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**Supporting information for position with Essex Outdoors**

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| Name: |

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| Position for which you are applying: |
| If the position you are applying for has vacancies across several locations, please state your preferred location (s): |

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| How did you hear about this opportunity? |

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| Are you currently directly employed by Essex County Council? (Yes or /No): |
| Are you working at Essex County Council via an agency? (Yes or No): |
| Do you currently have the legal right to work in the UK? (Yes or No): |

If you are unsure about your eligibility to work in the UK please refer to the Home Office website: [www.homeoffice.gov.uk/passports-and-immigration](http://www.homeoffice.gov.uk/passports-and-immigration).

Please note: You will be required to provide documentary evidence of your right to work in the UK, as part of our Pre-Employment and Safer recruitment checks. A list of eligible documents can be found [here](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/286642/summary-guidance.pdf)

As the role you are applying for requires a DBS check, if you have lived or worked abroad for 6 months or more in the last 5 years, then we may request you apply for a certificate of good conduct from the relevant country or countries.

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| Date of birth (DD/MM/YYYY):  Your date of birth will not be used in any part of the selection process. However it is required to enable completion of safeguarding checks. |

**Availability**

Applicants must be available to attend a selection day at one of our centres (dates offered upon application), and if successful, be available to attend our core training programme at Easter 2020 (see website). Employment may then start on one of our flexible contracts, subject to application success and availability.

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| Please provide the dates of any commitments that will affect your ability to work at any stage between April - September 2020? E.g. booked holiday, university, exams etc. |

**Additional Support**

Essex County Council belongs to the government’s ‘job interview scheme which aims to remove barriers to unemployment. Under our Job Interview Scheme we have committed to interviewing all disabled applicants who choose to apply under the scheme, if they meet the minimum requirements of the job.

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| Do you wish to be considered and apply under the Job Interview Scheme? (Yes or No)  If you have stated ‘Yes’ then please provide details. (This is essential to process your application): |
| Essex Outdoors is committed to ensuring equal opportunities for all applicants. If you are selected for interview please detail below if you require any reasonable adjustment(s) to be made: |

**Professional memberships**

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| Please confirm any relevant memberships of professional bodies. If not applicable, please enter N/A: |

**Supporting statement**

With reference to the role profile, explain how you meet the requirements of the role. Focus on the skills, knowledge, experience and behaviours needed for the job. Please note that this information will be used by the Hiring Manager to short-list your application

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**Health**

All new recruits and employees whose role changes significantly are required to complete a questionnaire and in some circumstances attend a medical check. This is to ensure we make any adjustments required to support the employee and in specific posts to ensure safety of clients. This will form part of the pre-employment checks carried out prior to a successful applicant starting a new role.

**Disclosure and Barring Service (DBS)**

Disclosure and Barring Service (DBS) is an Executive Agency of the Home Office. The DBS provide wider access to criminal record information through the Disclosure service and enables Essex County Council to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially if the work you are applying for involves working with, or has access to, children or vulnerable adults or their records.

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| Please confirm, subject to the requirements of the job role, you are happy that a DBS check can be undertaken as part of our pre-employment and safer recruitment checks (Yes or No): |

**Rehabilitation of Offenders Act 1974**

You are applying for a job which is exempt from the Rehabilitation of Offenders Act. You are not entitled to withhold information of any unspent convictions, cautions, reprimands or warnings and if you do it could result in withdrawal of any job offer made, dismissal or disciplinary action by the authority.

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| Do you have any spent or unspent convictions, cautions/reprimands/bind overs or pending prosecutions to declare? (Yes or No): |

*The information you have provided will be treated as strictly confidential and will be considered only in relation to the post for which you are applying.*

Disclosure of a conviction, caution/reprimand/bind over or pending prosecution does not necessarily mean that you would not be appointed. A person’s suitability will be looked at as a whole in light of all the information provide and, in accordance with the County Council’s policy on the employment of ex-offenders, a copy of which can be obtained from the Council. A main consideration will be whether the offence is one which would make a person unsuitable in the capacity of the post applied for.

**References**

References are an important check to ensure that you have not misrepresented or omitted information on your application. They are also used to seek your previous employer’s view of your skills, experience and performance in relation to the post you have applied for.

All Essex County Council posts will require references, details of which can be found in the Job Profile. Gaps of 4 weeks or more will be explored at interview and where appropriate additional character references will be sought.

Please note: You will be contacted before we contact your referees or follow up your references.

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| I certify to the best of my belief that the information I have provided is true and I understand that any false information will result, in the event of employment, in disciplinary investigation by the County Council, and is likely to result in dismissal. |

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| Signed: |
| Name (block capitals): |
| Date: |

**Please return this completed form with your CV to the address below.**

**Please ensure your CV includes your full contact detail****s**

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| [jobs@essexoutdoors.com](mailto:jobs@essexoutdoors.com) or  Seasonal Recruitment, Essex Outdoors Danbury  Well Lane, Danbury, Chelmsford, Essex, CM3 4AB |