

Applicants Charter

Thank you for your recent enquiry about working for Hertfordshire County Council. To assist with your application we will:

- Supply you with the name and telephone number of someone to help with your enquires and give further information
- Take account of any specific needs that you let us know about, e.g: assistance with access, sign language interpreters, large print and taped information. This includes, if appropriate, providing you with assistance in completing the application form. If you consider that you have a disability please take particular note of the application form
- Process your application confidentially and objectively
- Normally contact you within 10 working days of the published closing date if you have been shortlisted. If you do not hear from us within this period, please assume that your application was unsuccessful on this occasion
- Give you a date by which you will be notified of the outcome of the interview. Feedback from an interview can provided on request
- Exclude any person from the selection process with whom you have declared a personal relationship
- Make decisions in line with the County Council's Recruitment and Selection Guidelines
- Investigate promptly and sensitively any complaints or concerns you may have about your application and inform you of the outcome. Please see below for details.

References

During the selection process references will be taken up. If you do not want us to approach your current employer until a provisional offer of appointment is made, please tick the appropriate box on the application form. Please note that members of your family are not acceptable as referees and for certain posts, such as social work staff, we may approach any of your previous employers.

Health Screening Process

Before appointment you will be required to complete our Pre-Employment Health Assessment questionnaire and your appointment will be subject to you being medically fit. If you have any concerns in advance, ask if you can contact our Occupational Health Unit.

Rehabilitation of Offenders Act 1974

If you are shortlisted for interview, you will be sent a criminal convictions declaration form, which you will need to complete and bring with you to your interview. Only relevant convictions and other information will be taken into account so a criminal record need not necessarily be a bar to appointment.

Criminal Records Bureau Disclosure

If you are applying for a job that is classed as having regular contact with children or vulnerable adults, or other positions of trust, pre-employment checks will include a disclosure from the Criminal Records Bureau of the existence of a criminal background. This includes 'spent' convictions, cautions, reprimands and final warnings. Certain posts may also be subject to checks of lists held by the Department of Health (DH) and Department for Education and Skills (DfES) and information held by local police forces. Only relevant convictions and other information will be taken into account, so a criminal record need not necessarily be a bar to your appointment.

Asylum and Immigration Act 1996

All candidates appointed will have to produce documentary evidence of their right to work in the UK before confirmation of appointment is made. There are various acceptable documents but usually it will be a document with evidence of your National Insurance Number, such as a payslip, P45, P60 or National Insurance Number card. If you require a work permit to work in the UK, please make sure you indicate this on your application form.

Politically Restricted Posts

The Local Government and Housing Act 1989 places certain restrictions on certain Local Government employees so that they are prevented from taking part in political activities. You will be advised if the job comes under this category.

Freemasonry

We have a policy that staff taking up an appointment must record their membership of the Freemasons. At the point of application such membership need not be disclosed, but if you are appointed you must record your membership with your chief officer. This information will then be placed on the register and will be treated as confidential.

Complaints Procedure

If you feel you have been unfairly treated, you have the right of complaint. If you wish to exercise this right you must write to your named contact, stating why you feel you have been treated unfairly. Any complaint should be made as soon as possible and no later than 14 days after you were informed of the result of your application.

Additional information on the Recruitment Centre and working at the County Council can be found at www.hertsdirect.org/jobs

If you would like the application form in another format, such as Braille, large print or tape or if you need help with translation, please contact the Recruitment Centre on 0845 601 4384.

Please write clearly in **dark ink** so the form can be photocopied. Put your **name**, the **job title** etc and **job reference** at the top of any additional sheets you use. Please ensure you complete and return the **application** and **person specification forms**.

For office use only

Job Title

Job Ref

Surname

First names (in full)

Have you ever used any other names? **Yes/No**

If yes, please state

Preferred title (e.g Mr/Mrs/Miss/Ms)

Are you over 16 and under 65? **Yes/No**

If no, please check you are eligible to apply by contacting the Recruitment Centre on 0845 601 4834
Please only give phone numbers you are happy to be contacted on.

Home

Mobile

Work

Current home address

Postcode

Email

NI number

Do you need a work permit? **Yes/No**

Are you able to start work immediately? **Yes/No**

If no, what is your notice period?

Do you have access to your own means of transport? **Yes/No**

Work history

Are you currently employed? Yes (Y) Will this be your only job? No (N)

Please list all employment since leaving full time education, starting with the most recent. You should include all periods of work experience, work placements or voluntary work. For certain posts, such as social work staff, we may seek a reference from any previous employer.

From (month/year)

To (month/year)

Job title

Department

Salary/Pay rate

Organisations' email

Reasons for leaving



Hertfordshire County Council operates an Equal Opportunity Employment policy and we are committed to recruiting the best person for the job, regardless of any factor other than the ability to do the job. The way we monitor this is to ask you to complete this form. It will not be seen by those involved in the assessment of your application. We need your name on this form to link it to your application details. The information on this form will be used anonymously for statistical purposes and the statistics will be used to check how well our policies are working and to help us make improvement where necessary. Please help us by completing this form. All information will be treated in the strictest of confidence and the form will be separated from your application on receipt.

**This form has two sides.
Please tick the boxes.**

For office use only

Job Ref

Full name

Gender

Female (A)

Male (B)

Disability

Disability is defined in the Disability Discrimination Act 1995 as “a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out day to day activities”. For example, this can include diabetes, learning difficulties, hearing or speech impairments, arthritis and heart problems.

Do you consider yourself to have a disability as defined above?

Yes (Y)

No (N)

Caring/Parental responsibilities

A ‘Carer’ is defined as someone who provides help or support to a relative or friend who cannot manage without their help because of illness, disability or age. By monitoring the number of carers who apply to the council we can ensure that we are developing policies which will contribute towards balancing their work and caring commitments.

Do you have caring responsibilities?

Children

Yes (Y)

No (N)

Adults

Yes (Y)

No (N)



Company name and address

Phone No.

Brief description of duties

Previous Jobs

Please continue on a separate sheet if necessary

From - to (mth/yr) (mth/yr)	Company name, address, phone number and email	Job title and brief description	Reason for leaving

Education History

Give details relevant to the job. We will seek proof of qualifications where considered essential to the job.

School, College, University	Qualifications Gained (Level/Grade)

Have you had any gaps in education or employment? Yes (Y) No (N)
 If Yes please give dates and reasons

Training and Development

Please include details and dates of any training and development (ie. courses, seminars, special projects and other continuous professional development activities) relevant to your application.

Please continue on a separate sheet if necessary.

Membership of Professional Bodies (We will seek proof of membership where considered essential to the job)

Name of Institute/ Professional Body	Current Level of Membership (e.g. Corporate)	Membership Number

References ~ Please give the name, address and telephone number of TWO referees.

1st referee ~ this should be your current or last employer or, if you have not worked before, your school or college.

School, College, University	Occupation
Relationship to you	
Address	
Phone Number	Email

If you **DO NOT** want us to contact this person before your interview please tick here

2nd referee ~ this should ideally be a previous employer or, if that is not possible, someone who knows you well **but is not a relative**.

School, College, University	Occupation
Relationship to you	
Address	
Phone Number	Email

If you **DO NOT** want us to contact this person before your interview please tick here

Ethnic Origin (Tick one box only)

White	British	<input type="checkbox"/>	Black or Black British	
	Irish	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
	Any other white background	<input type="checkbox"/>	African	<input type="checkbox"/>
Mixed	White and Black Caribbean	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>
	White and Black African	<input type="checkbox"/>	Chinese or other ethnic group	
	White and Asian	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
	Any other mixed background	<input type="checkbox"/>	Other	<input type="checkbox"/>
Asian or Asian British			Traveller (from a travelling community)	<input type="checkbox"/>
	Indian	<input type="checkbox"/>		
	White and Black African	<input type="checkbox"/>		
	White and Asian	<input type="checkbox"/>		
	Any other Asian background	<input type="checkbox"/>		

What is your religion? (Tick one box only)

None	<input type="checkbox"/>	Hindu	<input type="checkbox"/>
Christian (includes Church of England, Catholic, Protestant and all other Christian denominations)	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
		Jewish	<input type="checkbox"/>
		Any other religion	<input type="checkbox"/>

General Information

What is your date of birth?

Do you live in Hertfordshire? **Yes/No**

If **YES** in which district do you live?

Broxbourne	<input type="checkbox"/>
East Herts	<input type="checkbox"/>
North Herts	<input type="checkbox"/>
Stevenage	<input type="checkbox"/>
Watford	<input type="checkbox"/>
Dacorum	<input type="checkbox"/>
Hertsmere	<input type="checkbox"/>
St Albans	<input type="checkbox"/>
Three Rivers	<input type="checkbox"/>
Welwyn/Hatfield	<input type="checkbox"/>

Where did you see this job advertised?

Please state which one:

Local Press	<input type="checkbox"/>
National Press	<input type="checkbox"/>
Trade Press	<input type="checkbox"/>
Websites	<input type="checkbox"/>
Ethnic Media Press	<input type="checkbox"/>
Word of mouth	<input type="checkbox"/>
Other	<input type="checkbox"/>



We display the 'two ticks' symbol, which means we guarantee to interview all applicants with a disability who meet the criteria for a job vacancy and consider them on their abilities. Under the Disability Discrimination Act 1995, disability is described as a physical or mental impairment which has substantial and long term adverse effects on a person's ability to carry out day to day activities.

Do you have a disability you would like us to know about at this stage? Yes (Y) No (N)

If you tick **Yes** and are invited for interview, are there any reasonable adjustments we can make to the interview process for you? (e.g. hearing loop, wheelchair access)

Data Protection Act 1998

Manpower UK Limited are contracted to manage Hertfordshire County Council's Recruitment Centre. The information you have provided on this form will be stored and processed by both Manpower UK Limited and Hertfordshire County Council, but will not be disclosed to any outside agency, unless we are legally obliged to do so. Forms from successful applicants will be used by Manpower UK Limited and Hertfordshire County Council as a basis for your personnel record. Forms from unsuccessful applicants who have not requested that their details are held for consideration for any future vacancies will be stored securely and destroyed after 12 months.

Declaration

Are you a relative or partner of any employee of the County Council and/or County Councillor?

Yes (Y) No (N) If **Yes** please give details (we will exclude any person with whom you have declared a personal relationship from the selection process)

I declare that all the information I have provided is true and that I have not canvassed a County Councillor or officer of the County Council directly or indirectly in connection with this application, and will not do so. I understand that any such activity, or failure to disclose any personal relationship with a councillor or officer of the Council, will disqualify my application. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.

Has someone else completed this form on your behalf? Yes (Y) No (N)

If **Yes** please explain who has completed this form and why

Signature

Date

Please remember to also complete and return the Person Specification Form as it is an essential part of your application.