

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 or personnel

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 or Personnel? 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) The information provided on this application may be stored and processed by Westmorland and Furness Council for a period of one year for recruitment purposes and if successful the information will be stored on personal file and processed for the purpose of the employment relationship
- c) Where I cannot successfully complete pre-employment checks e.g. providing evidence of essential qualifications, suitable references, and/or the right to work in the United Kingdom the offer of employment may be rescinded and/or employment terminated
- d) Westmorland and Furness Council will conduct a reference check to confirm the details outlined in this application. This will take place following a successful interview unless reasonably requested otherwise by the candidate, without resulting in any undue delay to the progression of the recruitment process
- e) Canvassing of Officers or Members of the Westmorland and Furness Council or any Committee, directly or indirectly for any appointment will disqualify my application
- f) Where the post I am applying for is subject to Rehabilitations of Offenders Exceptions Order, failure to disclose relevant unspent or spent convictions or cautions (which are not protected) will result in non-appointment or disciplinary action and potential dismissal
- g) Westmorland and Furness Council utilise a third party provider, HR Connect, to carry out online Right to Work in the UK checks for candidate's who have a current British/Irish Passport. We also use HR Connect to carry out DBS Checks online with the option for digital ID checks. For more information on how your data will be processed please see our Privacy Notice - Services privacy notices I Westmorland and Furness Council (<https://www.westmorlandandfurness.gov.uk/your-council/data-protection-and-privacy/services-privacy-notices>)
- h) All information contained in this form will be treated as strictly confidential and used only for recruitment/employment 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, and any verification checks that may be made
- i) 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

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