

Job Application Details

Section 1. Your Details

Title: Forename(s):

Surname:

Post for which you are applying:

Are you an internal applicant? Yes No

Are you on the Alternate Employment Program? (Internal applicants only) Yes No

Are you currently working with W+F Council through an agency? Yes No

Section 2. Guaranteed Interview Scheme

Westmorland and Furness Council offers a guaranteed interview scheme to the following applicants:

- Those who consider themselves disabled as defined by the Equality Act 2010
- Those in care or have left care and are aged 24 and under
- Armed forces veterans whose last long term substantive employer was the armed forces

If you meet one or more of the criteria above, and wish to be considered for this scheme, a guaranteed interview will be offered so long as your application can demonstrate you meet the essential criteria for the role. If you wish to be considered for the guaranteed interview scheme, please indicate which criteria you meet below:

Are you in care, or a care leaver? Yes No

Do you consider yourself disabled? Yes No

Are you an Armed Forces Veteran? Yes No

Section 3. Your Personal Details Continued

Address: Correspondence Address: (if different)

Postcode: Postcode:

Telephone:

Email:

Are you related to any member or employee of Westmorland and Furness? Yes No

If yes, state whether a member of the council, or if an employee, their name, occupation, and your relationship to them.

Do you currently hold a relevant valid UK driving license? (If applicable) Yes No

Roles that require a DBS check, are roles that are exempt from the Rehabilitation of Offenders Act and if you are successful at interview, you will be required to provide a relevant DBS certificate which will disclose details of all spent and unspent cautions and convictions, unless they are eligible for removal (often referred to as filtered or protected).

If you have a criminal conviction and are unsure if your offence is unspent, spent or eligible for removal (filtered/ protected), you can visit registered charities e.g. www.unlock.org.uk or www.nacro.org.uk for support, advice and access to their disclosure calculator.

A. ALL ROLES: Do you have any relevant criminal convictions or offences that are unspent and not protected (filtered off your record) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)

Yes No

B. DBS ROLES ONLY: Do you have any relevant spent criminal offences that are not protected / filtered from your criminal record

Yes No

Section 4. Right to work in the United Kingdom

National Insurance Number:

Do you have any restrictions on your Right to Work in the UK? YES NO

We are required to check all employees are eligible to work within the UK. If you are offered a position, we will ask you to confirm your eligibility using one of the following:

- British or Irish Passport,
- Birth or Adoption certificate,
- Certificate of registration or naturalisation
- Online Share Code

Section 5. Declaration

To the best of my knowledge, I declare that the information contained in this application form is accurate and correct.

I understand and agree that:

- a) The provision of false information may result in disqualification from the recruitment process or termination of employment.
- b) If successful at interview Westmorland and Furness Council will conduct a reference check with my present and / or previous employer(s) and any other referees included within my application. This will be prior to an unconditional offer of employment, unless agreed otherwise.
- c) Where I cannot provide evidence of qualifications, suitable references and/or the right to live and work in the United Kingdom the offer of employment may be rescinded and/or employment terminated.
- d) Canvassing of Officers or Members of the Westmorland and Furness Council or any Committee, directly or indirectly for any appointment will disqualify my application.
- e) Where the post I am applying for is subject to Rehabilitations of Offenders Exceptions Order, failure to disclose any unspent or spent convictions or cautions (which are not protected) will result in non-appointment or disciplinary action and potential dismissal.
- f) Where the post for which I am applying requires a background check, I hereby agree to the relevant check being made by the relevant organisation about the existence and content of a criminal records spent or otherwise.
- g) All information contained in this form will be treated as strictly confidential and used only for recruitment purposes. By supplying information, you are indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 2018 and any verification checks that may be made.
- h) Westmorland and Furness Council must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations, which handle public funds.
- i) The council does not acknowledge receipt of application forms unless accompanied by a stamped addressed envelope.

Signature:

Date:

Section 7. Equality and Diversity

The information you provide here will not form part of the recruitment and selection process and will not be seen by the short-listing panel.

Post Details:

Reference: Title:

Advertised in:

Gender:

Legal Gender: Male Female Decline to specify

Gender identifier: Male Female Non binary / Third gender

Self-describe Decline to specify

Ethnic Origin:

Please tick the box that you feel best describes your ethnic origin

| | | |
|---------------------------|--------------------------|-------------------------|
| African | Arab | Bangladeshi |
| Caribbean | Chinese | Gypsy and Roma |
| Indian | Other Asian | Other Black |
| Other Category | Other Mixed | Other White |
| Pakistani | Traveller-Irish Heritage | White-British |
| White-Irish | White and Asian | White and Black African |
| White and Black Caribbean | Decline to specify | |

Age:

16-24 25-34 35-44

45-59 60-74 75+

Decline to specify

Employment:

Are you currently in paid employment? Yes No Decline to specify

With Cumbria County Council? Yes No Decline to specify

Religion and Belief:

Please tick the box that you feel best describes your

| | | |
|-------------------|-------------------|-----------|
| Agnostic | Atheist | Buddhism |
| Buddhist-Hinayana | Buddhist-Mahayana | Christian |

| | | | |
|---------------------|--------------------|----------------------|--------------------------|
| Religion and Belief | Christian-Orthodox | Christian-Protestant | Christian-Roman Catholic |
| | Confucianism | Hinduism | Islam-Shiite |
| | Islam-Sunni | Jewish | Judaism-Hassidic |
| | Judaism-Orthodox | Judaism-Reformed | Muslim |
| | No Religion | Pagan | Shintoism |
| | Sikhism | Taoism | Undeclared |

Sexual Orientation:

| | | |
|---------------|----------------------------------|----------|
| Heterosexual | Gay / Lesbian | Bisexual |
| Self-Describe | Undeclared / Declined to specify | |

Applicants with disabilities

Westmorland and Furness Council is a Positive about Disabled Employer. Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities.

Do you consider yourself to be disabled under the Equality Act 2010? Yes No