




DERBY CITY COUNCIL

# Job Application

Please fill in all relevant sections  
– do not send a curriculum vitae.

We can give you this information in any other way, style or language that will help you access it. Contact: 01332 643699

 Minicom: 01332 640666




## Section one – to be filled in by all applicants

### Job details

Application for job of	Job reference number
Department	
Where did you learn about this vacancy? Please tick one	
<input type="checkbox"/> Derby City Council's website: <input type="checkbox"/> Other internet site, tell us which one: <input type="checkbox"/> Derbynet/Intranet <input type="checkbox"/> Newspaper/Journal, tell us which one: <input type="checkbox"/> Derby City Council's Vacancy List <input type="checkbox"/> Event/job fair, tell us which event:	

### Data protection

 We will treat all information you provide in confidence and in accordance with the Data Protection Act 2018. We will hold it electronically, and keep it secure. We will use it for the purpose of helping our recruitment process and for payroll and administration purposes if your application is successful. If you are a Jobcentre Plus client, we will disclose information to them for performance and monitoring purposes.

We will share it with other officers involved in the recruitment process including managers, human resource officers and departmental support employees. For senior appointments, this could also include councillors and occasionally external assessors. We will not disclose it to other organisations or use it for any other purpose without your explicit consent.

If you are unsuccessful, we will usually destroy your application form and any other papers you have submitted six months after we have made the appointment. We will only hold information beyond six months with your consent.

### Personal sensitive data

Under the Data Protection Act 2018, equality information such as ethnic origin, disability, sexuality, criminal convictions, is defined as personal sensitive data. The Council is required by law to monitor this information as part of recruitment practices. Only those personnel who require this information as part of their job will have access to it. We will not disclose it to anyone else without your explicit consent unless we have to do so by law.

## Present or most recent job

Employer's name	
Address	Your grade/salary/wage a year
	Other benefits
Postcode	Name and job title of person you are responsible to
Job title	If responsible for people, state how many and their job titles
Date of appointment - month and year, from	Reason for seeking other employment
to	
Notice required	
Briefly describe your present or most recent job...	

## Full work history

For jobs that require a Criminal Record Bureau check, you **must** account for all the time since you left school. Include any period when you were not in full-time work, education or training; for example, unemployment, voluntary work, raising a family, part-time work, education or training.

For all other jobs, please tell us about your more recent work history, both paid and unpaid if it's relevant to the job you are applying for.

Employer's name and address	Dates - month and year	Job details and salary	Main responsibilities	Reason for leaving

**Describe the relevant experience, skills and knowledge you can bring to this job, and any other information to support your application, which may include voluntary work, your hobbies or interests.**

**Attach extra sheets if necessary**

**You must refer to the criteria in the Person Specification when filling in this section.**

If the job requires you to have a driving licence and/or transport available for work, please fill in the following:

Do you have a full current driving licence? Yes  No

Will you have transport available for work? Yes  No

If yes, what sort?

**Referees: One should be your present employer or your last employer if you are not currently employed.**

Name and address	Name and address
Position held by referee	Position held by referee
Organisation, if appropriate	Organisation, if appropriate
Telephone	Telephone
Email	Email
May we contact your present employer before interview? Yes <input type="checkbox"/> No <input type="checkbox"/> For any offer of employment, we will always contact your second referee.	

If you are applying for a job working in a care home, you must provide us with a referee from every care home where you have worked for the past five years. If there is more than four, please use a continuation sheet to list them all. Failing to provide this information will mean we can't consider your application.

Name and address	Name and address
Position held by referee	Position held by referee
Organisation, if appropriate	Organisation, if appropriate
Telephone	Telephone
Email	Email

Name and address	Name and address
Position held by referee	Position held by referee
Organisation, if appropriate	Organisation, if appropriate
Telephone	Telephone
Email	Email

## Membership of professional organisations

Organisation	Membership status	Since

## Any dates you would not be available for interview during the next six weeks

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## Canvassing

Are you related to a councillor or employee of Derby City Council?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, give details
Are you related to a school governor likely to be involved in this appointment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, give details
Name			
Position			
Relationship			
If you ask a councillor, an officer or school governor to use their influence to help you get this job, we will disqualify you. If we discover evidence of this after your appointment, we could dismiss you without notice.			

## Eligibility to work in the UK

Do you have evidence that you are eligible to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>
A list of the types of documentation suitable as evidence is on our website <a href="http://www.derby.gov.uk">www.derby.gov.uk</a>

I declare that to the best of my knowledge the information on this application form is true and I understand that a false declaration could result in dismissal without notice.

Type your name here

Date

**Please return to the address on the letter downloaded with this application form.**

### For office use only

<p><b>If you want feedback about why you have not been short-listed or appointed, please contact the recruiting officer within eight weeks of the closing date.</b></p> <p><b>If you want to make a complaint about any part of the recruitment process, you should write to the Director of the Department or the school which had the vacancy within two weeks of receiving your feedback.</b></p>	Candidate's name	
	Closing date for applications	
	Date application received	
	Interview date	
	Reason for not interviewing	
	Not appointed after interview	

## Section two – to be filled in by all applicants

### Personal details

Last name	First names
Preferred title	Home telephone/Textphone
Address	Mobile telephone
	Work telephone <span style="float: right;">Ext</span>
Postcode	National Insurance Number
Email	

### Equality in action

The Council values the diversity of the city's community. We aim to have a workforce that reflects this so that we can make sure we provide sensitive, appropriate and accessible services. **To help us check that we are achieving our aims, please fill in this section:**

**I am:** Male  Female  Transgender

<b>I am:</b>	<b>Asian or Asian British</b>	<input type="checkbox"/>	<b>Chinese</b>	<input type="checkbox"/>	<b>White</b>	<input type="checkbox"/>
	Indian	<input type="checkbox"/>			British	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>	<b>Any other ethnic group, please</b>		Irish	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>	state:		Gypsy/Irish Traveller	<input type="checkbox"/>
	Any other Asian background	<input type="checkbox"/>	Other ethnic group - Arab	<input type="checkbox"/>	Other	<input type="checkbox"/>
	<b>Black or Black British</b>		<b>Dual Heritage</b>			
	Caribbean	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>		
	African	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>		
	Other Black background	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>		
			Other dual heritage background	<input type="checkbox"/>		

**My date of birth is:**

— — /

**Religion or Belief**

- Buddhist
- Christian -all denominations
- Hindu
- Jewish
- Muslim
- Sikh
- Other Religion
- None
- Prefer not to say

**Sexuality**

- Bisexual
- Gay Man
- Heterosexual/straight
- Gay Woman/Lesbian
- Trans
- Other
- Prefer not to say

## Education qualifications and relevant non-qualification training starting with most recent

We will ask for evidence of your qualifications at interview.

Where you studied	Dates From	Dates To	Qualifications gained and courses attended – state level	Grades	Date

## Disabled people

**Do you consider yourself to be a disabled person?**

Yes  No

Ticking 'Yes' does not necessarily mean that your condition falls within the legal definition under the Disability Discrimination Act. If you were to take a case of disability discrimination against Derby City Council, only the Chair of an Employment Tribunal or a County Court Judge could determine if you are covered by the Act or not.

**If you need any reasonable adjustments to help you at the interview or want to apply under our guaranteed interview scheme, please fill in the next section.**

Please tell us how we can remove any barriers for you in our recruitment process and at interview. For example, you might need a disabled people's car parking space, a British Sign Language interpreter, an induction loop, or information in another format. You know best what you need, so please tell us here:

We use the disability symbol to show our commitment to employing disabled people. As a symbol user, we guarantee an interview to disabled people who meet the essential requirements of the job. Please tell us if you want to apply for this job under our **guaranteed interview scheme**.

Yes, I want to apply for this job under the guaranteed interview scheme.

## Section three – to be filled in for jobs requiring a Disclosure and Barring Service Check (DBS)

### Access to children and/or vulnerable adults

**Warning. This post has substantial access to children and/or adults. If we offer you the job, you will need a DBS check. We will withdraw the offer if the check highlights something about you which we assess would make you unsuitable for the job. We take criminal records into account only when the conviction is relevant. Failing to disclose a conviction, caution, reprimand or final warning may result in your application being disqualified. If we discover evidence of this after your appointment, we could dismiss you without notice.**

**As this post has substantial access to children and/or adults, you must disclose if you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance. A conviction will not necessarily bar you from employment. The Council complies with the Disclosure and Barring Code of Practice which is available on [www.gov.uk/dbs](http://www.gov.uk/dbs).**

**If you have criminal convictions, read the criminal conviction filtering guidance at [www.gov.uk/government/collections/dbs-filtering-guidance](http://www.gov.uk/government/collections/dbs-filtering-guidance). Check the list of offences that will be filtered so you're informed about whether to disclose your criminal information.**

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?

Yes  No  If yes, please give brief details:

Nature of offence(s)

Date of conviction(s)

Penalty

### Additional personal details

Have you ever been known by any other name? Yes  No  If yes, please give other name(s):

Have you changed your address in the last five years? Yes  No  If yes, please give details:

Dates from	Dates to	Address



## Derby City Council Privacy Notice

### How is your information used?

#### Derby City Council Employees: -

We may use your information to: fulfil our obligations under your contract of employment with us and any associated Derby City Council employment policies. This includes sharing your information with Government bodies as required by law, such as providing tax information to H M Revenue and Customs and salary information to the Court Service. This is to help us pay you correctly including sharing information about your pay and employment with other relevant bodies such as pension administrators, union bodies and employee benefits providers. This would include sharing relevant information with external training providers in support of your apprenticeship and personal development.

Any information we provide for equality statistics will be anonymised.

#### Candidates: -

Personal data such as full name, date of birth, address and National Insurance number is collected to allow us to feed your information into our HR/Payroll system should your application be successful. Other information such as employment history, duties and qualifications is collected to assess your suitability for the role, and to undertake pre-employment checks should your application be successful. Equalities data is also collected to allow for the completion of anonymised statutory returns and to inform any future recruitment campaigns. If you are successful we may use your information to set up a confidential secure record for you with First Care. First Care runs the Council's sickness absence and reporting triage service. We use this information to monitor employees' health and wellbeing to enable the Council to meet its obligations under Health & Safety regulations.

### Who has access to your information?

We may share your information with:

- Other Council Departments, Managers, Headteachers/School Business Managers, Time Administrators, Internal Audit, DMC/Business Support and Parking Services to ensure we meet our statutory and contractual duties. This would exclude equalities data which is only accessible by HR colleagues.
- External organisation's such as; H M Revenue & Customs, Disclosure and Barring Service, H M Court Service, Police Authority, Department for Education, Department of Work and Pensions, Pensions Administrators (Derbyshire Pension Fund for Local Government Pension Scheme, Teachers Pension, Prudential, Standard Life, NHS Pension and NEST), voluntary payroll deductions, Employee Benefits Provider, external auditors, Payroll/HR software providers, external organisation linked to TUPE legislation. This is for the purposes allowed by law as well as provision of information to pension administrators and other third parties payroll deduction where you are a member. These third parties include Government Departments, other Local Authorities and private sector companies, as allowed by law. This would include sharing relevant information with external training providers supporting your personal development or apprenticeship.

For further information about how your personal information will be used, please visit [www.derby.gov.uk](http://www.derby.gov.uk) where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from Human Resources, Derby City Council, Corporation Street, Derby, DE1 2FS or [StrategicHR@derby.gov.uk](mailto:StrategicHR@derby.gov.uk)