

Here at Lincolnshire County Council we want our workforce to reflect the makeup of the community we serve. Therefore, we welcome all applications irrespective of gender, ethnic origin, religion, belief, sexual orientation, age or disability. We consider ourselves to be a family friendly employer, and offer flexible working patterns.

If you require advice or assistance in completing your application form, please contact the recruitment team by email: recruitment@lincolnshire.gov.uk

If you require further support, this is available through JobCentre Plus (JCP). Visit or call your nearest office for support and guidance.

JUSTtheJOB

For a wide range of jobs, please visit:

www.lincolnshire.gov.uk/jobs



Committed to
Equal
Opportunities



Excellent Final
Salary Pension
Scheme

Right to Work in the UK

All Candidates invited for an interview will be required to produce original documentation that proves their right to work in the UK. You will receive further information about acceptable documentation if you are invited to attend an interview.

Do you have the Right to Work in the UK?

☐ No

☐ Yes

Recruitment Monitoring

Lincolnshire County Council is committed to achieving fairness and equality in employment as contained within the Council's Equality and Diversity policy. We aim to ensure that unfair discrimination does not take place at any stage of employment including within the recruitment procedure. By completing this monitoring form, you will be supporting the council in meeting its commitments to review and monitor the effectiveness of the recruitment procedure and help us ensure that these procedures are open and available to everyone. This page will be detached from your application form, stored securely and confidentially and will not be taken into account when making the appointment.

Personal Details

Your Title:

First Name:

Middle Name:

Surname:

Known As:

Previous Surname:

Date of Birth:

National Insurance Number:

Address Line 1:

Address Line 2:

District:

City/Town:

County:

Postcode:

Home Phone:

Work Phone (Optional):

Mobile Phone:

Email address:

What is your ethnic group?**Choose ONE section from A to F then tick the appropriate box to indicate your cultural background**

☐ a) White ☐ British ☐ Irish ☐ White Irish	☐ d) Black, Black British ☐ Caribbean ☐ African ☐ Black Other
☐ b) Mixed ☐ White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐ Asian Other	☐ e) Chinese or other ethnic group ☐ Chinese ☐ Other Ethnic Group
☐ c) Asian, Asian British ☐ Indian ☐ Pakistani ☐ Bangladeshi ☐ Asian Other	☐ f) Romany / Traveller ☐ Romany Gypsy ☐ Irish Traveller ☐ Ethnicity Unknown ☐ I prefer not to disclose

Religion / Belief

Christian (all denominations) ☐ Buddhist ☐ Hindu ☐ Jewish ☐ Muslim ☐ Sikh ☐
No Denomination ☐ Other ☐ I prefer not to disclose ☐

Gender: **Male** ☐ **Female** ☐

Sexual Orientation: **Bisexual** ☐ **Gay Man** ☐ **Gay Woman / Lesbian** ☐
 Hetrosexual / ☐ **Other** ☐ **Prefer not to disclose** ☐
 Straight



CONFIDENTIAL

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Post Details

Post Applied For:

Post Ref no:

Location:

Full Time / Part Time:

Referees

External Candidates You must supply a minimum of two referees. You must supply more referees if the two referees do not cover the last three years of your work/life history. One referee must be your last employer however if you have never had an employer one referee must be a senior staff member from your last place of study. One referee should be able to refer to your most recent work with children. A referee must not be a relative or partner. If you cannot meet the criteria outlined above, you can supply a character reference from a professional person known to you but you must clarify that this is a character reference. All references will be taken up after short listing and before interview. **Internal Candidates** You require one referee who must be your current line manager.

References – Safer Recruitment (Posts which require an Enhanced DBS – formerly a CRB check). In addition, to the above requirements for references, one of your referee's should be able to refer to you most recent work with children or vulnerable groups. All references will be requested after shortlisting then checked and verified before any candidate is invited to interview.

1.) Name:

2.) Name:

Organisation:

Organisation:

Address:

Address:

Daytime Phone Number:

Daytime Phone Number:

Email:

Email:

Capacity in which known to you:

Capacity in which known to you:

If you need to provide a further referee, please include in the 'personal statement' box.

Internal Candidates Only

Are you at risk of redundancy?

Yes/No

Do you have preferential Status?

Yes/No

About Disabled People

Lincolnshire County Council welcomes applications from disabled people. We have been awarded the 'Positive About Disabled People' symbol in recognition of our commitment to ensure that disabled people are supported and treated fairly at every stage of their selection, employment and career development.

We are committed to interviewing all disabled applicants who meet the minimum criteria of the role applied for. Please tick the box below if you consider yourself to have a disability*. In addition, please advise us of any reasonable adjustments which are needed to ensure the interview is accessible to you.

*For this purpose, disability is defined as any physical or mental impairment which has substantial and long-term adverse effect on your ability to carry out normal day to day activities. Long term means the effect of the impairment has lasted at least twelve months, is likely to last for twelve months or is likely to last for the rest of a person's life.

Do consider yourself to have a disability? Yes ☐ No ☐ I prefer not to disclose ☐

Do you have any special requirements in relation to your interview arrangements? **Yes** ☐ **No** ☐

If yes please give details...

Health Care Professions Council – If you are registered with the HCPC, e.g. a Qualified Social Worker, please supply your registration number and date of renewal registration:

Registration Number:

Next Annual Review Date:

DfE Number – if you are a qualified teacher and the post you are applying for requires qualified teacher status please supply your DfE (formerly DCSF/DfES/DfEE) Registration Number

Registration Number:

Driving Requirements

Please only answer the following questions if the post includes these requirements:

Do you hold a valid driving licence?

Yes ☐

No ☐

I have a disability which may preclude me from or prevent me from driving ☐

Do you have a vehicle which you
are able to use for work?

☐ No

☐ Yes

Do you have any previous
motoring offences?

☐ No

☐ Yes

If yes, please give details:

Personal Interests

You are required to declare any interest you have in connection or potential connection with any business or organisation (including voluntary bodies) which deals with the Council. In addition, you must consider whether you could use the position you are applying for to confer advantage to this connection or if the connection was known publically this could undermine the trust, confidence and integrity in the council.

Are you, to the best of your knowledge, related to or personal friends with any managers or Councillors at Lincolnshire County Council? ☐ No ☐ Yes

If you answered yes, please enter the names and positions of all known relations:

A candidate who fails to disclose their relationship to a Lincolnshire County Councillor or manager at Lincolnshire County Council may have their application rejected. If appointed they may be subject to disciplinary action.

Do you have any outside private business interests that may conflict with those of the Council's business? ☐ No ☐ Yes

If you answered yes to the above, please describe your private interest:

Present or Last Employment

Employer Name:

Employer Address:

Job Title:

Salary:

Full/Part Time:

Date From:

To:

Period of Notice required:

Key Duties & Responsibilities:

Reason for leaving (if any):

Previous Employment

Employer Name:

Employer Address:

Job Title:

Salary:

Full/Part Time:

Date From:

To:

Period of Notice required:

Key Duties & Responsibilities:

Reason for leaving (if any):

Previous Employment

Employer Name:

Employer Address:

Job Title:

Salary:

Full/Part Time:

Date From:

To:

Period of Notice required:

Key Duties & Responsibilities:

Reason for leaving (if any):

Previous Employment

Employer Name:

Employer Address:

Job Title:

Salary:

Full/Part Time:

Date From:

To:

Period of Notice required:

Key Duties & Responsibilities:

Reason for leaving (if any):

Previous Employment

Employer Name:

Employer Address:

Job Title:

Salary:

Full/Part Time:

Date From:

To:

Period of Notice required:

Key Duties & Responsibilities:

Reason for leaving (if any):

Previous Employment

Employer Name:

Employer Address:

Job Title:

Salary:

Full/Part Time:

Date From:

To:

Period of Notice required:

Key Duties & Responsibilities:

Reason for leaving (if any):

Education, Training, Qualifications & Professional Memberships

Please include in chronological order.

Please note: Documentary evidence of relevant qualifications/memberships must be presented at interview. These must be originals

Secondary, Higher & Further Education / Organising Body / Professional Association	Qualifications Achieved	Level / Grade	Date From	Date To	Full/Part Time

Personal Statement -

While referring to the Job Description (including the skills and knowledge section) explain how you would relate your education, training & experience (including those not related to employment) to the requirements of the post for which you are applying.

Criminal Convictions - You are required to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198'. Further information is available under the Councils policy on the Rehabilitation of Offenders and Self Disclosure.

For further information please follow this link [here](#).

Failure to disclose any information required of you may result in your application being rejected or disciplinary action. The criminal record information you provide is not used for shortlisting purposes. If you are shortlisted for interview your criminal record will be discussed with you if the interview panel feel it is relevant to this job.

Have you any spent or unspent cautions or convictions to declare which are not "protected"?

No ☐ Yes ☐

If Yes, please give details below including the nature of the offence/alleged offence, date and full name at the time of the offence.

Are you a foreign national or a UK resident who has lived or worked abroad for more than three months in the last five years? ☐ No ☐ Yes

If you have answered 'yes' to the above question, you must obtain a Statement of Good Conduct (SOGC) from the Embassy of that country. For further information please follow this link [here](#).

Do you hold a current subscription for DBS online update service? ☐ Yes ☐ No ☐ Unsure

If applicable give the date when your continuous Local Government Service commenced:

Where did you first see this vacancy advertised?

(Please be specific e.g. LCC website / Lincolnshire Echo / Jobcentre / Word of Mouth)

Declaration

1. The information I have given on this form is true and accurate to the best of my knowledge.
2. I have read or had explained to me and understand all the questions on this form.
3. I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed to the post.
4. I understand that evidence of my qualifications will be required during the selection interview process.
5. I understand that satisfactory references, DBS disclosure (if appropriate), medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.
6. I acknowledge that the Council will process data about me and retain it in the manner described above and I hereby consent to this.

Signed:

Date:

Print Name:

Data Protection Act Disclaimer

All information provided on this form will be dealt with in accordance with the Data Protection Act 1984, amended 1998. This information may be computerised and used for administrative purposes within Lincolnshire County Council. All personal information computerised by the Council has to be registered and may only be used and disclosed as described in the Data Protection Register.