

Dear Applicant,

Thank you for your interest in joining our elected Councillors and over 600 staff.

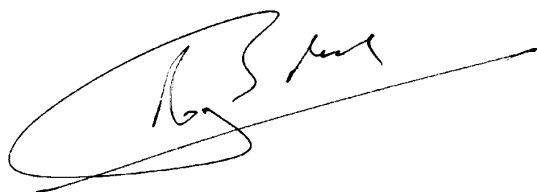
We can offer you far more than just a job. In Hastings & St Leonards you'll find a different way of life in one of the UK's most beautiful coastal locations. With Hastings Borough Council you'll find a new way of thinking in one of the most dynamic local authorities in the country. Put those two things together and you have an opportunity to do something that really matters.

If you join us, you'll play a part in a multi million pound new dawn for the 85,000 residents and the 2 million visitors of this town.

Whether you're a Junior Officer or a Senior Manager, your ideas, efforts and energies will be the key to changing lives for the better.

If this is the kind of opportunity that interests and excites you, please fill out the application form and return it before the closing date.

We look forward to meeting you.



ROY MAWFORD

Chief Executive, Hastings Borough Council

We're an Equal Opportunities employer
www.hastings.gov.uk/workforus

Guidance Notes

Selection for interview will be based solely on this application form so please read all of the pack information thoroughly before completing it as fully and clearly as possible in BLACK INK (to allow us to photocopy it). CV's are not acceptable, unless otherwise stated.

Completing this Form

Please look at the Job Description for the main duties of the job and the Person Specification for the skills and experiences needed to do the job. Tailor your application so we can see how your skills and experiences match those needed for the job. Give us examples. If it's not obvious how your background qualifies you for the job, explain it to us. After all, many skills are transferable. Make sure all information is truthful and accurate. Use dates that we can check.

Returning this Form

Always check the closing date. Applications posted the night before often fail to reach us in time. Proof of posting is not proof of delivery.

Acknowledging your Application

If you want us to do this, please complete and stamp the ACKNOWLEDGMENT SLIP enclosed.

If you've not heard from us within 21 days of the closing date, you should assume that your application has not been successful.

General Information

Hours

37 hour standard working week, Monday to Friday unless contract specifies otherwise.
Flexi time available 7am - 7pm (core times apply).

Hours may vary according to business needs.

Holidays

Leave year: April 1 - March 31. Four concessionary days are included to provide for the Christmas/New Year break.
Leave entitlement based on length of service:

-Less than 5 years	- 26 days
-At least 5 and less than 10 years	- 31 days
-At least 10 and less than 15 years	- 34 days
-At least 15 years	- 36 days

Financial

Salary scale as advertised. Hay Evaluation System applies to all clerical, professional and technical posts.
Salary usually paid on 15th of the month.

Pension

All employees (unless they request otherwise) are automatically entered into the East Sussex County Council Local Government Pension Scheme.

Parking

Season tickets can be purchased from Parking Services, Century House, 100 Menzies Road, Hastings.

NO SMOKING POLICY APPLIES TO ALL BUILDINGS.

Application for Employment

Post applied for: _____

Title: *(please tick)* Mr Mrs Ms Miss Other: _____

Surname: _____ Forename(s): _____

Address: _____

Postcode: _____ Telephone (home): _____

Telephone (work): _____ Telephone (mobile): _____

National Insurance No: _____ Email address: _____

How did you learn of this vacancy? _____

Do you require a work permit from the Immigration & Nationality Department of the Home Office to take up employment in the UK? *(please tick)* YES NO

(If you are successful you will be required to provide evidence of your right to reside in the UK prior to your appointment.)

Have you ever worked for us before? *(please tick)* YES NO

If YES, please give details: _____

Are you related to one of our councillors or employees? *(please tick)* YES NO

If YES, please give details.-

Name: _____

Relationship:- _____

Education / Technical / Professional

Qualifications

Secondary Schools / Colleges / Universities attended

_____ Dates From _____ and To _____

Subjects studied and qualifications obtained (including dates)

Subject _____	Date _____	Subject _____	Date _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Technical / Professional Qualifications

Date

Grade / Stage

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If called for interview, you will be required to produce original certificates or other satisfactory evidence of qualifications obtained.

Training

Please give details of any courses you have undertaken relevant to your application for this post.

Please give details of any voluntary or community work you have been involved with.

Driving

Do you hold a current clean driving licence? (please tick) YES NO NOT APPLICABLE

Do you have use of a vehicle? (please tick) YES NO NOT APPLICABLE

Employment History

Current Employment

Name and Address of current/last Employer	Job Title	Salary	Dates	Notice required & Reason for Leaving
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please describe your main duties and responsibilities

Previous Employment (Please list the most recent first)

Name & Address of Employer	Job Title	Period of Employment	Reasons for Leaving
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional Information

Previous Employment (Please list the most recent first)

Name & Address of Employer	Job Title	Period of Employment	Reasons for Leaving
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Job Sharing

Most of our vacancies are open to job sharing. This is an arrangement where a full time post is divided between two or more people so they cover the duties, responsibilities and hours between them and receive a proportion of the full-time salary.

Working Patterns

There are no restrictions on how the hours of the job are shared. However, the full 37 hours do need to be covered. The time can be worked as an am/pm split, alternate days/weeks or Monday to Wednesday/Wednesday to Friday or any other combination which takes into account the needs of the sharers and the service. The split need not be 50:50.

Terms & Conditions

Salary and other terms will apply on a pro rata basis. These will be discussed at interview. Generally all conditions apply equally to full and part-time staff, including access to training and development opportunities.

If you're not interested in Job Sharing and wish to apply on a Full-time basis please tick this box

If you're interested in Job Sharing please complete the questions below.

Job Sharing Arrangements

Please tick the appropriate boxes or complete the space below marked other (BLOCK LETTERS PLEASE)

Daily: am pm Alternate Days

Part Week: Mon to Wed Wed to Fri Alternate Week

Hours able to work _____ hrs *(please state number)*

Other *(please specify)* _____

Are you interested in the job on a Full-time basis as well as Job Sharing? *(please tick)*

YES, both Full-time and Sharing NO, just Sharing

For more information about Job Sharing please contact Personnel (01424) 451708 or recruitment@hastings.gov.uk for an information leaflet.

Rehabilitation of Offenders Act 1974

Guidance Notes

Under the Rehabilitation of Offenders Act 1974, you are not required to disclose details of previous convictions which are "spent".

Details below explain the rules concerning the time needed for a conviction to become spent.

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended provides that people following certain occupations and professions are obliged to disclose any spent convictions and may be dismissed or excluded from employment because of such a conviction.

If the post for which you are applying is an exempt post you are required to declare any criminal convictions irrespective of how long ago they were committed, and should therefore tick box number 3 on the next page and attach details as instructed.

If you do have any convictions to declare, this does not necessarily mean that you will not be shortlisted.

Please read these guidance notes carefully before completing the section on the Rehabilitation of Offenders Act 1974 on the Application Form.

Disclosure of Criminal Convictions

Under the above Act you do not need to provide details about previous convictions once they become 'spent', based on the date you sign the application form.

Please note the following when considering whether a conviction is 'spent':-

- i) a sentence of longer than 2.5 years in youth custody or prison (including 'life') will never become 'spent';
- ii) a sentence of preventive detention and a sentence of detention during Her Majesty's pleasure is never 'spent'; and
- iii) it is immaterial for the process of calculating a 'spent' conviction whether the sentence is suspended or not.

The information you provide will be treated strictly confidentially. Details of a conviction will not disqualify your application, but it will be taken into consideration as to how suitable you are for that type of work, should your application be shortlisted.

Failure to disclose any 'unspent' convictions may result in the offer of employment being withdrawn. If already

appointed, you could be dismissed without notice.

Please see tables A and B which details the rehabilitation periods for criminal convictions.

Exemptions under the Rehabilitation of Offenders Act

There are specific job categories and classes of employment which are exempt under the provisions of the Act. This means the convictions never become "spent" for work in these categories. Therefore, if you are applying for a position which falls within one of the work categories listed below you will need to declare any convictions you have had regardless of whether or not the time limit has elapsed. The relevant areas of employment which carry exempt status are as follows:-

Certain professions such as barristers, solicitors, accountants or nurses.

Any office or employment concerned with the provision of persons aged under 18 years to accommodation, care, leisure and recreational facilities, schooling, social services, supervision or training, being an office of employment of such a kind as to enable the holder to have access, in the course of their normal duties which are carried out wholly, or partly, on the premises where such supervision takes place.

Employment connected with the provision of Social Services or similar services which involves the young, those over 65 years, the mentally or physically handicapped, chronically sick, disabled, or people who are addicted to drugs or alcohol.

Employment concerned with the provision of health services, within the National Health Service or otherwise, which involves access to patients.

TABLE A

Rehabilitation periods (a) subject to reduction by half for persons under 18.

Sentence

A sentence of imprisonment in a young offenders institution, or youth custody or corrective training for a term exceeding six months but not exceeding thirty months.

Rehabilitation Period Ten years

A sentence of cashiering, discharge with ignominy or

Rehabilitation of Offenders Act 1974

dismissal with disgrace from Her Majesty's Service.
Rehabilitation Period Ten years

A sentence of imprisonment, detention in a young offender institution or youth custody for a term not exceeding six months.
Rehabilitation Period Seven years

A sentence of dismissal from Her Majesty's Service.
Rehabilitation Period Seven years

Any sentence of detention in respect of a conviction in service disciplinary proceedings.
Rehabilitation Period Five years

A fine or any other sentence subject to rehabilitation under this Act, not being a sentence to which Table B or any of subsections (3), (4A) to (8) of the Act applies.
Rehabilitation Period Five years

TABLE B

Rehabilitation periods for certain sentences confined to young offenders

Sentence

A sentence of Borstal training.
Rehabilitation Period Seven years

A custodial order under Schedule 5A to the Army Act 1955 or the Air Force Act 1955, or under Schedule 4A to the Naval Discipline Act 1957, where the maximum period of detention specified in the order is more than six months.
Rehabilitation Period Seven years

A custodial order under section 71AA of the Army Act 1955 or the Air Force 1955, or under section 43AA of the Naval Discipline Act 1957, where the maximum period of detention specified in the order is more than six months.
Rehabilitation Period Seven years

A sentence of detention for a term exceeding six months but not exceeding thirty months passed under section 53 of the said Act of 1933 or under section 206 of the Criminal Procedure (Scotland) Act of 1975.
Rehabilitation Period Five years

A sentence of detention for a term not exceeding six months passed under either of those provisions.
Rehabilitation Period Three years

An order for detention in a detention centre made under section 4 of the Criminal Justice Act 1982, section 4 of the Criminal Justice Act 1961.
Rehabilitation Period Three years

A custodial order under any of the Schedules to the said Acts of 1955 and 1957 mentioned above, where the maximum period of detention specified in the order is six months or less.
Rehabilitation Period Three years

A custodial order under section 71AA of the said Acts of 1955, or section 43AA of the said Act of 1957, where the maximum period of detention specified in the order is six months or less.
Rehabilitation Period Three years

Please note these are guidance notes and are not exhaustive.

If you have been convicted by a court in the UK or abroad and your situation is not covered by the above notes, you might wish to seek advice.

February 1999

This Section must be Completed

Rehabilitation of Offenders Act 1974

Please read the enclosed guidance note and then tick the appropriate box:

1. I have never been convicted of a criminal offence or have a spent conviction
2. I have been convicted of a criminal offence and have not completed a rehabilitation period for that offence
3. I have been convicted of a criminal offence and I am applying for a post which is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended)

If you have ticked box 2 or 3, please attach further details in a sealed envelope marked "highly confidential", with your name, the post title and reference number of the job for which you are applying. This will only be opened if appropriate by the Personnel Officer and will be shredded if you are not appointed to the post.

NB: You must tick one of the boxes above.

Failure to do so to disclose unspent convictions will result in rejection of your application.

References & Declaration

References

External Applicants

You should give the name of your present or last employer as one referee or, if you are a school, college or university leaver, your head teacher or tutor.

Internal Applicants

If you are selected for an interview we will seek a reference from your Executive Director, Line Manager or Section Head.

Friends or relatives are not appropriate referees.

1. Name: _____ 2. Name: _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____

Capacity in which known to you e.g. Manager:

1: _____ 2: _____

References will only be taken up for the successful candidate(s) once a job offer has been made and accepted.

Please tick the box to indicate your agreement for references to be taken up.

Declaration

Data Protection Act 1998

I consent to the data on the Equal Opportunities Monitoring Form being used for statistical purposes to assist Hastings Borough Council in the monitoring of equal opportunities.

Signed _____ Date _____

Declaration

To the best of my knowledge and belief the information contained on this form is true.

If I am successful in obtaining a post and the information is later discovered to be incorrect I understand that the appointment may be terminated.

Signed _____ Date _____

Please return this form to:

Hastings Borough Council, Personnel and Organisational Development,
Town Hall, Queens Road, Hastings, East Sussex TN34 1QR

Telephone: 0845 274 1061 Fax: (01424) 451769

Equal Opportunities Monitoring Form

Policy

We're committed to continually improving equality of opportunity. We want to ensure that no person receives less favourable treatment on the grounds of gender, marital status, ethnic or national origin, disability, age, sexual orientation, religion or is disadvantaged by conditions or requirements which cannot be justified.

To help us monitor our equal opportunities policy (for no other reason) please answer the following questions.

Are you: *(please tick)*

Male Female Transgender

What is your date of birth? _____

Please select your marital status: *(please tick)*

Married Divorced Single Cohabiting Widowed Separated

What is your sexual orientation: *(please tick)*

Heterosexual Gay Man Gay Woman Bisexual

Do you have any dependants: *(please tick)*

Children Parent Partner Other None

What is your religious belief: *(please tick)*

Christian Islam Jewish Hindu Buddhist Sikh None

Other, please specify: _____

Tick one box from the list below which best describes your ethnic group: *(please tick)*

White:

British Irish

Any other White background, please specify: _____

Mixed:

White & Black Caribbean White & Black African White & Asian

Any other Mixed background, please specify: _____

Equal Opportunities Monitoring Form

Asian or Asian British:

Indian Pakistani Bangladeshi

Any other Asian background, please specify: _____

Black or Black British:

African Caribbean

Any other Black background, please specify: _____

Chinese or other ethnic group:

Chinese

Any other background, please specify: _____

These headings are from the Commission for Racial Equality and match the categories used in the 2001 census.

Do you consider yourself to have a disability? *(please tick)*

(i.e. defined as 'a physical or mental impairment that has a substantial and long-term adverse affect on your ability to carry out normal day-to-day activities')

Yes No

If so, please identify the nature of your disability: *(please tick)*

Mobility (paraplegia/arthritis/other trauma) Hearing impairment

Visual impairment Learning impairment

Other - please specify: _____

If you have a disability what equipment, adaptations or adjustments to working conditions would assist you in carrying out your duties?

Please specify: _____
