



Job application form

ARRCC is committed to the safeguarding and promotion of the welfare of vulnerable adults.

Please complete all this form in type or black ink and use only the same size paper (A4) as continuation sheets. Guidance notes are included at the end of this form.

Job details

Job title		
Closing date for application		
Work arrangements (select as appropriate)	Full time <input type="checkbox"/> / part time <input type="checkbox"/> / job share <input type="checkbox"/>	
If the post is full-time, would you be prepared to consider working on a job-share basis? (select as appropriate)	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
If job-share, please state preferred working arrangements:		

Personal details

Surname		
First names		
Title (select as appropriate)	Mr <input type="checkbox"/> / Mrs <input type="checkbox"/> / Miss <input type="checkbox"/> / Ms <input type="checkbox"/> / Other <input type="checkbox"/>	
Maiden name or previous names		
Address		
Email address		
Correspondence Address (if different from above):		
National Insurance number		
Daytime telephone number		
Mobile		
Home		

Present employment

Job title	
Name and address of employer (including County)	
Date started current post	
Date commenced with employer	
Salary / wage / benefits	
Notice required	
Briefly describe your present job; its main purpose and your responsibilities:	

Previous employment

Please list most recent first. Include permanent and temporary work, service with HM Forces, voluntary work, work experience and previous service with ARRCC.			
Name & Address (including County and nature of business)	From / To (exact dates)	Position and Salary	Reason for leaving

Education and qualifications

From age 11 onwards, and please state whether full (F) or part (P) time			
Name of School, College, University etc	From / To	F/P	Subjects studied (with grades and year taken)

Training

This includes government training schemes, apprenticeships, short courses, projects and secondments. Please also include trade/professional training and give date of completion.		
Course Title	Organisation	From / To

Membership of professional institutes

Please indicate whether membership is by examination		
Institute	Level of membership	Year of Award

Other Experience

Please describe all time spent since leaving full-time education. Full details should be given for any period not accounted for by full-time employment, education and training. This would include e.g. unemployment or voluntary work. Please state this information in chronological order.

Experience	From / To

Driving Licence

Only answer if a full driving licence is an essential requirement of the job.	
Do you hold a current Driving Licence? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please state the type of licence you hold	
Do you have any current endorsements? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please specify:	

Why are you applying for this job? Please refer to Job Description/Person Specification and Guidance Notes on Page 14.

Please mention any specific skills or experience that meet the requirements of the job description and person specification. These skills may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary work or leisure interests. (Please continue on a separate sheet if necessary).

Declaration by Applicant

The Working Time Regulations 1998

Regulations on Working Time

The Working Time Regulations were introduced on 1st October 1998 and working hours in the UK are now governed by statute. ARRCC's working practices and procedures are therefore organised to comply with the following legal requirements. (Average hours are normally calculated over a 17 week period.)

- Average weekly working hours are limited to 48 hours
- Average daily night working hours are limited to 8 hours
- Minimum daily, weekly and in-work rest breaks requirements
- Minimum requirements for annual leave.

ARRCC Policy and Procedures

The legislation was introduced as a health and safety measure. Employers who do not comply with the limits to working time will be committing a criminal offence. Working practices in the department are therefore monitored to ensure that generally, working hours remain well within legal limits.

Employers are required to take 'all responsible steps' to ensure that the limits to working time are not exceeded. This includes inquiring whether a person is working elsewhere. All applicants are therefore asked to declare all other employment.

This declaration will not prejudice your application

Please note:

- If you do have other job(s), your application will still be assessed on your suitability to do the job you are applying for. At this stage, any other jobs you declare will be ignored.
- If you are selected for interview the implications will be carefully discussed with you. The department may consider it necessary to discuss the situation with your other employer(s) but only with your permission.
- Depending on the overall situation and the outcome of discussions with you, the department would have the following options:
 - not to offer you the appointment
 - offer the appointment on reduced hours
 - offer the appointment providing the other work is relinquished (or the hours reduced)
 - offer the appointment and enter into an agreement with you to opt out of the weekly working time limit.

Employment which you intend to continue if successfully appointed to the post applied for.

Please complete and sign **either** Section 1 **or** Section 2 below.

Your application cannot be processed if you do not return this form.

Please declare **any** other job, including any work for County Councils, other local authorities, public bodies or with private companies/employers.

Section 1 – No other employment			
I confirm that I do not have any other employment.			
Signature			
Print Name			
Date			
If form has been completed electronically please place an 'x' in this box in place of your signature →			<input type="checkbox"/>
Section 2 – Other Employment			
All other employment that I have is detailed below:			
Weekly hours must specify total regularly worked (including overtime)			
Please use 24-hour clock			
Job Title	Weekly Hours	Start Time	End Time
Signature			
Print Name			
Date			
If form has been completed electronically please place an 'x' in this box in place of your signature →			<input type="checkbox"/>

References

Please provide two references. One must be your present or last employer (where applicable) and the other, a second employer. If you have not been employed previously, please provide an academic and character reference.

A job offer will not be made without 2 references.

If you do not wish us to contact your referees prior to interview, please indicate as shown.

Note: We reserve the right to seek references at any point in the recruitment process and from any previous employers listed in the 'Previous Employment' section of this form.

Present/last employer	
Name	
Address	
Tel No:	
Occupation	
Email Address	
May we contact this referee prior to interview? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Second referee or course tutor (if applicable)	
Name	
Address	
Tel No:	
Occupation	
Email Address	
May we contact this referee prior to interview? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>

Warnings and Disciplinary Issues

Have you ever been dismissed or have you ever resigned in the face of a dismissal or warning? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
Have you ever been the subject of any allegations in relation to the safety and welfare of vulnerable adults, either substantiated or unsubstantiated?	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
If you have answered yes to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.		
I have attached details requested	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
Please list any disciplinary offences or warnings you have received at any time, or state if not applicable.		
Reason for warning	Date	Name/address of employer

Attendance

Please give the number of days and reason for any sickness/absence days taken during the last 12 months.

Number of days:	Reason(s):

Rehabilitation of Offenders Act 1974 and Safeguarding Vulnerable Groups Act 2006

Under the Rehabilitation of Offenders Act (ROA) job applicants are only required to declare criminal convictions which are not considered “spent” under the Act. Please note that in accordance with the Safeguarding Vulnerable Groups Act 2006, all roles in schools are now classified as “regulated”. This means that they are all exceptions to the ROA and therefore **you are required to declare any convictions (including bind over and cautions)** regardless of whether or not they would be considered spent in other circumstances. **Please read the guidance notes before completing this section.**


Have you ever been convicted of a criminal offence?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Are there any alleged offences outstanding against you?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice.	

Declaration of Interests

You are required to declare any relationships with employees or members of the Board of Directors of ARRCC.

Are you a relative, partner or friend of anyone who currently works for for ARRCC? If Yes, please give details.	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please give details (stating name and job title):	
Do you undertake any activities and/or responsibilities in connection with management committees of voluntary organisations?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please give details:	

Declaration

I declare that the information given both on this application form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions of information concerning canvassing or criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination.	
Signed:	
Date	
Print name	
If form has been completed electronically please place an 'x' in this box to indicate your consent →	<input type="checkbox"/>
 Data Protection Act 1998 ARRCC will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment. Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.	

How to return your form

Please send your completed application form **to the postal or email address shown in your application pack**. If you are returning your application by post, please ensure you use the correct postage for the size, weight and thickness of your envelope in line with the revised posting system introduced in August 2006.

In the interests of economy an acknowledgement will be sent only if you supply a stamped addressed envelope. We look forward to receiving your application form.

CONFIDENTIAL: Equal Opportunities in Employment – Monitoring Form

This section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your application.

Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability etc. ARRCC aims to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce.

ARRCC's Equality of Opportunity in Employment Policy states that all applicants are to be treated fairly, and selection for appointment is to be based solely on a person's ability to do the job.

ARRCC has a statutory duty to collect the information you provide on this form and it will assist us in ensuring fairness of treatment in appointment decisions, as statistical monitoring will show whether minority groups are being treated equitably.

This information will not affect the consideration of your application.

Job applied for			
Job No. or Ref (if applicable)			
Location			
How did you learn of this vacancy?		Advert Website Other	
Surname and initials			
Age		Date of Birth	
Gender	M <input type="checkbox"/> / F <input type="checkbox"/>		

Ethnic Origin

This is the origin of your family rather than your nationality. For example, you could be British and your ethnic (family) origins could be any of the ones listed opposite, or a combination of them, or something more specific.

Please identify your ethnic origin either by putting an 'x' in ONE of the boxes below or by giving your own description in the space provided.

a. White

British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Gypsy/Roma	<input type="checkbox"/>
Traveller of Irish Heritage	<input type="checkbox"/>
Any other White background	<input type="checkbox"/>

b. Mixed

White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>

White and Asian	<input type="checkbox"/>
Any other mixed background	<input type="checkbox"/>

c. Black or Black British

Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Any other Black background	<input type="checkbox"/>

If other, please specify:

d. Asian or Asian British

Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>

e. Other ethnic groups

Chinese

Any other ethnic group

Disability Guidance

Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.

The Disability Discrimination Act 2005 says that a person is disabled if they have a mental or physical impairment or long term health condition which has a substantial adverse effect on their ability to carry out normal day-to-day activities.

If you consider yourself to be disabled please let us know. We would appreciate advice on help we can give to enable you to attend, or participate in the interview. At the interview you will be asked if you have any disability which would affect your ability to do the job, and, in compliance with the Disability Discrimination Act 1995, you will be asked what reasonable adjustments we might arrange to assist you.

Do you consider yourself to be disabled as set out in the Disability Discrimination Act? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please describe your disability.	
If you need any assistance to attend or participate in the interview, please give details.	

Religion

Please identify your religion by putting an 'x' in ONE of the boxes below.

Christian	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>
Other religion	<input type="checkbox"/>
No religion	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Sexual Orientation

Please identify your sexual orientation by putting an 'x' in ONE of the boxes below.

Bisexual	<input type="checkbox"/>
Gay man	<input type="checkbox"/>
Gay woman / lesbian	<input type="checkbox"/>

Heterosexual / straight	<input type="checkbox"/>
Other	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Military Status

Please identify your military status by putting an 'x' in the relevant box below, if required.

Territorial Army	<input type="checkbox"/>
Army Reservist	<input type="checkbox"/>



Data Protection Act 1998

ARRCC will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment.

Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.

Guidance on your application

Your application form is an important part of our recruitment process – it is how we get to know you and assess your ability to do the job. It enables us to decide whether or not to shortlist you for interview and therefore plays a vital role in the recruitment process.

We do not take into account any previous applications or prior knowledge of you. We also do not accept Curriculum Vitae (CV's) and ask all applicants to complete our application form. This is in line with our Equal Opportunities Policy and ensures that information about candidates is presented in a standard format. The exception to this is candidates with a disability where a CV might be the most convenient method of application.

How we shortlist

When we shortlist, we look at your experience, skills, knowledge, attainment and other information **in line with the job description and person specification**. You will find copies of these in your job pack.

The job description outlines the main responsibilities and duties of the post, and a person specification outlines the skills, abilities, experience and qualifications that you require to fulfil these duties.

Please ensure you read the job description and person specification before you begin to complete the form so you have in mind the skills and knowledge we are looking for. Applicants who are disabled under the provisions of the Disability Discrimination Act 1995 will be automatically shortlisted provided they meet the essential qualifications and experience required by the post.

How to complete your application form

General hints

- Read the job description and person specification before you start
- Use black ink so we can clearly photocopy forms for shortlisting and interviewing
- Complete all sections of the form as fully as possible
- Clearly label and number any continuation sheets with your name and the post you are applying for and list the number of attachments on the main application form. This allows us to check we have all the information you want us to have before we shortlist.
- Keep a copy of the application form for your own records.

'Why are you applying for this job?'

- This is the most important part of the form and is your opportunity to show us how you meet the person specification and job description i.e. how your skills, knowledge and experience match those we require and how they will enable you to successfully do the job.
- Use the criteria in the person specification as headings and give examples of your experience and skills under each heading.
- You can use skills you have gained from community and voluntary work, leisure interests and your home life, as well as those from your past and present employment.
- Use clearly labelled continuation pages if required.
- Check you have demonstrated how you meet all the essential requirements on the person specification. The shortlisting panel cannot guess or make assumptions about your work experience.

- Remember that we use the job description and person specification to shortlist – if you do not therefore clearly demonstrate how you meet the essential criteria in the person specification – it is unlikely that you will be shortlisted to interview.

References (Page 7)

We will contact your references prior to interview unless you have ticked the boxes on the application form indicating not to. References will not be used as part of the interview process, but will be taken into account if you are offered the post. We must receive two satisfactory references about you before we can formally offer you the post.

Attendance (Page 7)

Please list your absences in the past 12 months. Absences related to a disability, or to a previous stress condition should not be included in the Attendance Section of the Application Form. Please record them on an information sheet, place it in a separate sealed envelope and mark it '*Confidential - For the attention of the Chief Executive*'.

"Confidential - for the attention of the Chief Executive"

All information provided on a "Confidential - for the attention of the Chief Executive" basis is usually withheld from the recruitment and selection panel until shortlisting is complete. The information is made available to the panel for the interview and you should anticipate being asked about it.

Rehabilitation of Offenders

Because all posts at ARRCC will involve regular contact with Vulnerable Adults, all applicants are required to supply information relating to both "spent" and "unspent" convictions. An enhanced disclosure from the Criminal Records Bureau together with checks with the new Vetting & Barring Scheme will be requested prior to the start of any employment. See the details regarding "Rehabilitation of Offenders Act (ROA) 1974 Guidance Notes" (below). In particular page 18 – Exceptions to the ROA 1974, **Regulated Activity – 'working with vulnerable adults'**

Declaration of Interests

Direct or indirect canvassing of Councillors or Senior Officers by, or on behalf of yourself is forbidden. If you are related to a Councillor or Senior Officer record the details in a sealed envelope and mark it "Confidential - For the attention of the Personnel Officer".

Equal Opportunities in Employment Monitoring Form

ARRCC has an Equal Opportunities in Employment Policy. One of its aims is to ensure that unfair discrimination does not occur in recruitment and in order to help ARRCC monitor the effectiveness of this Policy (and for no other reason) an Equal Opportunities in Employment Monitoring Form is attached to the Application Form. Completion of this will help us to ensure that we provide the highest standard of service to job applicants.

Disability Guidance

The Disability Discrimination Act 1995 states that "a person has a disability for the purposes of this Act if he has a physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities".

What do I do now?

Once your application form is completed and you are happy that you have provided all the information we require to shortlist, please send your application to the address shown on the application form. Please enclose a stamped, self-addressed envelope or postcard if you would like receipt of your application form to be acknowledged.

Other important information...

Data Protection Statement

Under the Data Protection Act 1998, the information you provide in your job application form will be treated confidentially at all times and will only be disclosed to personnel involved in the recruitment process. Recruitment decisions will be made by a staff panel and not solely on the basis of automated decision making. If you accept a post with ARRCC, your personal information will be held for purposes relating to your Contract of Employment.

Security safeguards apply to both manual and computerised information, and only relevant personnel and managerial staff can access your information. If your application is unsuccessful, your application form and any other information we hold about you will usually be destroyed after six months. Personal information for all applicants may be retained for monitoring and future recruitment purposes.

Evidence of Qualifications

If invited for an interview, you will be required to provide evidence to prove that you hold the qualifications, which are relevant to the appointment. If the post requires you to travel on official business you will be required to produce your drivers licence and certificate of insurance to your manager for inspection upon appointment.

Asylum and Immigration Act 1996

It is a criminal offence to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK, Ireland, European Economic Area and the Commonwealth, provided they have the right to abode in the UK.

You will be required, if appointed, to provide evidence that you are entitled to work in this country. Official confirmation of your national insurance number on a P45, P60, plastic NI number card, former payslip or a letter from the Inland Revenue or other Government Department can be provided; alternatively, a list of acceptable documents is available on request.

Applications to Job Share

If you are applying on a job share basis, please indicate this on the application form, and as far as possible, the working sessions that you would prefer. This enables us to match you with other job share applicants who have indicated complementary working sessions. Please remember that the more you restrict the working sessions available to you, the more difficult it will be for us to find you a partner. Therefore, try and be as flexible as possible.

The Rehabilitation of Offenders Act (1974): Guidance Notes

Please read these guidance notes carefully before completing the section on the Rehabilitation of Offenders Act 1974 on the Application Form.

Disclosure of Criminal Convictions

Under this Act you are required to disclose details of previous convictions, until a certain length of time passes and the convictions become “spent”.

Under the above Act you do not need to provide details about either minor motoring offences or previous convictions once they become “spent”. This includes the date you sign the application form.

Please note the following when considering whether a conviction is spent:-

- i. “spent” periods are halved if the conviction took place when you were aged 17 or less;
- ii. a sentence of longer than 2½ years in prison will never become “spent”;
- iii. a sentence of preventive detention and a sentence of detention during Her Majesty’s pleasure is never “spent”; or
- iv. it is immaterial for the process of calculating a “spent” conviction whether the sentence is suspended or not.

The information you provide will be treated strictly confidentially. Having a conviction will not necessarily bar you from employment. This will depend on the circumstances and background to the offence(s) which will be taken into account when considering how suitable you are for the type of work involved, should your application be successful.

Failure to disclose any “unspent” convictions may result in the offer of employment being withdrawn. If already appointed, you could be dismissed without notice.

Please see the list below which details the rehabilitation periods for criminal convictions.

Criminal Convictions and Time Periods before Becoming “Spent”

Sentence	Become spent after
For a sentence of imprisonment or youth custody exceeding six months but not exceeding two and a half years.	10 years
For a sentence of imprisonment or youth custody not exceeding six months.	7 years
For a sentence of Borstal training.	7 years
For a fine or other sentence under this Act, not otherwise covered in this table.	5 years
For an absolute discharge.	6 months
For a probation order, conditional discharge or bindover, fit person orders, supervision order or care order under the Children and Young Persons’ Acts (and equivalent in Scotland).	1 year or until the order expires (whichever is the longer)
For cashiering, discharge with Ignominy or dismissal with disgrace from Her Majesty’s Service.	10 years
For dismissal from Her Majesty’s Service.	7 years

Any sentence of detention in respect of a conviction in service disciplinary proceedings.	5 years
For detention by direction of Home Secretary:	
• for a period exceeding six months but not exceeding two and a half years.	5 years
• for a period not exceeding six months.	3 years
• for a detention centre order.	3 years
• for a remand home order, an approved school order or attendance centre order.	The period of the order plus a further year after the order expires
• for a hospital order under the Mental Health Acts.	The period of the order plus a further 2 years after the order expires. (With a minimum of 5 years from the date of conviction.)

Exceptions to the Rehabilitation of Offenders Act 1974

There are specific jobs and types of employment which are exceptions to the Rehabilitation of Offenders Act (ROA). This means that **convictions and cautions never become “spent” for these roles**. If you are applying for a position which falls within one of the work categories listed below you must declare any convictions or cautions you have had regardless of whether or not they would be considered “spent” in other circumstances. The areas of employment which are exceptions to the Act include the following:

Regulated Activity – ‘working with vulnerable adults’

Roles that involve regularly caring for, training, supervising or being in sole charge of vulnerable adults, and people whose work enables them to have access to vulnerable adults in:

- Adult care homes
- Supporting people to live independently in their own home
- The provision of health care services
- The provision of social care services
- Establishments for the provision of services for a person with learning difficulties
- The provision of representation or advocacy services for vulnerable adults

Regulated activity – ‘working with children’

- All roles in schools, children’s homes, institutions for the detention of children, or day care premises
- All roles that involve caring for, training, supervising, advising or being in sole charge of children
- Positions whose normal duties involve unsupervised contact with children under arrangements made by a responsible person
- Positions whose normal duties include supervising or managing an individual in his work in a regulated position

- Work in a further education institution where the normal duties of that work involve regular contact with persons aged under 18

Professions that are exceptions to the provision of the ROA include:

- Medical Practitioner
- Solicitor
- Chartered or certified accountant
- Nurse
- Any profession to which the Health Professions Order (2001) applies and which is undertaken following registration under that Act
- Registered osteopath or chiropractor
- Chartered psychologist
- Actuary
- Home Inspector

Other offices, posts and activities that are exceptions to the provisions of the ROA include:

- Any post which is concerned with the provision of health services and which enables holder, in the course of their normal duties, to have access to people in receipt of those services
- All positions for which the Financial Services Authority or the competent authority for listings are entitled to ask about previous convictions in order to fulfil their obligations under the Financial Services and Markets Act 2000.
- Any occupation which is concerned with carrying on a nursing home in respect of which registration is required by Section 187 of the Public Health Act 1936 or Section 14 of the Mental Health Act 1959.
- Any occupation which is concerned with carrying on an establishment in respect of which registration is required by Section 37 of the National Assistance Act 1948
- Any post which is concerned with the establishment or operation of a database under section 12 of the Children Act 2004, and which enables the holder of that post to have access to information included in the database.
- Any post that allows access to a database under section 12 of Children Act 2004.
- Any post normally concerned with the provision of information, advice or guidance to children, by telephone or other electronic form of communication, relating to their physical, emotional or educational well-being.
- For the award of public works contracts, public supply contracts and public service contracts in accordance with Directive 2004/17/EC and 2004/18/EC of the European Parliament and of the Council of March 2004(a)
- Any employment or other work which is normally carried out in premises approved under section 9 of the CJ & CS Act 2000