

Please read before completing your application

Forest of Dean District Council



Notes on completing your application form

Please read the following supplementary advice and guidance carefully as it will help you in completing your application form. The monitoring sheet carries your personal details and equal opportunities monitoring information. The information in this will not be made available to those preparing the shortlist for interview, only details of qualifications and employment history.

The application form

Please complete all parts of the application form as clearly and fully as possible.

Please do not attach CVs, testimonials or reference letters to your application form, as they usually disclose personal information.

Equal opportunities and employment monitoring

The Forest of Dean District Council is striving towards achieving equal opportunities in employment. To help monitor the effectiveness of our equal opportunities policy for people applying for and starting jobs in the Council, we need to identify:

- Their ethnic origin
- Whether they are female or male
- Age
- Whether they have a disability

In the monitoring section, please help us by ticking or completing the appropriate boxes. Any information gathered will not identify individuals, but will only be used to measure progress.

Pre-employment checks

In order to comply with the Government's Baseline Personnel Security Standard (BPSS), all applicants will be asked to provide:

- Proof of name, date of birth and address
- National insurance number or other unique personal identifying number where appropriate
- Full details of previous employers (name, address and dates) for a minimum period of the past three years
- Names and contact details of two people who can supply employment references
- Confirmation of any necessary qualifications/licences
- Educational details (with contact names) where somebody has not been in previous employment
- Proof of right to work in the UK

- Details of any unspent criminal convictions (a criminal record will not necessarily be a bar to obtaining a position with the council)

If successful at interview, a conditional offer of employment will be made. The offer will be subject to verification of all of the above and satisfactory medical clearance (you will be asked to complete a confidential medical questionnaire and return it to the council's occupational health provider).

If you will be using the council's secure network systems, a 'Basic Disclosure Certificate' will be obtained from Disclosure Scotland to confirm the accuracy of the information regarding unspent convictions.

Some positions, such as those working with children, will require a Disclosure and Barring check to be carried out. If that is applicable, there will be no need to obtain the Disclosure Scotland check.

Disability

The Council is committed to ensure disabled people receive fair treatment and that adjustments will be considered.

Please refer to Section B of the form for further details.

Age policy

The Council does not discriminate on the grounds of age.

Declarations

Canvassing any Elected Member or Employee of the Council, either directly or indirectly, (i.e. seeking to gain unfair advantage through personal contacts) will disqualify your application.

Please ensure you have signed and dated your application confirming the details are correct and complete.

Education and training

In the first section, include any training, skills or experience gained through work or other activities, which you consider relevant to the job you are applying for. Refer to the job description and person specification. Include any form of education such as courses not leading to a formal qualification.

You will be required to produce evidence, in the form of original certificate(s), of those qualifications you specify as having obtained.

Returning your application

You should return all parts of the application form in a sealed envelope marked Private and Confidential to:

Go Shared Services, Human Resources, Cheltenham Borough Council,
Municipal Offices, Promenade, Cheltenham, GL50 9SA.
(Telephone Number: 01242 775164)

The role of Human Resources in the recruitment process is to receive and monitor the application forms. If you require specific information, or wish to talk to someone about the post for which you are applying, please contact the relevant department.

As specified, the monitoring section of the application form will be separated, kept within the HR Department, and used for monitoring purposes only. Selection for interview, by the recruiting officer within the appropriate department, will be based on your qualifications and experience.

Application forms will normally be acknowledged.

This document can be made available on audiotape, in Braille, large print, a range of languages and in other formats if required. For further information please contact us on 01594 810000.

The rehabilitation of Offenders Act 1974

The rehabilitation of Offenders Act 1974 allows for certain convictions to become spent after the following periods of time.

	Aged 18 or over on conviction	Aged 17 or under on conviction
Prison (immediate or suspended sentence) or young offender institution: more than 6 months but less than 22 years)	10 years	5 years
Cashiering, dismissal with disgrace or discharge with ignominy from the armed forces	10 years	-
Prison (immediate or suspended sentence) or young offender institution: 6 months or less	7 years	3½ years
Dismissal from the armed forces	7 years	-
Detention resulting from conviction in service disciplinary proceedings	5 years	-
Fine or community service order	5 years	2½ years
Absolute discharge	6 months	6 months
Probation	5 years from date of conviction	2½ years or until order expires (whichever is longer)
Supervision, care order, conditional discharge or bind-over	1 year or until order expires (whichever is longer)	-
Attendance Centre Order	1 year after the order expires	1 year after the order expires
Hospital order (with or without restriction order)	5 years, or 2 years after the order expires (whichever is longer)	5 years, or 2 years after the order expires (whichever is longer)
Borstal training	-	7 years
Custodial order imposed when in armed services where maximum period of detention is longer than 6 months	-	7 years
Detention for less than 30 months, but more than 6 months	-	5 years

Detention for less than 6 months	-	3 years
Detention Centre order	-	3 years
Custodial order imposed when in armed services, lasting less than 6 months	-	3 years
Order committing child for residential training, approved school order, supervision requirement, community supervision order, reception order.	-	1 year or until order expires (whichever is longer)
Order committing to custody in remand home	-	1 year after order expires

The following sentences are not subject to rehabilitation under the Act and, therefore, cannot be spent:-

- Imprisonment for life;
- Imprisonment, youth custody, detention in a young offender institution, or corrective training for a term exceeding thirty months;
- Preventive detention;
- Detention during Her Majesty's pleasure or for life under S.205(2) or (3) of the Criminal Procedure (Scotland) Act 1975, or for a term exceeding thirty months passed under S.53 of the Children and Young Persons Act 1933 (young offenders convicted of grave crimes), or under the Act of 1975 (detention of children convicted of indictment), or a corresponding court martial punishment;
- Custody for life.

