CANDIDATE NO



# PO Box 1976 • Liverpool L69 3HN

###### Telephone: 0151 330 1005

**recruitment@liverpoolcityregion-ca.gov.uk**

**This information can be provided in alternative formats on request.**

**Application for the Post of** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Part A

A1 **Present Appointment**

|  |  |  |
| --- | --- | --- |
| Name and address of employer: | Nature of Business: | |
|  | Post Held: | |
|  | Date Appointed: | |
| Postcode: | Notice Required: | |
| Salary Range:  £ to £ | Present Basic Salary: | Other Allowances: |

A2 **Driving Licence (this section need only be completed if driving is an essential requirement of the post)**

|  |
| --- |
| Do you possess a full driving licence? Yes/No Categories of vehicle for which licence is valid? |

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A3 **Previous Appointments** (Please list in date order, earliest first and explain any employment gaps).

|  |  |  |  |
| --- | --- | --- | --- |
| **Length of time in post or employment gap** | Name and **Address of Employer** | **Position** | **Reason for Leaving** |
|  |  |  |  |

A4 **Particulars of Professional/Voluntary Bodies**

|  |
| --- |
| Please give brief details of current membership and activities with professional/voluntary bodies, etc. |

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A5 **Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification(s) obtained (Proof of qualifications will be required prior to appointment)** | **Grade** | **By Examination**  **Yes or No** | **Full time or part time education** |
|  |  |  |  |

A6 **Current Studies**

|  |
| --- |
| Are you studying at present? Yes/No If yes, please provide details. |

A7 **Additional Skills**

|  |
| --- |
|  |

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A8 **Details of Experience**

|  |
| --- |
| Give relevant details of your experience in current/previous employments or through voluntary work and explain how your skills and knowledge are relevant to the job that you are applying for. If you are a school leaver you should explain why this job is of interest to you and why you feel you are suitable for it.  Use additional sheets if required. |

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**Applying for Jobs:**

General Advice on How to Make the Best of Your Application

1. Prior to making an application for employment, it is important that you review your strengths and weaknesses to ensure that you are realistic in pursuit of employment.

2. When we are shortlisting for a job we use a matrix drawn up using the characteristics in the role description so the closer they match, the more likely you are to be on the shortlist. Make sure all the relevant boxes are completed. Lack of information may result in you not being short-listed.

3. Target your application – say why your skills and experience are relevant and if you say you have specific experience, say how eg if you claim you have supervised staff, say how many and what supervisory duties were included.

4. Don’t leave anything out that is relevant. Remember when shortlisting we can only include information about you that is on the application, we cannot assume what you have done.

5. Be concise; don’t attach too much information, which may not be relevant, although an extra page of well-targeted information is acceptable.

6. Complete the form in black or dark ink, and if requested comply with any other instructions.

7. You must only submit a completed application form; CVs will not be considered.

8. The application form may be completed electronically however if you choose to submit a handwritten form, please ensure it is legible.

9. Make sure all your facts are correct and do not guess or leave blanks, if you are not sure check, as giving false information can disqualify your application, lead to withdrawal of a job offer, or the termination of employment if you have taken up the post.

10. References are always taken up and factual details such as dates of appointment, sickness records and disciplinary warnings are carefully checked. In submitting your application you are giving your permission for references to be taken up.

11. You may still not be shortlisted but we would not like this to deter you from applying for any future positions within the organisation, as there may be a large volume of high quality candidates. You may wish to consider contacting Human Resources to obtain feedback as to why you were unsuccessful at this time.

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CANDIDATE NO

## **Part B**

B1 **Personal Details**

|  |  |
| --- | --- |
| Surname: | Other Names: |
| Date of Birth: | Contact Details  Home:  Mobile:  Business:  E-Mail Address: |
| Address:  Post Code: |

B2 **Applicants with a Disability**

|  |
| --- |
| What is the nature of your disability ……………………………………………………  ……………………………………………………………………………………………  Every effort will be made to assist and adjustments made (where reasonable), to enable disabled applicants to participate in the recruitment and selection process and if successful to carry out the duties of the job.  Please advise us of any assistance or adjustments that you may require.  ………………………………………………………………………………………………  ……………………………………………………………………………………………  ………………………………………………………………………………………………  ………………………………………………………………………………………………  ……………………………………………………………………………………………… |

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B3 **Convictions (Rehabilitation of Offenders Act 1974)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **All** applicants are required to disclose details of convictions, cautions, final warnings and reprimands which are not “spent”, under the Rehabilitation of Offenders Act 1974.  **If the position for which you are applying will be subject to DBS checks, this will be indicated in the recruitment pack and you should declare any cautions and all convictions including spent convictions below.**  As Liverpool City Region Combined Authority meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, certain applicants who are provisionally offered employment will be subject to a criminal record check from the Disclosure and Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions both spent and unspent. Certain minor offences may be removed from the disclosure certificate. If you do have a conviction, caution, final warning or reprimand it is important that you check whether you need to declare this when completing this form. You can check this on the DBS website.   |  |  |  | | --- | --- | --- | | Offence | Date of Conviction | Sentence/Fine | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
| Motoring Offences (only relevant if driving is a requirement of the post you are applying for) Do you have any points on your driving licence? Yes/No  If yes, please provide details |

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B4 **Convictions (Rehabilitation of Offenders Act 1974) (continued)**

**Guidance on Consultation (Rehabilitation of Offenders Act 1974)**

|  |  |  |
| --- | --- | --- |
| **Sentence/disposal** | **Rehabilitation period for adults (18 and over at the time of conviction or the time the disposal is administered). This applies from the end date of the sentence (including the licence period).** | **Rehabilitation period for young people (under 18 at the time of conviction or the time the disposal is administered). This applies from the end date 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 (2½ 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 (2½ 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 an training order, a sentence of youth custody, a sentence of corrective training and a sentence of Borstal training.

\*\* In relation to any community of 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 sentences 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 (ie when it is paid in full) | On the discharge of the order (ie 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) |  |  |
| Referral order | Not available for adults | Period of the order |
| Reparation order | Not available for adults | None |

**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**

B5 **References**

|  |  |
| --- | --- |
| Name and address of two employment related referees (one of whom must be your present employer). If you are currently unemployed please give your two most recent employers. School leavers should supply the name and address of their Head teacher. | |
| Name of  Referee: ………………………………  Organisation: …………………………  Address: ………………………………..  …………………………………  …………………………………  Job Title: ………………………………  Tel No: ………………………………  Fax No: ………………………………  e-Mail  Address: ……………………………….. | Name of  Referee: ………………………………  Organisation: …………………………  Address: ………………………………..  …………………………………  …………………………………  Job Title: ………………………………  Tel No: ………………………………  Fax No: ………………………………  e-Mail  Address: ……………………………….. |
| Liverpool City Region Combined Authority reserves the right to contact your past employer(s) to check factual information.  If you do not wish Liverpool City Region Combined Authority to contact your previous or existing employer prior to provisional offer of employment being made, please tick here | |

B6 **Declaration of Relationship**

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|  |
| --- |
| If you know or are related to any member of the Liverpool City Region Combined Authority or Merseytravel, please give details. Such relationships are neither an advantage nor disadvantage; however, you must not approach them and attempt to influence your application.  ………………………………………………………………………………………….…  ……………………………………………………………………………………………. |

B7 **Declaration**

|  |
| --- |
| I, the undersigned, declare that all the information given in this application form is true to the best of my knowledge. Any deliberate misleading or incorrect information could lead to my application being disregarded or summary dismissal from employment with the organisation.  Signature …………………………………………… Date ………………………….. |

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# Data Protection

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. By signing and returning this application form, you consent to Liverpool City Region Combined Authority using and keeping information about you provided by you or by third parties, such as referees, for the purposes of your application or future employment. Such information may include details relating to your health, ethnic origin and criminal record. The information will be held securely on computer and in a relevant filing system.

Liverpool City Region Combined Authority treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in Liverpool City Region Combined Authority’s Fair Processing Notice for Applicants.

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**Part C: Applicant Monitoring**

You are asked to complete the following questionnaire to assist us in our aim to promote fairness of employment opportunity for everyone. Information on this form will be stored in accordance with the Fair Processing Notice and in line with GDPR. Strict confidentiality will be observed, and disclosures only be made for HR administration purposes.

**Post Applied For:** ……………………………………………….…………………..……

**Where did you learn of this vacancy?** ………….…………………………………………….

1. **Sex and Gender**

What is your sex?

☐ Male ☐ Female ☐ Intersex ☐ Non-binary

☐ Prefer not to say

Which of the following best describes your gender:

☐ Male (including trans male)

☐ Female (including trans female)

☐ Prefer the use of another term (please specify)

☐ Prefer not to say

Is the gender you identify with the same as your sex registered at birth?

☐ Yes ☐ No ☐ Prefer not to say

1. **Disability**

Do you have a disability?

☐ Yes ☐ No ☐ Prefer not to say

If Yes, please ticket the appropriate box(es)

☐ Mental Ill Health ☐ Physical Disability

☐ Hearing Impairment ☐ Learning Disability

☐ Sight Impairment ☐ Prefer not to say

☐ Other (please specify)

1. **Neurodivergent status (e.g. autism, Asperger’s syndrome, dyslexia, dyscalculia, epilepsy, hyperlexia, dyspraxia, ADHD, OCD, Tourette’s syndrome)**

☐ Yes

☐ No

☐ Prefer not to say

1. **Ethnic Origin**

What is your ethnic group or background?

☐ **White:** English, Welsh, Scottish, Northern Irish or British

☐ **White:** Irish

☐ **White:** Gypsy or Irish Traveller

☐ **White:** Roma

☐ **White:** Other (please specify) **** **Go to 4a**

☐ **Mixed or multiple ethnic group:** White and Black Caribbean

☐ **Mixed or multiple ethnic group:** White and Black African

☐ **Mixed or multiple ethnic group:** White and Asian

☐ **Mixed or multiple ethnic group:** Any other Mixed or Multiple background

(please specify) **Go to 4a**

☐ **Asian or Asian British:** Indian

☐ **Asian or Asian British:** Pakistani

☐ **Asian or Asian British:** Bangladeshi

☐ **Asian or Asian British:** Chinese

☐ **Asian or Asian British:** Any other Asian Background (please specify) **Go to 4a**

☐ **Black, Black British, Caribbean or African:** Caribbean

☐ **Black, Black British, Caribbean or African:** African background

☐ **Black, Black British, Caribbean or African:** Any other Black, Black British or Caribbean background (please specify **Go to 4a**

☐ **Other:** Arab

☐ **Other:** Any other ethnic group (please specify) **Go to 4a**

☐ Prefer not to say

**4a Please specify:**

1. **Religion or Belief**

☐ No religion ☐ Christian (including Catholic,

☐ Buddhist Church of England and Protestant)

☐ Hindu ☐ Jewish

☐ Muslim ☐ Sikh

☐ Other ☐ Prefer not to say

1. **Marriage/Civil Partnership**

Please tick the box which best describes your circumstances:

☐ Married ☐ Other

☐ Single ☐ Prefer not to say

☐ Civil Partnership

1. **Sexual Orientation**

Which of the following best describes your sexual orientation:

☐ Heterosexual

☐ Gay or Lesbian

☐ Bi-sexual

☐ Other sexual orientation (please specify)

☐ Prefer not to say

1. **Socio-economic background – please choose from the categories below, which best describes the highest income earner of your household when you were 14**

|  |  |  |
| --- | --- | --- |
| ☐ | Modern professional & traditional professional occupation | e.g. teacher, nurse, physiotherapist, social worker, musician, police officer (sergeant or above), software designer, accountant, solicitor, medical practitioner, scientist, civil / mechanical engineer. |
| ☐ | Senior, middle or junior managers | e.g. finance manager, chief executive, large business owner, office manager, retail manager, bank manager, restaurant manager, warehouse manager. |
| ☐ | Clerical and intermediate occupations | e.g. secretary, personal assistant, call centre agent, clerical worker, nursery nurse. |
| ☐ | Technical and Craft Occupations | e.g. motor mechanic, plumber, printer, electrician, gardener, train driver. |
| ☐ | Routine, Semi-Routine Manual and Service Occupations | e.g. postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, sales assistant, HGV driver, cleaner, porter, packer, labourer, waiter/waitress, bar staff. |
| ☐ | Small business owners | who employed less than 25 people such as: corner shop owners, small plumbing companies, retail shop owner, single restaurant or cafe owner, taxi owner, garage owner. |
| ☐ | Long Term Unemployed | (claimed Jobseeker’s Allowance or earlier unemployment benefit for more than a year). |
| ☐ | Prefer not to say |  |
| ☐ | Other | e.g. retired, caring responsibilities, this question does not apply to me, I don’t know |

* 1. Which type of school did you attend for the most time between the ages of 11 and 16?

☐ State run or state funded school

☐ Independent or fee paying school

☐ Independent or fee paying school & in receipt of means-tested bursary covering 90% or more of cost

☐ Attended school outside of UK

☐ Don’t know ☐ Prefer not to say

* 1. If you finished school after 1980, were you eligible for free school meals at any point during your school years?

☐ Yes ☐ No ☐ Don’t know ☐ Prefer not to say

☐ N/A (finished school before 1980 or went to school overseas)

1. **UK Armed Forces**

Do you currently serve in the UK armed forces?

☐ Yes, regular armed forces

☐ Yes, reserve armed forces

☐ No

☐ Prefer not to say

Have you previously served in the UK armed forces?

☐ Yes, previously served in regular armed forces

☐ Yes, previously served in reserve armed forces

☐ No

☐ Prefer not to say

Do you have a close relative (spouse/partner, son/daughter, parent) who is currently serving in the UK armed forces?

☐ Yes

☐ No

☐ Prefer not to say