

Private and Confidential

Application No.

Job Ref No.



Lancashire County Council as an equal opportunity employer intends that no job applicant or employee will receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, national origins, ethnic origins, faith, sexual orientation or disability, nor be disadvantaged in any unjustifiable way by any other condition.

Please read the accompanying note 'How to complete the Application Form' before completing this form

1

Application for the post of

Section/Location/School/Establishment Grade

To be returned by

2

Title Forename Surname

Previous name(s)

Address

Postcode Telephone number (Home) (Work)

Email address (Mobile)

National Insurance number

3

Present post/job title

Name and address of present employer

Date appointed Salary/grade Notice period

Previous employment and voluntary experience

(Please give exact dates and indicate the reasons for any gaps in employment records)

Employer	From	To	Post/job title (please indicate if in local government and give the grade)	Reason for leaving

DO NOT TYPE BELOW THIS LINE - FOR ANY FURTHER INFORMATION PLEASE ATTACH A SEPARATE SHEET.



4

Education (details of Secondary Schools, Colleges, Universities and Professional Education)

Schools/Colleges/Universities and Professional Education (including start and end dates)	*Qualifications obtained (including Awarding Body, grades and dates)

**Certificates for qualifications shown as essential will be checked at interview*

5

Current course of study (if any) and the date you expect to complete it

6

Details of any other specialised training or qualifications not covered in previous sections (e.g. short courses, on-the-job training, etc.)

Membership of professional bodies

You must be registered with the GSCC to practise as a Social Worker

General Social Care Council (GSCC) registration number

GSCC Registration date

7

Experience or achievements

Give a concise account of relevant experience, current duties, or achievements in support of this application, or the relevant competencies identified in the Person Specification. Please include all those related to the list of essential experiences, skills etc. for the post set out in the Person Specification.

Also include any appropriate voluntary and other interests (membership of relevant societies etc.)

Please use an additional sheet if necessary.

DO NOT TYPE BELOW THIS LINE - FOR ANY FURTHER INFORMATION PLEASE ATTACH A SEPARATE SHEET

8

Disclosure of Criminal Background (please refer to enclosed advisory notes)

Have you ever been found guilty of any criminal offence? Yes No (Click as appropriate)

If yes, please specify date of conviction, caution, conditional discharge or bind-over, court, nature of offence and sentence imposed.

Please note that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer 'no' to this question even if you have been convicted of a criminal offence in the past. However, the 1975 Exemptions Order to this Act excludes certain types of employment, which involve contact with vulnerable adults or young people, from the protection of the Act. So you should take advice if you are in any doubt as to the correct answer to give. Also, if you are applying for a 'regulated post for employment' (the advert, job details and accompanying information should make clear whether the job is regulated), please refer to the criminal records disclosure requirements.

If this post involves working with children or vulnerable adults

I certify that I am not included on List 99, POVA or POCA, that I have not been disqualified from working with children or vulnerable adults and I am not subject to any sanctions imposed by a regulatory body or subject to any ongoing investigation into any matter which may bring into question my suitability for the post applied for.

Signed: Date:

9

Do you hold a current full driving licence for a car (or other relevant vehicle)? (Click as appropriate) Yes No Not required for post

10

Do you consider yourself to have a disability, or to be a deaf person? For a definition, see our advice note 'How to complete the application form'. Yes No (Click as appropriate)

11

Canvassing directly or indirectly will disqualify candidates.

12

By supplying this information you consent to our using it for verification and for all employment purposes as defined in data protection legislation.

I certify that to the best of my knowledge all the information I have given is correct. I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, if I am appointed, may be dismissed without notice..

Signed: Date:

When completed this form should be e-mailed to: pamela.hardy@lancashire.gov.uk

OR post to: The Principal
The Adult College Lancaster
Whitecross Education Centre
Quarry Road
Lancaster LA1 3SE
Tel: 01524 60141

Please note that, in the interests of economy, we will not acknowledge receipt of your application. If you have not been contacted within 28 days of the closing date, you should assume your application has not been successful. You may telephone Lancashire Employee Services if you wish to check on the progress of your application, quoting the job reference number.

You must complete this form which will be detached by the Employee Services Unit/School Admin and will not be shared by the Selection Panel.

Details of the job you have applied for	
Directorate/DSO	Job title
Establishment/School	
Job Ref:	Grade:
(if known)	

Details of Referees	
Please give the name, address and occupation of two referees and state their relationship to you (eg employer/ supervisor/tutor). Where appropriate, one referee should be your current or most recent employer. Please refer to the guidelines for advice on appropriate referees.	
The Authority reserves the right to seek any further references deemed appropriate.	
1	2
Postcode	Telephone No.
Postcode	Telephone No.
Email address	Email address
Relationship	Relationship
Note: please indicate if you do not want us to contact your current employer before your interview <input type="checkbox"/>	

Equal Opportunities Monitoring

1. Name (in block capitals)	
2. I am: (Please check the appropriate box)	
MALE	FEMALE
<input type="checkbox"/>	<input type="checkbox"/>
3. I consider my marital status to be Please note: If you are widowed or divorced and you live alone, please check 'single'.	
Single	Married
<input type="checkbox"/>	<input type="checkbox"/>
4. Date of Birth	

5. Please check the box which best describes your ethnic/cultural/racial origin	
(O) <input type="checkbox"/>	White British
(9) <input type="checkbox"/>	White Irish
(H) <input type="checkbox"/>	Any other White background (please type in)
.....	
(J) <input type="checkbox"/>	Mixed White and Black Caribbean
(K) <input type="checkbox"/>	Mixed White and Black African
(L) <input type="checkbox"/>	Mixed White and Asian
(M) <input type="checkbox"/>	Any other Mixed background (please type in)
.....	
(4) <input type="checkbox"/>	Asian or Asian British Indian
(5) <input type="checkbox"/>	Asian or Asian British Pakistani
(6) <input type="checkbox"/>	Asian or Asian British Bangladeshi
(8) <input type="checkbox"/>	Any other Asian or Asian British background (please type in)
.....	
(1) <input type="checkbox"/>	Black or Black British Caribbean
(2) <input type="checkbox"/>	Black or Black British African
(N) <input type="checkbox"/>	Any other Black or Black British background (please type in)
.....	
(7) <input type="checkbox"/>	Chinese
(A) <input type="checkbox"/>	Any other ethnic group (please type in)
.....	

6. Do you consider yourself to have a disability or to be a deaf person? (Please see the definition of disability in the advice note 'How to		<input type="checkbox"/> YES
		<input type="checkbox"/> NO
7. How did you find out about this job? (Please check the appropriate box)		
Internal circular	Job centre	
<input type="checkbox"/>	<input type="checkbox"/>	
Newspaper/journal (please say which)	Internet (please say which site)	
<input type="checkbox"/>	<input type="checkbox"/>	
Thank you for your assistance. Your co-operation will help promote equality of opportunity		

DATA PROTECTION ACT 1998 – FAIR PROCESSING STATEMENT

The information you supply about yourself as part of the application procedure is handled according to the requirements of the Data Protection Act 1998. The “data controller” in respect of information about job applicants for this post is Lancashire County Council.

We will use the information for recruitment purposes and, if you are successful, this information will be used for your personal employment data. If you are unsuccessful, we will keep your application for a maximum of 12 months from the closing date and then destroy it. We use equal opportunities information for statistical monitoring purposes which is unrelated to named individuals.

With the applicant’s consent, we may keep details of unsuccessful applicants for casual posts for longer than 12 months.

The Lancashire County Council contact for data protection matters is:

The Data Protection Officer

PO Box 100, County Hall (Room C21), Preston, PR1 0LD

email: data.protection@lancscc.gov.uk

Note: Please return your completed application form to the postal address or the email address shown on page 6. To enquire by phone about this application, please call the number on page 6.

FINAL CHECKLIST

Please ensure that you have:

- filled in all relevant parts of the form
- signed and dated the form
- detached and retained the front cover for your own records
- correctly addressed the return envelope as directed on page 6
- completed the monitoring form (this is essential if your application is to be considered)
- read and understood the Data Protection Act - Fair Processing Statement details above
- correctly responded to the question on criminal convictions.

A Large print version is available from the address on page 6