- A full passport
- A UK residence permit
- Biometric resident's permit
- Work permit

You will need to let us know if you require sponsorship to work in the UK.

At the point of starting with us you will need to supply a valid National Insurance (NI) number, or alternative evidence, e.g. P45, P60, a birth certificate or a letter from the Home Office confirming you are allowed to work in the UK.

### Disclosure Barring Service

The Rehabilitation of Offenders Act 1974 exists to support the rehabilitation into employment of reformed offenders.

Under the Act, following a specified period of time which varies according to the disposal administered or sentence passed, all cautions and convictions (except those resulting in prison sentences of over 30 months) are regarded as spent. As a result the offender is regarded as rehabilitated.

For most purposes the Act treats a rehabilitated person as if he or she had never committed an offence and, as such, you are not obliged to declare your spent caution(s) or conviction(s), when applying for employment. However, if you have a criminal record, i.e. a reprimand, caution, or conviction which is not spent under the Rehabilitation of Offenders Act 1974, then you must tell us on your application; it will not necessarily bar you from employment as we will only take this into account if the conviction is relevant. This will depend on the nature of the offence, the circumstances and background.

There are exceptions where you may have to declare spent cautions and convictions and they are listed on the Rehabilitation of Offenders Act 1974 (Exceptions) Order. This will be stated on the advertisement about the role and in addition there will be a requirement stated on the job description that it is an essential requirement that a satisfactory report from the Disclosure Barring Services is obtained at all times.

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### Education and qualifications, membership of professional associations

This part of the form looks at your education, qualifications, career and work experience and this section will be used to form part of the recruitment and selection process. Please give details of courses attended which are relevant to the job you are applying for and also give details of all educational qualifications you have obtained from school, college, university etc. including those qualifications you are currently studying for. Please include dates. You will be asked to provide evidence of qualifications if you are appointed.

### Career and work experience

Please ensure that you give details of your last two positions. With regards to your Current or Last Employer you should provide the name and address of your employer, the date you started and include a brief description of responsibilities, skills and experience. If you are currently unemployed then you should use this section for detailing your last employment.

### Other employment history

On this section you will need to include all work experience including temporary, work experience or voluntary work. Please include any breaks in your career, e.g. travelling outside the UK, looking after family, unemployed or studying.

### Supporting statement

This section gives you the opportunity to convince us that you should be shortlisted for interview. Please say why you wish to be considered for this position. Include the particular abilities and behaviours you display referring to the key competency areas and role requirements on the job description, and the essential and desirable criteria on the person specification. Please include how and where you gained this experience. You may also refer to interests or relevant experience outside work.

### References

Please provide names and email address of two people to who you are not related to and who we can go out to obtain a reference from. One should be your current employer, or if you are not in employment, then your last (most recent) employer. In the case of school/college/university leavers, please provide the name and address of your tutor. If you have not had any paid employment then please provide the name and address of your manager of your most recent work experience placement. In certain circumstances a reference may be requested from any of your previous employers. Offers of employment are made subject to satisfactory references.

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### Your declaration

By you completing and submitting the online application you agree that you have completed the form accurately and that you agree with the declaration on the application form.

Any employment offered will be subject to the information on your application being correct. Giving false, misleading or incomplete answers will disqualify you from consideration or in the event of your appointment you would be liable to dismissal without notice if the information on your application is later proved to be inaccurate.

Additional tips to help you complete the online application:

- Tell us how your skills, knowledge and experience match what is required for the job itself. You can draw on experience from any voluntary or work experience that you have undertaken
- Complete all of the sections on the application

### Pre-employment health check

If you are offered a post, you will be asked to fill in a medical questionnaire electronically that is sent to the council's medical adviser, and you may be asked to attend a medical examination. All offers of employment are made subject to medical clearance.

### Data Protection Act

The information that you provide will be processed according to the Data Protection Act 1998 and relevant legislation. Ashford Borough Council complies with the Data Protection Act 1998 and adheres to the usage, retention, accuracy, security and processing of personal data. At the interview full interview notes will be made. Under Data Protection regulations these will be made available to the candidate if they ask to see them. After the interview process all notes are returned to the recruitment team as this information will be held on the recruitment file for 6 months before being confidentially destroyed.

Any questions or queries please email the recruitment team at [recruitment@ashford.gov.uk](mailto:recruitment@ashford.gov.uk).