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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: |
| Please state your preferred centre(s): |

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| How did you hear about this opportunity? |

(e.g. Word of Mouth, Social Media, Working for Essex, Careers event, Job Centre, Press advert)

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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).

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). p14-16.

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 the selection process but is required for safeguarding checks.

**Availability**

Applicants must be available to attend a selection day at one of our centres (dates offered after shortlisting) and, if successful, be available to attend training at Easter 2024. Employment may then start on one of our flexible contracts, subject to training success and availability.

Please provide below the dates of any commitments that mean you are **not** available to work at any stage between April - September 2024, such as booked holiday, university, exams etc. (*Example: Exams until 11th June, Holiday 19-23 July.)* Or state NONE.

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| Earliest Start Date: |

**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 below. (This is essential to process your application)

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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:

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**Professional memberships**

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

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**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. *Recommend approx. 400 – 700 words.*

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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. 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 details**

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

If you are a successful candidate, your personal data will be shared with other systems at Essex County Council in order to progress your application.