

# Powys County Council Job Application Form 13

Please ensure that you meet all of the essential requirements of the Person Specification and you have read all the supporting information before completing this form. The Council will make every effort to provide assistance in the application process and in a confidential manner. For example sitting with you and writing your answers into the form for you. This will not disadvantage you in the selection process. If you require any further information or assistance to complete your application form, please email the Recruitment Team [recruitment@powys.gov.uk](mailto:recruitment@powys.gov.uk)

## Language Choice

Applications in Welsh are welcome and will not be treated less favourably than applications received in English. Please indicate your preferred language for:

Correspondence	English		Welsh	
Interview Assessment	English		Welsh	

## Vacancy Details

Job Title		Job Reference Number	
Location of Position			

## Personal Details

Title (Mr, Mrs, Miss, Ms, Dr, Other)		Email address	
Surname		Previous Surname(s) (if applicable)	
Forename		Forename 2 (if applicable)	
Preferred Name		NI Number	
Do you hold a current driving licence valid in the UK?	None Yes – Provisional Yes – Full Yes – HGV Yes – PSV		

## Contact Details

Home

Mobile

## Address Details

Number

House Name

Street/ Village

TOWN

County

Post Code

## Disability

As a disability confident employer this information is needed so that all disabled applicants who meet the **essential** criteria for this position are offered an interview.

*You're **disabled under the Equality Act 2010** if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.*

Do you consider that you have a disability which meets the definition in the 2010 Equality Act?

Yes

No

## Head Teacher Posts Only

Do you hold a NPQH Qualification?

Yes

No

Working  
towards

Date of Qualification obtained?  
(dd/mm/yyyy)

If working towards NPQH, when is your likely date of completion?

## School/ College/ University Education

Please note original certificates will need to be produced for all qualifications stated on your application form at interview, copies are unacceptable. If you need replacement certificates please contact the awarding body.

School/ College/ University	Qualification date obtained (dd/mm/yyyy)	Subject	Qualification level	Grade

## Other Qualifications

Any other qualifications or training specific to the person specification?

## Registrations

Please include details of any professional registrations. This applies to Social Care Workforce (Social Care Wales) Teachers and various other posts. In some cases you will be required to register before you commence employment.

**If not applicable to you, please proceed to next section**

Name of Registered Body(ies)

Registration Number(s) DfEE Ref number:

Date of Registration (dd/mm/yyyy)

Are there any conditions to either current/former registration?

Yes/ No

*If yes, please give details*

Are you registered with the Education Workforce Council (EWC)?

Yes/ No

## Additional Applicant Information

### Language Skills

Are you a Welsh speaker?

**Yes / No**

Please state your level of competency - Level 1 – 5 (please see appendix 1 on last page)

Can you communicate in any other language including Sign Language?

**Yes/No**

If yes, please give details

### Media

Please indicate below where you saw the position advertised e.g. Powys Website, Facebook etc

### Eligibility to work in the UK

It is essential that you read the eligibility to work in the UK information on the recruitment home page

Please note that if you answer YES to the below question, you will be asked to provide evidence if shortlisted for interview e.g. passport, birth certificate, residence card in line with current home office guidance

Are you able to provide evidence of your eligibility to work in the UK?

**Yes/No**

## Safeguarding Information

Rehabilitation of Offenders Act 1974 order 1975 and exceptions amendment order 1986.

You must reveal any restraining orders, criminal convictions, bind-over orders or cautions including those that would normally be regarded as spent. If you fail to give us the relevant information or give false information this may result in any offer of employment being withdrawn or if already in employment disciplinary action and dismissal.

In line with the Recruitment of Ex-offenders policy, having a criminal record will not necessarily bar you from working for the Authority.

**Do you have any convictions, cautions, reprimands or final warnings?**

**Yes/No**

*If yes please provide details*

**Are you included on either of the barred lists stated?**

**Yes/No**

**Do you have any sanctions imposed?**

**Yes/No**

*If yes please provide details*

**Are you related to a Councillor or Senior Officer of the Authority**

**Are you related to a Councillor or Senior Officer of the Authority?** e.g. Father, Sister, Close Friend etc

**Yes/No**

*If yes please provide details*

## References

A list of suggested referees is available on the Recruitment homepage.

**References will only be requested if you are offered a position except for all roles based in Schools where they will be requested prior to interview.**

Please provide full contact details of **two** referees one of which must be your present or most recent employer and another relevant referee including an email address where possible

**We do not accept references from friends or relatives.**

**Reablement / Domiciliary Carers** - If you are applying for a position in the Reablement Team, please provide full contact details of all care providers that you have worked for over the last five years.

**ICT** - If you are applying for a position within ICT, please provide full contact details of all companies that you have worked at over the last three years.

Name		Name	
Referee Job Title		Referee Job Title	
Organisation		Organisation	
Reference Type	Business / Personal	Reference Type	Business / Personal
Address		Address	
Postcode		Postcode	
Daytime Telephone Number		Daytime Telephone Number	
Mobile Phone No		Mobile Phone No	
email		email	



Name		Name	
Referee Job Title		Referee Job Title	
Organisation		Organisation	
Reference Type	Business / Personal	Reference Type	Business / Personal
Address		Address	
Postcode		Postcode	
Daytime Telephone Number		Daytime Telephone Number	
Mobile Phone No		Mobile Phone No	
email		email	

Name		Name	
Referee Job Title		Referee Job Title	
Organisation		Organisation	
Reference Type	Business / Personal	Reference Type	Business / Personal
Address		Address	
Postcode		Postcode	
Daytime Telephone Number		Daytime Telephone Number	
Mobile Phone No		Mobile Phone No	
email		email	

**If necessary, please continue on a separate sheet**

## Present and Previous Appointments

Please start with your most recent position and ensure that ALL dates are completed from the date you left full time education. Please ensure you account for all gaps in employment i.e raising a family, caring for a relative, gap years, return to education etc.

**If you do have any gaps in employment you will be questioned about these at interview.**

Employer	From dd/mm/yy	To dd/mm/yy	Job Title	Reason for Leaving

## Supporting Information

Please give an outline of your experience, skills and qualities which are relevant to the Person Specification/Role Profile including hobbies and other activities outside of work.

## Privacy and Declaration Statements

### Privacy Statement

Powys County Council accepts the following responsibilities for personal information recorded through this web page: -

The information will only be used for the agreed reason and will be looked after securely  
The information will only be kept for as long as needed or to comply with statutory requirements and will then be securely destroyed.

If your information needs to be shared with other agencies the department or service concerned will seek explicit (signed) consent as soon as possible unless we are obliged by law to disclose the information.

By answering 'yes' to this statement at the bottom of the page you are agreeing that you have read and understood the Council's privacy notice.

Detailed guidance can be found on our Freedom of Information Web pages on [www.powys.gov.uk](http://www.powys.gov.uk) or from the Information Compliance Team Tel: 01597 827510.

### Declaration

The public is entitled to expect the highest standards of behaviour and conduct from all employees who work for Powys County Council. The Council has an Anti-Fraud Policy and Employee Code of Conduct to assist in ensuring high standards are maintained. As part of these policies, new employees, regardless of the type of employment contract, will need to have their honesty and integrity verified. Note that in terms of the General Data Protection Regulation, the Council will only collect and process personal data to the extent necessary and relevant to the performance of the job which is being applied for.

Pre-employment checks will be carried out for all new starters, particularly those where duties include activities such as handling cash, awarding contracts, making or assessing payments to the public or dealing with vulnerable clients. Using the information you have provided, the following checks may be carried out: Council Tax records, Housing Benefit/Council Tax Benefit records, confirmation of academic qualifications/ membership of professional bodies, Council Housing records, HMRC records, Credit Agencies, Register of Births, Deaths and Marriages and any other records/persons as may reasonably be considered necessary. Checks may also be made on information held in the public domain such as the Electoral Register and Companies House records. In addition, checks may be carried out to determine whether you have any interest/ involvement in other companies that may directly conflict with the work that you may be contracted to undertake for the Council. As far as I know, the information I have given is true and complete.

I authorise Powys County Council to check any/all information I have supplied with any other agencies including local authorities and the Department of Work and Pensions. I understand that making a false declaration or any impropriety may lead to the withdrawal of any job offer made to me, or if employed may result in disciplinary action, up to and including summary dismissal. I agree to you storing and using the information I have given in this application form for the above purposes. The Council is under a duty to protect the

public funds it administers, and to this end may use the information you have provided on your application form within the Council for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for this purpose. By ticking the box below, you are agreeing to the above statements. If you are invited to the selection process, you will be required to sign this declaration.

**Consent**

I understand that I will be giving my consent for checks to be carried out in HR Personnel Records, client/ user files (Draig/WCCIS) and any other Powys County Council databases

**I agree to the Privacy, Declaration & Consent Statements above**

**Yes/No**

**Signed**

**Date**

Completed application forms should be returned as per the instructions on the advert or to;

**The Recruitment Team  
County Hall  
Llandrindod Wells  
Powys  
LD1 5LG**

Or;  
Email; [recruitment@powys.gov.uk](mailto:recruitment@powys.gov.uk)  
General Enquiries: **01597 826409**

The Council is working towards Equal Opportunities

Thank you for applying to join Powys County Council

***Powys County Council shares a commitment to safeguard and promote the welfare of children, young people and adults at risk. The commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst the workforce.***

## **Appendix 1 – Welsh competency level information**

1 - I can, or am prepared to learn within a reasonable time period, how to pronounce Welsh personal and place-names correctly, and I can give and respond to basic greetings on the telephone or in person.

2 - Able to communicate routine tasks requiring a simple exchange of information on familiar topics and activities. Able to handle very short social exchanges without necessarily understanding enough to keep the conversation going.

3 - Able to deal with most situations likely to arise whilst travelling in an area where the language is spoken. Able to enter into an unprepared conversation on topics that are familiar or pertinent to everyday life (e.g. family, hobbies, work).

4 - Able to interact with a degree of fluency and spontaneity that makes interaction with native speakers possible. Able to take an active part in discussion in familiar contexts.

5 - Able to take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. Able to express fluently and convey finer shades of meaning precisely.

## Equalities Monitoring Form (Recruitment)

Powys County Council is committed to providing a fair and equal process for all employment applicants. To achieve this, we need to gather information about the types of people who apply for positions, those who are shortlisted, and those who secure a position. We would therefore appreciate you taking just a few minutes to complete this form as part of that process. The information will assist in shaping future employment policy and procedures.

All the information that you give us here, will be treated in the strictest of confidence, and, will be used only to provide a statistical profile of the recruitment process. Any information which Powys County Council is legally required to send to Monitoring organisations such as the Audit Office will be anonymised prior to being issued. Those involved in short-listing and interviewing for the post that you are applying for will not see this information. If you are successful in your application the data supplied in this form will be securely transferred into the council's HR / Payroll system as part of your employee record.

If you are not successful on this occasion please be advised that your personal information will be removed from our records after 6 months.

**All questions are optional. Please leave blank any question that you prefer not to answer.**

*Please enter a cross in the relevant boxes*

### Gender

<b>Gender</b>	Male		Female	
<b>Is your present gender the same as the one assigned at birth?</b>			Yes	
			No	
			Prefer not to say	

### Marital or Same Sex Civil Partnership Status

<b>Are you married or in a civil partnership</b>	Yes		No	
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### Age

<b>What is your Date of Birth?</b>							
<b>Age Range</b>	16-24		25-34		35-44		45-54
	55-64		65+		Prefer not to say		

### National Identity

<b>How would you describe your national identity?</b>							
English		Welsh		Scottish		Northern Irish	
British		Other		Prefer not to say			

## Ethnicity

### What is your ethnicity?

Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong. Please indicate your ethnic origin by ticking the appropriate box

#### White

English		Welsh		Scottish		Northern Irish	
Irish		Gypsy /Irish Traveller		Any other White background		Prefer not to say	

#### Mixed/Multiple Ethnic Groups

White and Black Caribbean		White and Black African	
White and Asian		Any other mixed background	

#### Asian/Asian British

Indian		Pakistani	
Bangladeshi		Chinese	
Any other Asian background			

#### Black/African/Caribbean/Black British

African		Caribbean	
Any other Black background			

#### Other Ethnic Group

Arab		Any other ethnic group	
Prefer not to say			

## Sexual Identity

### What is your sexual orientation?

Heterosexual/straight		Gay/lesbian	
Bisexual		Other	
Prefer not to say			



## Religion

What is your religion or belief?

No religion		Buddhist		Christian	
Hindu		Jewish		Muslim	
Sikh		Any other religion		Prefer not to say	

## Pregnancy and Maternity

If female: are you currently pregnant, or have given birth in the last 26 weeks?

Yes, I'm pregnant		Yes, I've given birth within the past 26 weeks		No	
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## Caring Responsibilities

Do you have caring responsibilities? If yes please tick all boxes that apply?

Primary carer of a child/children (under 18)		Primary carer of disabled child/children		None	
Primary carer of disabled adult (18 and over)		Primary carer of older person (65+)		Secondary carer	
Prefer not to say					