



# JOB APPLICATION FORM

## Including Guidance Notes

- Please read through the guidance notes before completing your application form.
- Use black pen and write as clearly and legibly as possible.
- CVs alone are not acceptable. Applications must be submitted using the application form provided (other formats are available upon request).
- All sections of the application form must be completed unless stated otherwise.
- Please ensure you sign the attached Candidate Privacy Notice.
- Please remember to complete and return the equal opportunities monitoring form as it is an essential part of our equal opportunities responsibility. Your answers will be treated confidentially and will not affect your job application in any way.
- Please complete and return this job application form by email to [gwyn.hughes@denbighshireleisure.co.uk](mailto:gwyn.hughes@denbighshireleisure.co.uk)
- If you would like any further information or would like to talk through the roles on an informal basis, please contact Gwyn Hughes on 01824 712707.

|                                       |                                |                                  |        |
|---------------------------------------|--------------------------------|----------------------------------|--------|
| Preferred language of correspondence: | Welsh <input type="checkbox"/> | English <input type="checkbox"/> | Other: |
| Vacancy job title:                    |                                |                                  |        |
| Job reference:                        |                                | Closing Date:                    |        |
| Service:                              |                                |                                  |        |

## APPLICANT GUIDANCE

Your application is important to us and plays a significant part in the selection process. It is important that the form is completed as fully and as accurately as possible. The shortlisting panel will decide who to interview based solely on the information provided within the application form and match this against the essential and desirable criteria outlined in the person specification.

### Personal details

Please provide all the details as requested, as this will be the information we use to contact you.

### Education, training & membership

Please state clearly on the form the results of any exams/courses you have completed or that are on-going, as part of the selection process will be based on the education and training listed in the person specification. If you are shortlisted for interview, you must provide original proof of qualifications. You will be asked to bring these documents with you to interview.

### Employment

You should complete this section in full, giving all periods of employment since leaving full time education, along with dates which show the month and year you were appointed/left the post. You must also clearly identify any gaps in employment, including dates and explain the reason for that gap in employment, i.e. Raising a family, caring for a relative, gap year etc.

### Supporting statement

This is your opportunity to promote yourself and provide the evidence that you match the essential and desirable criteria outlined within the person specification. Please give examples and demonstrate, where possible, how you meet the criteria outlined within the person specification and include any other interests which may be relevant to the post. Applicants must meet all of the **essential** criteria (as a minimum) in order to be invited for interview.

### Rehabilitation of offenders act 1974

For posts where there is significant access to children and / or adults, a DBS disclosure will be required. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 does not allow employees with access to children and / or adults the right to withhold information regarding previous criminal convictions, cautions and bindovers, including those which are 'spent' – all must be declared. Please refer to the full application guidance before completing this section of the application form.

### Guaranteed Interview Scheme for applicants with a disability

Denbighshire Leisure Ltd is a Disability Confident Employer and are committed to interviewing all applicants with a disability who meet all of the **essential** criteria of the role applied for. If you are applying for this position under the 'Guaranteed Interview Scheme' please complete the relevant section within the application form and advise us of any reasonable adjustments which are needed to ensure the interview is accessible to you. Please see the full application guidance for further details.

### References

External applicants – we will contact your last two employers for a reference, or as many as to cover the last three years, whichever is more. Please provide the names and addresses of these referees as this will help to speed up the process should you be appointed.

Internal applicants – we will contact your current line manager to provide a reference.

For all applicants, references will only be sought after an 'offer of employment' has been made. All appointments are subject to satisfactory references. Please ensure you have provided your referee/s with your consent to share your information, failure to do this will cause delays in your appointment.

## PERSONAL DETAILS

### Applicant Type

Applicant type      Internal       External

If internal, please supply your payroll number (the last 5 characters):

### Name Details

Title      Mr       Mrs       Miss       Ms       Other:

Forename

Middle name/s

Surname

Social Security Number (National Insurance Number)

### Contact Details – Home Address

House Name/Number

Street

Local Area

Post Town

County

Postcode

Contact Details - Please ensure that you enter a minimum of one telephone number

Email Address

Home Telephone Number

Mobile Number

### Driving Licence

If having a valid driving licence is a requirement of the job, please complete this section. This requirement will be outlined in the person specification.

Do you hold a current driving licence?      Yes       No

If 'Yes' please state the licence categories

## EDUCATION, TRAINING & MEMBERSHIP

### Membership of Professional Bodies

Please state any memberships that you currently have with any professional institutes. This should include Teacher / GTCW / Care Council Registration details where applicable. Additional sheets may be added if necessary.

| Membership Name | Membership Number | Membership Level | Start Date | Expiry |
|-----------------|-------------------|------------------|------------|--------|
|                 |                   |                  |            |        |

### Qualifications

Please include subject, level, date, grade and place of learning. Also please include any qualifications you are currently studying for. Applicants will be required to provide original proof of qualifications at interview. Additional sheets may be added if necessary.

| Place of Learning | Date Qualification Obtained | Subject | Qualification Level | Grade |
|-------------------|-----------------------------|---------|---------------------|-------|
|                   |                             |         |                     |       |
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## EMPLOYMENT

### Full Employment History

Please state the current/most recent first. Please include any gaps in employment, explaining the reason, start and end dates. Additional sheets may be added if required.

|                           |  |                    |  |               |  |  |
|---------------------------|--|--------------------|--|---------------|--|--|
| <b>Employer name</b>      |  |                    |  |               |  |  |
| <b>Employer address</b>   |  |                    |  |               |  |  |
| <b>Employed from</b>      |  | <b>Employed to</b> |  | <b>Salary</b> |  |  |
| <b>Job title</b>          |  |                    |  |               |  |  |
| <b>Job details</b>        |  |                    |  |               |  |  |
| <b>Reason for Leaving</b> |  |                    |  |               |  |  |

| Employer name and address | from | to | Job title | Salary | Job details | Reasons for leaving |
|---------------------------|------|----|-----------|--------|-------------|---------------------|
|                           |      |    |           |        |             |                     |
|                           |      |    |           |        |             |                     |
|                           |      |    |           |        |             |                     |
|                           |      |    |           |        |             |                     |

## SUPPORTING STATEMENT

### **How do you meet the essential criteria from the Person Specification?**

Please outline the skills and experience you have gained through paid and / or voluntary employment and other work activities and interests which are relevant to your application for this vacancy. It is essential that you provide us with the details that demonstrate how you meet the criteria outlined on the person specification because this is the evidence that will be considered when short-listing for interview. Additional sheets may be added if necessary.

## INFORMATION

**Only complete this section if a Disclosure and Barring Service (DBS) check is a requirement of the post and is outlined within the vacancy documents.**

**Rehabilitation of Offenders Act 1974** - Under the provisions of this Act and the Regulations you need not normally disclose details of any 'spent' convictions. However, if this is deemed to be a post that allows significant access to children and / or adults, you will, if offered employment, be required to give your consent for Denbighshire Leisure Ltd to request a Disclosure and Barring Service (DBS) check. Any information received will be taken into account in considering your suitability for employment. Additional sheets may be added if necessary. **You must disclose all convictions, cautions, reprimands and warnings.**

|  |  |
|--|--|
| <b>Have you ever been convicted, cautioned, reprimanded or warned in relation to any criminal offence?</b> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|--|--|

|   |  |
|---|--|
| <b>If 'Yes', please give full details of each offence. Additional sheets may be added if necessary.</b> |  |
|---|--|

|   |  |
|---|--|
| <b>Have you subscribed to the DBS update service? (If yes, please show your original DBS certificate to the Recruiting Manager)</b> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|---|--|

**Disability Confident Scheme for applicants with a disability**

Denbighshire Leisure Ltd guarantees to interview disabled applicants who meet the essential criteria for the post. Applicants with disabilities do not have to provide any information unless they want to and any information regarding disability will only be used to ensure that applicants are given full consideration under the Disability Confident Scheme.

|   |  |
|---|--|
| <b>Do you wish to be considered as part of this scheme?</b> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|---|--|

|  |  |
|--|--|
| <b>If yes, please outline any reasonable adjustments we can put in place to support you with attending an interview should you be shortlisted.</b> |  |
|--|--|

**Relationship with Members or Employees?**

In order to ensure that all persons involved in selecting staff are objective, we need to know if you are related to or have a close personal relationship with an Elected Member, School Governor or employee of Denbighshire County Council/Denbighshire Leisure Ltd. If so, please give the details below. An applicant who knowingly fails to disclose such a relationship shall be disqualified for the appointment

|                            |  |
|----------------------------|--|
| <b>Please give details</b> |  |
|----------------------------|--|

**Availability for Interview**

Please give any dates within the next two months when you will not be available for interview, if the advert has not already stated the interview date(s). The recruitment panel will try to arrange a suitable date for applicants taking into consideration the dates listed below, however, this cannot be guaranteed.

|              |  |
|--------------|--|
| <b>Dates</b> |  |
|--------------|--|

|   |  |
|---|--|
| <b>Where did you see the position advertised?</b> |  |
|---|--|

## REFERENCES

Denbighshire Leisure Ltd will seek references from your last two employers, or as many as is required to cover a three year period, whichever is more. Please provide full contact details from these referees and ensure you have provided them with your consent to share your information. New starters to the council are unable to commence employment until all satisfactory references have been received, therefore providing your consent, an email address, phone number and/or full address will help make the appointment process quicker and minimise delays in start dates.

Relatives, partners, Elected Members or any member of the School Governing Body **MUST NOT** be nominated as referees unless the recruitment is for a headship post within a school. To do so will disqualify the applicant for the appointment. References will not be sought unless an offer of appointment has been made.

Internal Applicants Only – we will seek a reference from your current line manager. However, this does not apply to recruitment within a school.

Character references will only be acceptable where the candidate has just left school or hasn't been employed in any capacity. Candidates must provide one referee from a senior member of staff from their school, college or university and the other should be a suitable character reference.

We reserve the right to contact any of your previous employers. All appointments are subject to satisfactory references being received.

|  |  |  |
|--|--|--|
| <b>Full name of referee 1</b>                  |  |  |
| <b>Full postal address including post code</b> |  |  |
| <b>Referee job title</b>                       |  |  |
| <b>Referee contact number</b>                  |  |  |
| <b>Referee email address</b>                   |  |  |

|  |  |  |
|--|--|--|
| <b>Full name of referee 2</b>                  |  |  |
| <b>Full postal address including post code</b> |  |  |
| <b>Referee job title</b>                       |  |  |
| <b>Referee contact number</b>                  |  |  |
| <b>Referee email address</b>                   |  |  |

|  |  |  |
|--|--|--|
| <b>Full name of referee 3 (if required)</b>    |  |  |
| <b>Full postal address including post code</b> |  |  |
| <b>Referee job title</b>                       |  |  |
| <b>Referee contact number</b>                  |  |  |
| <b>Referee email address</b>                   |  |  |



## DECLARATION

**I certify that the information given on this form is true and correct at the time of completion. I understand that if I fail to give information, or provide incorrect information, this may result in an offer of employment being withdrawn or in disciplinary action which may result in dismissal.**

**I give consent for the information contained within this form to be accessed by the relevant staff involved in this recruitment exercise.**

**I acknowledge that on the below date, I received a copy of Denbighshire Leisure Ltd's Candidate Privacy Notice and that I have read and understood it.**

**Print Name:**

**Signature:**

**Date:**

## CANDIDATE PRIVACY NOTICE

Denbighshire Leisure Ltd is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us. It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

### 1. DATA PROTECTION PRINCIPLES

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

### 2. THE KIND OF INFORMATION WE HOLD ABOUT YOU

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- Any information you have provided to us as part of your application.
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, equal opportunities information, national insurance number, driving licence details, membership of professional bodies,
- Any information you provide to us during an interview.
- Any information we may receive as a result of any assessments or tests.
- We may also collect, store and use the following types of more sensitive personal information:
  - Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
  - Information about your health, including any medical condition, health and sickness records.
  - Information about criminal convictions and offences.

### **3. HOW IS YOUR PERSONAL INFORMATION COLLECTED?**

We collect personal information about candidates from the following sources:

- You, the candidate.
- Recruitment agencies
- Certain background check providers such as from care standards agencies or teaching regulators for example.
- Disclosure and Barring Service in respect of criminal convictions for certain posts only.
- Your named referees.
- Data from third parties where this is from a publicly accessible source.

### **4. HOW WE WILL USE INFORMATION ABOUT YOU**

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to the role since it would be beneficial to our business to appoint someone to the role.

We also need to process your personal information to decide whether to enter into a contract of employment with you. Having received your application form (and the results from any assessment or test if required) we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references; carry out any criminal record or other check if this is a post that requires it before confirming your appointment.

### **5. HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION**

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

### **6. INFORMATION ABOUT CRIMINAL CONVICTIONS**

We have in place appropriate policies and safeguards which we are required by law to maintain when processing such data.

### **7. AUTOMATED DECISION-MAKING**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

### **8. DATA SHARING**

We will only share your personal information with third parties for the purposes of processing your application. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

## **9. DATA SECURITY**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **10. DATA RETENTION**

We will retain your personal information for a period of 6 months after we have communicated to you our decision about whether to appoint you to the role. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy or any applicable laws and regulations.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

## **11. RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION**

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Denbighshire Leisure Ltd in writing.

## **12. RIGHT TO WITHDRAW CONSENT**

When you applied for this role, you provided consent to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact the Council’s HR department. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

### **13. DATA PROTECTION OFFICER**

We have appointed a data protection officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact [andy.moreland@denbighshire.gov.uk](mailto:andy.moreland@denbighshire.gov.uk) You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.