

Application Form

Internal Use only
Ref NoDate Received



All relevant information to be put on Application Form, CVs are not acceptable

Please ensure that you **fully** complete **all** sections of the application, paying particular attention to the Employment History section and identifying any gaps.

Section 1: Personal details **PLEASE PROVIDE A COVERING LETTER WITH YOUR APPLICATION FORM**

Title:	Forenames:	Surname:
National Insurance number:	Former name(s):	
	Preferred name:	
Address	Telephone number(s):	
Postcode	Home:	
Resident at this address since:	Work:	
Do you hold a Valid UK driving licence YES NO	Mobile:	
	Email address:	
Are you eligible for employment in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If No, Please provide details.		
Please confirm if you have ever: Been or lived outside of the UK for a period of 3 months or more at any one time within the last 5 years? If yes please advise which country or countries and for what period of time	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you know or are you related to any member of Chetham's staff, If yes, please provide information by separate cover.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been barred from working with children? If yes, please provide details by separate cover.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been dismissed from a post? If yes, please provide details by separate cover.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 2: Education

Please start with most recent

Please provide details of **all** qualifications. Please be aware you will be required to produce original certificates for any qualifications entered in this section, relevant to the advertised post, if selected for interview. Please ensure all required qualifications, linked to the Person Specifications of the role are recorded here.

Name of school/college/university	Dates of attendance	Examinations			
		Subject	Result	Date	Awarding body
	From: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/> To: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/>				
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Section 3: Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training that you have received, **linked to the Person Specification** of the role which you consider to be **relevant**. Please be aware you will be required to produce original certificates for any training entered in this section if selected for interview.

Section 4: Current Employment

Current / most recent employer:

Current / most recent employer's address:

Current / most recent job title:

Date started:

Date employment ended
(if applicable):

Current salary / salary on
leaving:

Do you / did you receive any employee benefits?

Yes

No

If so, please provide details of these:

Reason for seeking other employment:

Please state when you would be available to take up employment if offered:

Section 5: Previous employment and / or activities since leaving secondary education

Please continue on a separate sheet if necessary

Dates	Name and address of employer	Position held and / or duties	Reason for leaving			
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dd / mm / yy						
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Section 6: Gaps in your employment

If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates.

Section 7: Interests

Please give details of your interests, hobbies or skills - in particular any which could be of benefit to the Library for the purposes of enriching its extra curricular activity.

Section 8: Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. **Continue on a separate sheet if necessary.**

An offer of employment is conditional upon the Library receiving an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) which the Library considers to be satisfactory. The Library applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of all positions at the Library which amount to regulated activity. It is unlawful for the Library to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the Library. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.

The Library is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared, subject to the DBS filtering rules referred to at page 10 of this form. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the Library's objective assessment procedure (a copy of which is available from the Library on request).

Before answering these questions please see the information on spent convictions and the DBS filtering rules at page 10 of this form.

Have you been convicted by the courts of any criminal offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there any relevant court action pending against you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever received a caution, reprimand or final warning from the police?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.

Section 9: References. Please supply the names and contact details of two people who we may contact for references. **One of these must be your current or most recent employer.** If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. **Neither referee should be a relative or someone known to you solely as a friend.** The Library intends to take up references from all shortlisted candidates before interview. The Library reserves the right to take up references from any previous employer.

REFERENCES CONSENT

I hereby consent to the referees whose names and relevant contact details I have set out below providing a reference to **Chetham’s Library** for the purpose of assessing my suitability for employment with the Library. I authorise my referees to provide either written and/or verbal references, and this includes both referees who are previous employers and non-work related personal or character referees. I agree that any reference provided about me may include information related to (but not necessarily limited to): my job title and job duties, dates of employment, reasons for leaving, final salary, competence, attitude, ability to manage workload and work without supervision, honesty, attendance record, timekeeping record, relations with colleagues and clients, disciplinary record, performance management record, grievances raised and days and instances of sickness absence.

I understand that I have a genuine choice as to whether I wish my referees to provide a reference about me. My explicit consent to the provision and release of a reference to the Library by my referees is therefore freely given and informed. Finally, I understand that I have the right to withdraw my consent at any time and that I may do this by contacting my referees directly.

I acknowledge that I have been notified that the Library will process any references provided by my referees in accordance with the terms of the privacy notice for job applicants that has been issued to me. This sets out why the Library wishes to process references about me and the lawful basis for doing so, i.e. it is necessary for the purposes of the Library’s legitimate interests in conducting due diligence on prospective staff and assessing their suitability for employment.

Name..... Signed: Date:

Referee 1

Name

Occupation

Relationship to applicant

Organisation:

Address:

Telephone number:

Email address:

May we contact prior to Interview? **YES – NO**

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Name.....Signed:..... Date:.....

Referee 2

Name

Occupation

Relationship to applicant

Organisation:

Address:

Telephone number:

Email address:

May we contact prior to Interview? **YES – NO**

Section 10: Recruitment

It is the Library's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

For any post that is time or task dependant, or solely offered on time limited availability of external funding, continuing employment will be dependent on those factors, and as such may be brought to an end before that date by either side giving notice. The Library recognises all statutory rights as determined by the Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations (Oct 02).

The Library is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the Library's recruitment policy and Child Protection (Safeguarding) policy are available with this application form for download from the Library's website. Please take the time to read them.

If your application is successful, the Library will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

Section 11: Declarations

- **I confirm that the information I have given on this application form is true and correct to the best of my knowledge.**
- **I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.**
- **I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.**
- **I consent to the Library processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.**
- **I consent to the Library making direct contact with the people specified as my referees to verify the reference.**

Name:	
Signed:	
Date:	

Privacy Policy- standard/enhanced checks (paper and e-Bulk applications) declaration

I have read the Standard/Enhanced Check Privacy Policy for applicants

<https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application.

Name:	
Signed :	
Date:	

Please return your completed application: Chetham's Library
or Long Millgate
Manchester
M3 1SB

Email to: librarian@chethams.org.uk

Please identify where you saw the advert for this position

Disclosure and Barring Service Filtering rules (applies from 10th March 2014)

Sentence/disposal	Buffer period for adults (18 and over at the time of conviction or the time the disposal is administered). This applies from the <u>end date</u> of the sentence (including the licence period).	Buffer period for young people (under 18 at the time of conviction or the time the disposal is administered). This applies from the <u>end date</u> of the sentence (including the licence period).
Custodial sentence* of over 4 years, or a public protection sentence	Never spent	Never spent
Custodial sentence of over 30 months (2 ½ years) and up to and including 48 months (4 years)	7 years	3½ years
Custodial sentence of over 6 months and up to and including 30 months (2 ½ years)	4 years	2 years
Custodial sentence of 6 months or less	2 years	18 months
Community order or youth rehabilitation order**	1 year	6 months

*Custodial sentence includes a sentence of imprisonment (both an immediate custodial sentence and a suspended sentence), a sentence of detention in a young offender institution, a sentence of detention under section 91 of the Powers of Criminal Courts (Sentencing) Act 2000, a detention and training order, a sentence of youth custody, a sentence of corrective training and a sentence of Borstal training.

**In relation to any community or youth rehabilitation order which has no specified end date, the rehabilitation period is 2 years from the date of conviction.

The following table sets out the rehabilitation period for sentences which do not have "buffer periods" and for which the rehabilitation period runs from the date of conviction:

Sentence/disposal	Rehabilitation period for adults (18 and over at the time of conviction or the time the disposal is administered).	Rehabilitation period for young people (under 18 at the time of conviction or the time the disposal is administered).
Fine	1 year	6 months
Conditional discharge,	Period of the order	Period of the order
Absolute discharge	None	None
Conditional caution and youth conditional caution	3 months or when the caution ceases to have effect if earlier	3 months
Simple caution, youth caution	Spent immediately	Spent immediately
Compensation order*	On the discharge of the order (i.e. when it is paid in full)	On the discharge of the order (i.e. when it is paid in full)
Binding over order	Period of the order	Period of the order
Attendance centre order	Period of the order	Period of the order
Hospital order (with or without a restriction order)	Period of the order	Period of the order
Referral order	Not available for adults	Period of the order
Reparation order	Not available for adults	None

Filtering rules:

You are not required to disclose information about spent criminal convictions *, if you were over 18 years of age at the time of the offence and:

- 11 years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and

Even then, it will only be removed if it does not appear on the list of "specified offences" which will never be removed from a certificate. If a person has more than one offence, ten details of all their convictions will always be included.

You are not required to disclose information about a spent caution** if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences" relevant to Safeguarding.

For those under 18 years of age at the time of the offence

The same rules apply as for adult convictions, * except that the elapsed time period is 5.5 years.

The same rules apply as for adult Cautions, ** except that the elapsed time period is 2 years. **

* (A conviction is a determination of guilt by a court in relation to a specific offence. Multiple offences whether arising from different occasions or from a single event, and in relation to which a court on one or more occasions reaches a determination of guilt, are to be treated as multiple convictions for filtering purposes).

** (the term "Caution" includes reprimands and warnings)

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Important Note: This is intended as general guidance only. It is not legal advice and must not be regarded as a definitive interpretation of the 1974 Act. Anyone in doubt should seek their own legal advice.