

Chesterfield Borough Council Job Application Form

# Chesterfield Borough Council

As the largest town in Derbyshire and the gateway to the Peak District National Park, Chesterfield is a great place to work, live or visit, combining both historical and contemporary experiences.

We provide a range of more than 50 services to our residents aiming to deliver our vision of ‘putting our communities first’.

Working for us, you will enjoy a range of benefits including flexible working, reduced price leisure centre membership and learning and development opportunities.

# Completing your form

If you are interested in being considered for one of our job vacancies, you will need to complete and submit our standard application form. Unfortunately, we don’t accept CVs.

Please read the job description and person specification carefully, so you understand what the job involves.

When completing your application, give as much information as you can that is relevant to the job for which you are applying. Please give examples of how your experience matches the job description, person specification and competency requirements.

Please check that the information you provide is accurate. If you conceal or misrepresent relevant information at any stage during the recruitment process you will be disqualified

You will only be shortlisted, if you demonstrate that you meet the essential requirements of the person specification. The decision to shortlist you for interview will be solely based on the information you provide in the application form.

Please return your form by email to Human Resources (see email address listed below). If you have not been contacted within four weeks of the closing date, please assume your application has been unsuccessful. Please do not let this deter you from applying for future positions.

# Equality Act 2010

People are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, or gender, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Part of this application includes an equality monitoring form, by completing this form, you can help us to improve and encourage applications from under-represented groups and improve our policies and practices. Completion of the form is optional, and the information will be detached from your application and stored securely and confidentially.

# Disability Confident

As part of our commitment to Disability Confident, we will guarantee an interview to applicants who are disabled and demonstrate in their application how they meet the minimum essential requirements of the person specification. If you would like your application to be assessed on this basis, you should complete the Disability Confident scheme form and submit with your application.

If you are selected to attend for interview, we will ask you if we need to make reasonable adjustments as part of the interview process.

# Criminal Records Declaration

The council has a commitment to equality of opportunity for all job applicants and aims to select people for employment on the basis of their individual skills, abilities, experience, knowledge and, where appropriate, qualifications and training. The council will therefore consider ex-offenders for employment on their individual merits. A criminal record will not necessarily prevent a candidate from being appointed to the post, where those offences are not relevant to the role.

# Data Protection

Your personal data will be processed to consider your application for employment. If your application is successful, the information you provide may be used as a part of our on-boarding process and will go on to form part of your personal file. Unsuccessful applications will be deleted 6 months after the application process ends.

We will pass some information about your application to third parties that carry out functions on our behalf to support the recruitment process. We will also collect references from the referees you identify.

You have a number of rights under data protection legislation; you can find more information at [www.chesterfield.gov.uk/privacy,](https://www.chesterfield.gov.uk/privacy) along with contact details for our data protection officer. A more detailed recruitment privacy notice is also available from that page.

By submitting an employment application to us, you consent to the council’s collection, processing and use of your personal data for these purposes.

**Confidential – Restricted when completed**

APPLICATION FOR EMPLOYMENT

**Please return your completed form by email to:** [hrjobs@chesterfield.gov.uk](mailto:hrjobs@chesterfield.gov.uk)

|  |  |
| --- | --- |
| Information needed | **Answer** |
| Job title | Type here |
| Job reference | Type here |
| Job closing date | Type here |
| Title (Mr, Mrs etc.) | Type here |
| Surname | Type here |
| First name (s) | Type here |
| Preferred first name | Type here |
| Address | Type here |
| Address | Type here |
| Address | Type here |
| Post code | Type here |
| Home telephone | Type here |
| Mobile telephone | Type here |
| Work telephone | Type here |
| Email address | Type here (if an email address is provided this will be used as the method of communication) |

DISABILITY CONFIDENT SCHEME

|  |  |
| --- | --- |
| Information | Answer |
| Surname | Type here |
| First name (s) | Type here |
| Job title | Type here |
| Job reference | Type here |

**What is Disability Confident?**

Chesterfield Borough Council has signed up to the Governments Disability Confident scheme which supports employers to make the most of the talents disabled people can bring to our workplace. Through Disability Confident we are:

* challenging attitudes towards disability
* increasing understanding of disability
* removing barriers to disabled people and those with long-term health conditions
* ensuring that disabled people have the opportunities to fulfil their potential and realise their aspirations

As part of the scheme we guarantee to interview anyone with a disability whose application meets the minimum criteria for the post. To be invited to an interview under this scheme you must show in your application that you meet the minimum essential criteria for the role as detailed within the person specification.

## What do we mean by disability?

Under the Equality Act 2010 a disabled person is defined as someone with a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on their ability to do normal daily activities.

## How do I apply?

If you want to apply under the Disability Confident scheme please complete the declaration below and attach it to your application. We will try to provide access, equipment or other practical support to ensure that if you have a disability you can compete on equal terms with non-disabled applicants.

|  |  |
| --- | --- |
| DECLARATION: I consider myself to have a disability as defined above and I would like to apply under the Disability Confident scheme. | Yes / No |

I require the following reasonable adjustments to be made for me to be able to attend an interview:

|  |
| --- |
| Type here |

|  |  |  |  |
| --- | --- | --- | --- |
| Name (please print): | Enter your name | Date: | Enter date |

**ANY FALSE DECLARATION OF DISABILITY TO OBTAIN AN INTERVIEW WILL SUBSEQUENTLY INVALIDATE ANY OFFER OF A POST.**

Chesterfield Borough Council Equality Monitoring Form

Please help us ensure we are providing a fair service and fill in the following details. All the questions are optional but answering them will help us ensure our services meet the needs of all our communities. All of the information gathered in this questionnaire is confidential.

## Gender:

|  |
| --- |
| Type here |

## Age:

|  |  |
| --- | --- |
| Age | Type ‘Yes’ where correct |
| Under 16 | Type here |
| 16 to 17 | Type here |
| 18 to 24 | Type here |
| 25 to 34 | Type here |
| 35 to 44 | Type here |
| 45 to 54 | Type here |
| 55 to 64 | Type here |
| 65 to 74 | Type here |
| 75 years and over | Type here |
| Prefer not to say | Type here |

## Disability

Do you consider yourself to have a disability or health problem which has lasted or is expected to last at least 12 months and which limits your day-to-day activities? Answer: **Yes or no or prefer not to say**

## Religion/ belief – if yes, please only put yes in one of the empty cells

|  |  |
| --- | --- |
| Religion | Type ‘Yes’ where correct |
| None in alpha order | Type here |
| Buddhist | Type here |
| Christian | Type here |
| Hindu | Type here |
| Jewish | Type here |
| Muslim | Type here |
| Sikh | Type here |
| Prefer not to say | Type here |
| Other, please specify | Type here |

## Sexual orientation – if yes, please only put yes in one of the empty cells

|  |  |
| --- | --- |
| Sexuality | Type ‘Yes’ where correct |
| Heterosexual / straight | Type here |
| Lesbian / gay woman | Type here |
| Gay man | Type here |
| Bisexual | Type here |
| Prefer not to say | Type here |
| Other | Type here |

## Ethnic group

Please choose one section from A-E, and then answer ‘Yes’ in the appropriate cell.

|  |  |
| --- | --- |
| Ethnic group | Type ‘Yes’ where correct |
| Group A – White |  |
| British | Type here |
| Irish | Type here |
| Any other White background; please specify | Type here |
| Group B – Mixes |  |
| White and Black Caribbean | Type here |
| White and Black African | Type here |
| White and Asian | Type here |
| Any other Mixed background; please specify | Type here |
| Group C – Asian or Asian British |  |
| Indian | Type here |
| Pakistani | Type here |
| Bangladeshi | Type here |
| Chinese | Type here |
| Any other Asian background; please specify | Type here |
| Group D – Black or Black British |  |
| Caribbean | Type here |
| African | Type here |
| Any other Black background; please specify | Type here |
| Group E – Other Ethnic Group |  |
| Arab | Type here |
| Gypsy | Type here |
| Traveller | Type here |
| Any other Ethnic background; please specify | Type here |
| Prefer not to say | Type here |

|  |  |
| --- | --- |
| How did you find out about this job? | Type ‘Yes’ where correct |
| Chesterfield Borough Council website | Type here |
| Other website (please tell us which one) | Type here |
| Social media (please tell us which one) | Type here |
| Newspaper (please tell us which one) | Type here |
| Job centre | Type here |
| From a Chesterfield Borough Council employee | Type here |
| From a family member/ friend | Type here |
| Other, please detail | Type here |

## Declaration

1. I certify that the information provided on this application form is correct. I understand that my application maybe rejected or that I may be dismissed for withholding relevant details or giving false information. I understand that any employment offer will be subject to satisfactory references, health review, evidence of qualifications and vetting checks.
2. I have read and understood the [Privacy Statement](https://www.chesterfield.gov.uk/your-council/your-chesterfield/data-protection-privacy-notice/corporate-services/recruitment-privacy-notice).

and consent to the use, processing and retention of my personal data and sensitive personal data as outlined.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: | Add signature | Date: | Today’s date |

# Please return this form by email to:

[hrjobs@chesterfield.gov.uk](mailto:hrjobs@chesterfield.gov.uk)

Human Resources, Chesterfield Borough Council,

Town Hall, Rose Hill, Chesterfield, S40 1LP Tel 01246 345282

Please fill out the rest of the form on the pages below.

|  |
| --- |
| NUMBER:  FOR HR USE ONLY |

# Present or most recent employment

|  |  |
| --- | --- |
| Information | Answer |
| Job title | Type here |
| Employer | Type here |
| Address | Type here |
| Start date | Type here |
| Annual salary or full time equivalent | Type here |
| Brief details of main duties and responsibilities | Type here |
| Reason for leaving and date (if applicable) | Type here |
| Length of notice required, if working | Type here |

# Previous employment

Please give details of all previous jobs and work experience since leaving full time education. Please list these in date order, starting with the most recent first and list any periods where you were not in full time employment, education or training, giving details of activity during this period, for example periods of unemployment, voluntary work, travelling etc.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Information needed | Answer 1 | Answer 2 | Answer 3 | Answer 4 | Answer 5 |
| Employer and address | Answer 1 | Answer 2 | Answer 3 | Answer 4 | Answer 5 |
| Job title and main duties | Answer 1 | Answer 2 | Answer 3 | Answer 4 | Answer 5 |
| Date from | Answer 1 | Answer 2 | Answer 3 | Answer 4 | Answer 5 |
| Date to | Answer 1 | Answer 2 | Answer 3 | Answer 4 | Answer 5 |
| Reason for leaving | Answer 1 | Answer 2 | Answer 3 | Answer 4 | Answer 5 |

# Education and Training

Please give details of your education and qualifications obtained and training courses undertaken, together with dates.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Information needed | Answer 1 | Answer 2 | Answer 3 | Answer 4 | Answer 5 |
| Establishment attended | Answer 1 | Answer 2 | Answer 3 | Answer 4 | Answer 5 |
| Course title/ Subject | Answer 1 | Answer 2 | Answer 3 | Answer 4 | Answer 5 |
| Qualification(s) or outcome | Answer 1 | Answer 2 | Answer 3 | Answer 4 | Answer 5 |
| Date from | Answer 1 | Answer 2 | Answer 3 | Answer 4 | Answer 5 |
| Date to | Answer 1 | Answer 2 | Answer 3 | Answer 4 | Answer 5 |

# Membership of Professional Bodies

Please give details of membership of professional or technical bodies/associations. This section will not be relevant for some jobs.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Information needed | Answer 1 | Answer 2 | Answer 3 | Answer 4 | Answer 5 |
| Name of professional body | Answer 1 | Answer 2 | Answer 3 | Answer 4 | Answer 5 |
| Membership level | Answer 1 | Answer 2 | Answer 3 | Answer 4 | Answer 5 |
| Date joined | Answer 1 | Answer 2 | Answer 3 | Answer 4 | Answer 5 |
| Professional registration number/reference | Answer 1 | Answer 2 | Answer 3 | Answer 4 | Answer 5 |

# Suitability for the Job

Please give further details about why you are suitable for this job.

We will recruit solely on merit. To do this we will seek to match the information you provide against the person specification and competency requirements detailed in the job description. Therefore, you should ensure that you address each point identified and provide evidence of relevant experience, abilities, knowledge and skills, including areas other than paid work.

**Please use additional sheets as necessary.**

|  |
| --- |
| Type here |

Other information

## Relationships

|  |  |
| --- | --- |
| Information needed | Answer Yes or No |
| Are you related to or in a significant relationship with any councillor or council employee or a member of any governing body relevant to this appointment? | Type here |

If YES,

|  |  |
| --- | --- |
| Information needed | Answer |
| Name | Type here |
| Relationship | Type here |

**Please note:**

**Any applicant who directly or indirectly seeks the support of any councillor or officer for any appointment with the council will be disqualified.**

## Criminal Records Declaration

All applicants will be required to complete a criminal declaration form prior to confirmation of any provisional offer of employment. The type and level of any applicable criminal record check will depend on the job role you have applied for. Your criminal record declaration may be subject to verification. If you are discovered to have lied or withheld information regarding unspent criminal convictions you may be excluded from the recruitment process, have your offer of employment withdrawn or you may be dismissed. The action taken will depend on the stage at which the verification process is completed.

## Vehicle Licence

|  |  |
| --- | --- |
| Information needed | Answer Yes or No |
| Do you hold a current full driving licence? | Type here |
| Do you hold a heavy commercial vehicle licence? | Type here |

|  |  |
| --- | --- |
| Information needed | Answer Yes or No |
| Please state type of Vehicle Licence. This information can be found on your driving licence: | Type here |

# References

All appointments are subject to the receipt of satisfactory references. We will request detailed written references for successful candidates who are offered an appointment. Please ensure your referees are aware of this and are happy to provide the information.

Candidates will be required to provide at least two referees and must cover the past five years of employment history. At least one reference **must** be from your current or most recent employer or an academic referee where there has not been any recent employment. Personal references will only be considered under exceptional circumstances.

## Referee (1) - Present or most recent employer

|  |  |
| --- | --- |
| Information needed | Answer |
| Name: | Type here |
| Their job title: | Type here |
| Capacity known: | Type here |
| Address: | Type here |
| Telephone number: | Type here |
| Email address: | Type here |

## Referee (2)

|  |  |
| --- | --- |
| Information needed | Answer |
| Name: | Type here |
| Their job title: | Type here |
| Capacity known: | Type here |
| Address: | Type here |
| Telephone number: | Type here |
| Email address: | Type here |