



## Application for Employment

### Guidance Notes for Completing the Application Form

#### Section 1 – Job Details

Please insert job details. Information will be available on the recruitment documentation provided.

#### Section 2 - Personal Details

Please ensure that you complete the information accurately as this section will be used for contact and identification purposes. Please provide the most appropriate email address that can be used for all correspondence.

#### Section 3 – Current or most recent employer

- Please indicate your current employment status by selecting the appropriate category.
- If you are currently in employment, please provide your current employment details.
- If you are not currently in employment, please provide details of your most recent employment, including the date and reason for leaving.
- Please also include a contact name and telephone number to enable verification of employment details if necessary.

#### Section 4 – Employment History

- Please provide details of all your previous employment since leaving secondary education. Please list all full and part-time employment, including voluntary work, and any periods of unemployment starting from the most recent, working backwards.
- Please also include contact names and telephone numbers for each organisation to enable verification of employment details if necessary.
- It is essential that any gaps in your employment history are explained.
- Please note that a full employment history is a mandatory requirement and, if you are successful after interview, we will advise you in the conditional offer of employment of any outstanding information.

- The Liverpool City Region Combined Authority may contact any of your previous employers to confirm the information provided in your application.

### **Section 5 – Voluntary Redundancy**

- Please indicate whether you have previously accepted a compensation payment from a Liverpool City Region Local Authority.
- Please provide the name of the Authority and date of leaving if applicable.

### **Section 6 – Membership of professional bodies**

- Please give full details of your membership of any relevant professional bodies.

### **Section 7 – Qualifications and training**

- Please provide details of any qualifications you hold and any courses you have attended which are relevant to the position for which you are applying.
- Please give details of any training and development activities you have completed that are relevant to the position for which you are applying

### **Section 8 – Other relevant skills and knowledge**

- This is the section where you are able to demonstrate your suitability for the role in more detail.
- Include specific examples which demonstrate how you meet the essential criteria in the Person Specification document.
- Please note that skills and experience gained outside of the workplace may also be relevant.

### **Section 9 - Criminal Convictions**

- The Rehabilitation of Offenders Act 1974 does not require applicants to give details of any convictions that are spent, unless the post is exempt from the Act. However, it is a requirement to declare all spent / unspent convictions if the post is subject to a Disclosure and Barring Service (DBS) check. Where this applies it will be stated on the job description, person specification and job advert.
- Further information relating to DBS checks can be found at <https://www.gov.uk/disclosure-barring-service-check>.
- Please complete the relevant section.

### **Section 10 – Immigration, Asylum and Nationality Act 2006**

- Please indicate whether you have eligibility to work in the UK.
- A list of acceptable documents for satisfying this requirement can be found at <https://www.gov.uk/government/publications/acceptable-right-to-work-documents-an-employers-guide>.

## **Section 11 – References**

- Please provide details of two referees, one of whom must be your current or most recent employer.
- Referees cannot be relatives or people writing solely in the capacity of friends.
- If you are applying for a post that involves working with children or vulnerable adults and you are not currently working with children or vulnerable adults, but have done so in the past, please provide details of the most recent employer of this type of employment.
- No offer of employment will be confirmed until satisfactory references have been received.
- If you would prefer us not to contact your referees before an offer is made, please place a tick in the box provided.

## **Section 12 – Administration**

- Please provide details of where you saw the vacancy advertised (i.e. website, Job Centre, newspaper).
- Please also provide the specific name of the advertising source (if different) so that we are able to measure the effectiveness of our adverts.
- Provide details of any dates on which you would be unavailable to attend an assessment centre or interview.
- Please declare if you are related to or in a relationship with a Member or employee of the Combined Authority.
- Please read the declaration section and sign and date the form before submission.
- Please note that should you submit the application form by e-mail without a signature, we will assume that you have accepted the declaration.

## **Section 13 - Equal Opportunities Monitoring Form**

### **Job Details**

- Please provide details of the post you are applying for.

### **Personal Details**

- Please complete personal details. Please note the information provided will not be visible to short-listing managers and will not be used as part of the selection process.

### **Gender**

- Please select the appropriate category.

### **Age**

- Please select the appropriate category.

### **Disability**

- Please select the appropriate category.
- Please provide details of any adaptations or aids that would assist you in carrying out the duties of the role you have applied for, or that would ensure that you have a fair interview. This could, for example, be for reasons relating to religion, disability, medical or maternity adjustments.

### **Cultural and Ethnic Origin**

- Please select the appropriate category.

### **Religious Belief**

- Please select the appropriate category.

You may submit your application and equal opportunities monitoring form by Email to [recruitment@liverpoolcityregion-ca.gov.uk](mailto:recruitment@liverpoolcityregion-ca.gov.uk)

## **Policy Statement on the Recruitment of Ex-Offenders**

### **1. Introduction**

Unless the nature of the position allows the Liverpool City Region Combined Authority to ask questions about an applicant's criminal record, The Liverpool City Region Combined Authority only asks about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

### **2. Equal Opportunities**

The Liverpool City Region Combined Authority is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, marital status, age, disability, religious beliefs, sexual orientation or employment status. Details of all ethnic origin categories are available on the equal opportunities monitoring form.

The Liverpool City Region Combined Authority actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. The Liverpool City Region Combined Authority selects all candidates for interview based on their skills, qualifications and experience.

### **3. The Disclosure Process**

The Liverpool City Region Combined Authority, as an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed. The Liverpool City Region Combined Authority makes every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and makes a copy available on request.

The Liverpool City Region Combined Authority has a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be required.

Where a Disclosure is to form part of the recruitment process, the Liverpool City Region Combined Authority encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. The Liverpool City Region Combined Authority requests that information is sent under separate, confidential cover and guarantees that this information will only be seen by those who need to see it as part of the recruitment process.

Having a criminal record will not necessarily bar applicants from working for the Liverpool City Region Combined Authority. This will depend on the nature of the position and the circumstances and background of their offences. The Liverpool City Region Combined Authority undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

#### **4. General Information**

The Liverpool City Region Combined Authority ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The Liverpool City Region Combined Authority also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

The Liverpool City Region Combined Authority ensures that an open and measured review takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could result in an application being rejected, a conditional offer of employment being withdrawn or disciplinary proceedings which may result in dismissal should the information come to light after employment has commenced.