



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 640844

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 1998. 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 1998, 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.

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 must 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.	

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 www.derby.gov.uk

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.

<p>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.</p> <p>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.</p>	For office use only	
	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 Ext
Postcode	
Email	National Insurance Number

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

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

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.

If you have criminal convictions, read the criminal conviction filtering guidance at 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

Section four – to be filled in for teaching jobs

Teacher applications

Warning. This job has substantial access to children and/or vulnerable adults. If we offer you the job, you will need a Criminal Records Bureau 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 or binding-over may result in your application being disqualified. If we discover evidence of this after your appointment, we could dismiss you without notice.

Personal details

DfES reference number	General Teaching Council registered Yes <input type="checkbox"/> No <input type="checkbox"/>	Qualified Teacher Status reference number			
Type of teacher training	Secondary <input type="checkbox"/>	Primary: <input type="checkbox"/>	Nursery <input type="checkbox"/>	Infant <input type="checkbox"/>	Junior <input type="checkbox"/>
Subject specialisms:					

Degree and other relevant qualifications

Where you studied	Dates from	Dates to	Full- or part-time	Qualification gained	Date
Date you qualified as a teacher					

Relevant courses in-service training/INSET during the last three years

Where you studied	Course details	Dates from	Dates to

Teaching experience

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.

Education authority or employer and name/type of school or establishment	Age range, single-sex or mixed	Number on roll	Job held, salary and grade	Full- or part-time	Dates from	Dates to

Non-teaching experience – give details of all paid and unpaid activity including voluntary work and raising a family

Employer	Job title if appropriate	Brief description of responsibilities or activity	Full or Part time	Dates
				from to

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 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