

# Durham County Council

## Application Form Guidance Notes



If you need any help completing the application form or require the form in a different format, please contact Payroll and Employee Services using the contact details in the advert or call 03000 267247 (24-hour answer phone).

Where possible, complete the form electronically. If completing a hard copy, ensure that you use black ink.

### **Equal opportunities information**

Please complete this section as accurately as possible to enable us to monitor our recruitment process. The information you provide will be treated with the utmost confidence and will be used for statistical purposes only to ensure all candidates are treated fairly.

This part of the application form will be detached before the selection process begins.

### **Disability**

This includes a physical or mental impairment that has a substantial and long-term adverse effect on your ability to carry out normal day to day activities. Long-term means that it has lasted (or is likely to last) for over a year. If you answer yes, please detail any adjustments that you may require for an interview.

### **Rehabilitation of Offenders Act 1974 (Non-schools posts only)**

The Rehabilitation of Offenders Act enables criminal convictions to become 'spent' after a rehabilitation period, a set length of time from the date of conviction. After this time, with some exceptions, the convictions do not need to be mentioned when applying for a job.

- If the post you are applying for requires an Enhanced or Standard DBS check, you should provide details of all convictions, cautions, reprimands and final warnings. Where an enhanced DBS check is required, you should also include relevant non-conviction information such as police enquiries and pending prosecutions.
- If the post you are applying for does not require a DBS check, only details of any unspent convictions are required. Information about when a conviction is considered spent can be found here: [www.nacro.org.uk/criminal-record-support-service/support-for-individuals/disclosing-criminal-records/rehabilitation-offenders-act/#spent](http://www.nacro.org.uk/criminal-record-support-service/support-for-individuals/disclosing-criminal-records/rehabilitation-offenders-act/#spent)

Relevant criminal convictions and other associated information will be discussed at the interview to assess job related risk.

**For school posts, this information will be requested from candidates who are shortlisted for the post.**

### **References**

All appointments will be subject to satisfactory references. Please provide the details of **two** people who can be contacted to provide a reference, one of which must be your present or most recent employer. If you are a recent school leaver, you should include the headteacher of your last school.

In most cases, references will only be requested for the successful candidate, however, for positions involved with children, young people or vulnerable adults, referees will be sought prior to interview for all shortlisted candidates.

Please note that referees cannot include:

- An elected member of the council
- An officer of the council
- Next of kin/immediate relative

### **Person Specification**

The person specification for the post you are applying for details the essential and desirable criteria against which you will be assessed as part of the shortlisting process.

Make sure you include as much relevant information as possible on your application form to enable the shortlisting panel to assess you against the essential criteria. Only candidates who fulfil the essential criteria on the person specification will be considered for the vacancy so please ensure that you explain how you meet these, including real examples where possible.

Please note that CVs will not be accepted.

### **Additional information**

This section is for you to provide information about any additional skills or information about yourself that has not already covered in the other sections and you feel is relevant to the post.

### **Complaints**

The recruitment and selection process aims to ensure that every appointment is made on merit in a consistent and fair way and we welcome any feedback on the process.

If you feel that you have not been afforded a fair process, you should contact the Lead Officer responsible for the appointment. This must be done within 5 working days of receiving the interview decision or from when you were notified that you had not secured an interview.