



Ribble Valley Borough Council

www.ribblevalley.gov.uk

APPLICATION FOR EMPLOYMENT

Please use dark ink and write clearly or type

Application for the post of:

Job Reference Number:

PERSONAL DETAILS

Surname		
Other name(s)		
Title (e.g. Mr Mrs Miss Ms)		
Address		
Town		
Postcode		
Previous surname (if any)		
Contact Numbers	Home	
	Work	
	Mobile	
Do you hold a full current driving licence?		Do you own a car?
If you are applying for a post where a specific driving qualification is essential, please list the categories of vehicles you are licensed to drive/operate.		

RELATIVES OF MEMBERS OR OFFICERS

Under The Local Government Act 2000 you must declare in writing whether you are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Councillor or Officer of Ribble Valley Borough Council or of the partner of such persons.

Are you related as above to any member or officer of the Council? **YES/NO**

If YES, please give details

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The Council will disqualify any applicant who directly or indirectly seeks the support of any Councillor or Officer for any appointment with the Council.

EMPLOYMENT HISTORY

Present Employment (leave blank if unemployed)	Employer and Address
Date of Appointment	
Present Salary and Grade (if applicable)	Employees supervised:
Description of Duties (add further sheets if necessary)	
Reason for Leaving:	

PREVIOUS APPOINTMENTS AND EMPLOYERS

Employers name and nature of business	Appointment held	Dates		Grade / Salary on leaving	Reason for leaving
		From	To		

EDUCATION

Secondary School / College / University	Dates		Qualifications gained	Grades	Date
	From	To			

TRAINING AND ACHIEVEMENTS

Details of any other specialised training or qualifications not covered in previous sections (e.g. short course, on-the-job training, management course, apprenticeship, work experience, NVQs)

OUTSIDE INTERESTS (hobbies etc.)

What are your main interests and leisure activities outside work?

MEMBERSHIP OF PROFESSIONAL BODIES (state whether by examination)

Body	Membership Status	Since

GENERAL EXPERIENCE AND FURTHER INFORMATION

This space is provided for any additional information you consider relevant to your application. Please include details of relevant professional or personal experience and your reasons for applying for this vacancy.

Please continue on an additional sheet, if necessary

HEALTH / MEDICAL HISTORY

Give brief details of any serious illnesses, operations or disabilities			
Have you been absent from work through ill health or injury in the last 12 months?	YES	NO	If yes, please give reasons

REFERENCES

Please give details of two persons, one of whom should be your present, or most recent employer, who are not related to you, and from whom a reference may be obtained		
Name	1.	2.
Designation		
Address		
Telephone		
References are normally taken up prior to interview. Do you have any objection to this? YES / NO		
If either of your referees knows you by another name (for example due to marriage) please indicate below:		
How much notice do you need to give your present employer?		

REHABILITATION OF OFFENDERS

Have you ever been convicted of a criminal offence? YES / NO

Your attention is drawn to the fact that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer "no" to this question even if you have, in the past, been subjected to criminal proceedings, resulting in conviction(s). However, certain types of employment are excluded, under the Rehabilitation of Offenders Act, 1974 (Exemptions) Order, 1975, from the protection of the Act. It is, therefore, suggested that you take appropriate advice if you are in any doubt as to the correct answer to give.

If YES to above question please state date of conviction, Court, nature of offence and sentence imposed

Publication in which you saw this post advertised.

I certify that my replies are true, complete and correct to the best of my knowledge and belief. I understand that any false statements or the withholding of any relevant information may provide grounds for the withdrawal of any offer of appointment or for its immediate cancellation if any appointment has been accepted.

Signature Date

Please return this form to:

HR@ribblevalley.gov.uk or (Strictly Private & Confidential) HR Section , Ribble Valley Borough Council, Council Offices, Church Walk, Clitheroe, Lancashire, BB7 2RA.
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Please be aware that some completed applications have not reached us recently due to insufficient postage.

Please ensure that the correct postage is on your envelope before returning this application form to us.



FAIRNESS IN EMPLOYMENT MONITORING SHEET

Post applied for:	Vacancy Reference No:
Department:	Grade/Salary:

What are we trying to achieve?

Ribble Valley Borough Council is committed to achieving fairness and equality in employment. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, race, religious belief, gender, sexuality or any other individual characteristic which may unfairly affect a person's opportunities in life, as set out in the Equality Act 2010.

What is this form for?

Our recruitment, selection, and promotion procedures are regularly reviewed to ensure that individuals are treated on their merits and abilities. To help us to achieve this, we are asking you to complete the form below and return it with your application. The information that you give us will be used to assess the effectiveness of our employment procedures. It will not be used for any other purpose. The form will be separated from your application as soon as it is received and it will not be passed to anyone involved in shortlisting or interviewing for the post for which you are applying.

The information you provide on this form is CONFIDENTIAL and will only be used for equal opportunity monitoring purposes.

1	Gender:	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Not given	<input type="checkbox"/>
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2	Age:	16 - 19	<input type="checkbox"/>	20 - 29	<input type="checkbox"/>	30 - 39	<input type="checkbox"/>	40 - 49	<input type="checkbox"/>
		50 - 59	<input type="checkbox"/>	60 +	<input type="checkbox"/>				

The Equality Act 2010 incorporates previous legislation on disability. Disability is defined as a physical or mental impairment that has a substantial and adverse effect on the ability to carry out normal day-to-day activities and which has a long-term effect. This includes anybody with progressive illnesses such as cancer, even if the person has recovered.

3	Disability:	<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No
		<input type="checkbox"/>	My disability is
		

4	Are you:
	<input type="checkbox"/> Buddhist
	<input type="checkbox"/> Christian
	<input type="checkbox"/> Hindu
	<input type="checkbox"/> Jewish
	<input type="checkbox"/> Muslim
	<input type="checkbox"/> Sikh
	<input type="checkbox"/> No religious affiliation
	<input type="checkbox"/> Any other religious affiliation, please state

5 How would you describe your ethnic origin (*not Country of birth*)

a) White

- English, Welsh, Scottish, Northern Irish, British
- Irish
- Gypsy or Irish Traveller
- Any other white background, please state

b) Mixed/Multiple Ethnic Groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed multiple ethnic background, please state

c) Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background, please state

d) Black or Black British

- Caribbean
- African
- Any other Black/African/Caribbean background, please state

e) Other Ethnic Group

- Arab
- Any other ethnic group, please state

6 Are you:

- Heterosexual
- Bisexual
- Gay
- Lesbian



Conditions of Service

RIBBLE VALLEY BOROUGH COUNCIL



Balancing
Work and life!

BENEFITS

Excellent
Pension Scheme

Training and
Development

Job Security



We are an equal
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CONDITIONS OF SERVICE SUMMARY

The appointment you have applied for is subject to the National Joint Council's Scheme of Conditions of Service for Local Government Services, as amended or supplemented by Ribble Valley Borough Council.

Equal Opportunities

Ribble Valley Borough Council, as an equal opportunity employer, intends that no job applicant or employee shall receive less favourable treatment because of his or her gender, marital status, race, religion or belief, pregnancy, maternity, gender reassignment, sexual orientation or disability; nor be disadvantaged by any other condition or requirement which cannot be shown to be justifiable.

Medical Fitness

All appointments are subject to the successful candidate satisfying Ribble Valley Borough Council as to his or her medical fitness to undertake the duties of the post. If an appointment is offered, the candidate will be required to complete a medical declaration and may be required to undergo a medical assessment.

Probation

New employees of Ribble Valley Borough Council are subject to a probation period of 8-10 weeks. Employees will be informed within two months how their work is progressing. At the end of the probationary period, and subject to a satisfactory report from their Head of Service, the employee's appointment will be confirmed.

Salary

Salaries are paid by direct credit to the employee's Bank/Building Society/National Giro Account on the 15th of each month (unless this is a Bank Holiday when pay day is brought forward as appropriate). Increments within a grade are normally awarded on 1 April each year.

Office Hours

Ribble Valley Borough Council's standard working week is 37 hours, spread over Monday to Friday, and between the daily hours of 8.00am to 6.00pm. A flexitime scheme is in operation and appropriate details will be issued to all new employees on appointment. Entitlements are pro rata for part time appointments.

Superannuation

You will automatically be included in the Local Government Services scheme of conditions, unless you decide to opt out. Employees contribute between 5.5% and 7.5% of gross earnings dependent upon salary. Ribble Valley Borough Council also pays contributions to meet the total cost.

**For further enquiries, please contact
HR on 01200 414559**

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Holiday Entitlement

Employees with less than 5 years' service are entitled to 21 days annual leave, which will increase to 25 days after 5 years' service. The annual leave arrangements will apply (pro rata) to all part-time employees irrespective of the number of hours they work. In addition to annual leave:-

Statutory Public Holidays are Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday, Spring Bank, May Day and Late Summer Bank. There are a total of four other statutory days holiday to be taken during each holiday year. Employees joining us from another local authority and/or some other public sector organisations with 5 years' continuous service will be entitled to 25 days holiday from their start date at Ribble Valley Borough Council.

Sick Pay

All employees are entitled to sick pay in accordance with national conditions. The scale of allowances provides for one month at full pay and (after completing four months service) two months half pay during the first year of Local Government service. This rises to six months at full pay and six months at half pay after 5 years' service.

Training and Development

We are committed to the training and personal development of all our staff. We offer two types of training:

- On-the-job – specifically for skills needed to carry out your job.
- Off-the-job – seminars, workshops, training courses

These may be non-qualification courses or courses that lead to a professional qualification.

Smoking Policy

Ribble Valley Borough Council has a no smoking at work policy.

Relocation

A relocation allowance is available in approved cases.

Family Friendly Policies

Ribble Valley Borough Council has a number of family friendly policies, eg flexi time, parental leave, childcare vouchers.

Car Allowance

Car mileage allowance is available in approved cases.

Canvassing

Canvassing of Councillors of Ribble Valley Borough Council directly or indirectly for any appointment under Ribble Valley Borough Council shall disqualify the candidate concerned for that appointment. This provision does not prevent a Councillor of the Council from giving a written testimonial on a candidate's ability, experience or character.

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Guidance Notes

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In view of the number of applications being received for appointments with Ribble Valley Borough Council and to effect postal economies, application forms are not acknowledged on receipt.

Candidates to be interviewed are normally informed within two weeks of the closing date. Wherever possible the interview date will be shown on the advertisement. All unsuccessful applicants are thanked for their applications as soon as an appointment has been made. Should you, however, require earlier information as to the progress of your application, this may be obtained by telephone.

The completed application must be sent to HR section at the address given on the application form. Applications received after the closing date will **not** be considered.

References are usually taken up prior to the interview date unless you make clear on the application that you do not agree to this. Appointments are subject to receipt of satisfactory references.

Ribble Valley Borough Council is an equal opportunity employer - applications are considered on the basis of the qualifications and experience necessary for the post.

When applying for a job with Ribble Valley Borough Council **selection for interview is based on the information you provide on the application form**. With your application you will have received:

A job description – This gives you details about the job. It lists all the main duties and responsibilities which the post-holder will be required to carry out.

A person specification – This tells you what qualifications, skills, knowledge and experience a person must have to be able to do the job. These are listed as essential and desirable criteria. In order to be invited for the interview you must be able to show that you meet all essential and ideally all the desirable criteria.

Please use the application form provided, continuing on separate sheets if necessary. **C.V.'s will not be accepted.** When completed, read through your application carefully and check that each section has been filled in. If you have additional pages, please ensure that they are numbered and securely attached. Ensure you have signed and dated your form and make sure it is sent in plenty of time to arrive before the closing date.

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HR on 01200 414559***