



**Nottinghamshire
County Council**

Application Form CONFIDENTIAL

1. PERSONAL DETAILS (please complete in block letters)

Surname:		Forenames:	
Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Mx/Other)		Date of Birth: Please note you must be over 18 to apply for this role.	
Address for Correspondence:			
Postcode:			
Home telephone no:		Mobile telephone no:	
Work telephone no:		Email address:	
National Insurance No:		Nottinghamshire County Council employee? Personnel no:	

2. INFORMATION IN SUPPORT OF YOUR APPLICATION

Why do you want to work within a care setting?

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Why do you want to work for Nottinghamshire County Council?

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3. DISCLOSURE OF CRIMINAL BACKGROUND

If the post you are applying for requires a DBS check, please disclose any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Please answer the following questions.

Have you ever been convicted of a criminal offence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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Have you ever been cautioned for a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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Are you at present the subject of a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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4. EQUALITY ACT 2010

The Equalities Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities. The Act requires an employer to make reasonable adjustments to working conditions in order to enable disabled applicants to have equal access to employment opportunities. Nottinghamshire County Council is committed to the development of positive practices to promote equality in employment. The Council guarantees an interview to disabled applicants who meet the essential shortlisting requirements. If you would like to declare your disability, please tick the appropriate box below.

Do you consider yourself to be disabled? YES ☐ NO ☐

5. DATA PROTECTION ACT

The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and personnel administration. It will not ordinarily be disclosed to anyone outside the Council without first seeking your permission, unless there is a statutory reason for doing so. This Authority is under duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information visit: www.informationcommissioner.gov.uk or contact the Council's Corporate Data Protection Officer on 0115 9773504.

6. DECLARATION

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Authority.

Signed	Date
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EQUALITY AND DIVERSITY MONITORING FORM

Nottinghamshire County Council Equality in Employment Statement

This part of the application form will NOT be used to shortlist candidates for interview and will NOT be viewed by the Recruitment panel.

Nottinghamshire County Council, together with the recognised Trade Unions and self-managed workers groups, is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of race, disability, gender, belief or religion, age, pregnancy and maternity, gender reassignment, marriage and civil partnership or sexual orientation. This commitment will apply to recruitment and selection practices, training and promotion, in the application of national and local agreements, in respect of pay and conditions of service and in the provision of all services. One aim of this policy is to make sure that you and other applicants for jobs are not discriminated against. The policy also aims to make sure that you are not disadvantaged by job conditions or requirements that are not relevant

Our workforce profile data is collected against categories which are determined through the National Census of the UK population. The categories on this form reflect those which the Office for National Statistics advise are likely to be used in the next census.

In order to monitor and ensure the successful development of this policy, all applicants for jobs are requested to complete the Equality and Diversity Monitoring information detailed below and overleaf.

Please tick as appropriate:

Your gender - are you:	Male	Female	Transgender	Other
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Your age:	16-25	26 - 35	36 - 45	46-55	56 and over
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I would describe my **ethnic origin** as: (please note this question does not refer to your nationality / country of origin)

White:

English	<input type="checkbox"/>
Other British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Other white background (please describe):	<input type="checkbox"/>

Black or Black British:

African	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>
Other Black background (please describe):	<input type="checkbox"/>

Asian or Asian British:

Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Chinese	<input type="checkbox"/>
Other Asian background (please describe):	<input type="checkbox"/>

Mixed (dual heritage):

Asian and White	<input type="checkbox"/>
Black African and White	<input type="checkbox"/>
Black Caribbean and White	<input type="checkbox"/>
Other mixed background (please describe):	<input type="checkbox"/>

Other ethnic group:

Arab	<input type="checkbox"/>
Gypsy	<input type="checkbox"/>
Irish Traveller	<input type="checkbox"/>
Romany	<input type="checkbox"/>
Other ethnic group, (please describe):	<input type="checkbox"/>

What is your religion or belief? <table> <tr> <td>No religion / belief</td> <td>Christian</td> <td>Buddhist</td> <td>Hindu</td> <td>Jewish</td> <td>Islam</td> <td>Sikh</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> Other religion (<i>please describe</i>): <input type="checkbox"/> Other belief (<i>please describe</i>): <input type="checkbox"/>							No religion / belief	Christian	Buddhist	Hindu	Jewish	Islam	Sikh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
No religion / belief	Christian	Buddhist	Hindu	Jewish	Islam	Sikh																
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
What is your sexual orientation? <table> <tr> <td>Straight/ Heterosexual</td> <td>Bisexual</td> <td>Gay man</td> <td>Lesbian</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> Other – please specify <input type="checkbox"/>							Straight/ Heterosexual	Bisexual	Gay man	Lesbian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
Straight/ Heterosexual	Bisexual	Gay man	Lesbian																			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																			
If you consider yourself to be disabled, please specify type of impairment: <table> <tr> <td>Communication</td> <td><input type="checkbox"/></td> <td>Hearing</td> <td><input type="checkbox"/></td> <td>Learning</td> <td><input type="checkbox"/></td> <td>Mental Health</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Mobility</td> <td><input type="checkbox"/></td> <td>Physical</td> <td><input type="checkbox"/></td> <td>Visual</td> <td><input type="checkbox"/></td> <td>Other</td> <td></td> </tr> </table> Please give further details below if you wish:							Communication	<input type="checkbox"/>	Hearing	<input type="checkbox"/>	Learning	<input type="checkbox"/>	Mental Health	<input type="checkbox"/>	Mobility	<input type="checkbox"/>	Physical	<input type="checkbox"/>	Visual	<input type="checkbox"/>	Other	
Communication	<input type="checkbox"/>	Hearing	<input type="checkbox"/>	Learning	<input type="checkbox"/>	Mental Health	<input type="checkbox"/>															
Mobility	<input type="checkbox"/>	Physical	<input type="checkbox"/>	Visual	<input type="checkbox"/>	Other																
APPEALS PROCEDURE																						
<p>The Authority operates a recruitment appeals procedure. If you consider that you have been discriminated against during recruitment because of your age, disability, race, gender reassignment, marriage or civil partnership, pregnancy or maternity, religion or belief, sex or sexual orientation, send full details within 14 days of the alleged act taking place or being discovered (or within 14 days of the recruitment procedure) to the Head of the Business Services Centre, Nottinghamshire County Council, County Hall, West Bridgford, Nottingham NG2 7QP. Please state the post title, location, department and the grounds on which it is considered that the discrimination has occurred.</p>																						
DECLARATION																						
<p>I consent to the collection, storage and use of my race, disability, gender, belief or religion, age or sexual orientation details. I understand that these details will not be used as part of the selection process. I understand that any use of these details will only involve producing anonymous statistics to monitor the effectiveness of Nottinghamshire County Council's Equality policy.</p>																						
Signed				Date																		
<p>If you are applying on-line and are subsequently the successful candidate, you will be required to sign a printed copy of the Equality & Diversity Monitoring Form.</p>																						