



Additional Information to Applicants

Attendance

When completing this section of the application form, you will need to list all your sickness absences for the last two years. The Council's policy on Managing Attendance lays down standards of attendance in the form of trigger points. These trigger points are used to highlight employees whose attendance record gives 'cause for concern'. They are:

- i) three separate absences in any three consecutive month period;
- ii) 8 days absence in a 12 month period; pro rata for part time employees.
- iii) certain patterns of absence e.g. absences immediately before or immediately after annual leave, the weekend or a bank holiday;
- iv) an employee who has had four consecutive weeks sickness.

If your absence record does not meet the Council's standards because you have met one or more of these trigger points, you will be excluded from pre-selection unless you can show that your absences are either:

- i) linked to a disability or long standing medical condition; or
- ii) the reason for the absence is extremely unlikely to recur.

Here is an example of how to complete this section:

| Dates | Number of Days | State whether you believe (1) or (2), above, applies and give brief details. |
|---------------------------|----------------|--|
| 08 & 09 Aug 06 | 2 | Upset stomach. |
| 12 Oct 06 | 1 | Cold. |
| 06 Nov 06 to 15 Dec 06 | 30 | Operation - tennis elbow. The problem has been cured and not recurred since. |
| 01 May 07 | 1 | Cold. |

References

We ask for a minimum of two work related references. However, we recognise that there may be circumstances where applicants cannot produce two work references, e.g.

- where you have not worked before, (such as being a School/College Leaver)
- where you have only had one previous job
- where you have had a career break.

In such circumstances, non-employment references may be acceptable, although they must still cover your skills and abilities. These could be references relating to part-time or voluntary work, or from your school or college, e.g. If you have been volunteering in a school, whilst on a career break, you could ask the Head Teacher of the school for a reference.

Safeguarding Children and Vulnerable Adults

If you are applying for a job where you will be working with children or vulnerable adults, you will be asked for details of: any previous convictions, whether you are subject to sanctions from a regulatory body, and whether or not you are on List 99/POCA list/POVA list.

The two regulatory bodies mentioned are GSCC and the GTC; these are the General Social Care Council and the General Teaching Council for England.

The lists mentioned are:

'Information held under Section 142 of the Education Act 2002' - previously called List 99

This list is maintained by the Department for Children, Schools and Families (DCSF) and contains the details of teachers who are considered unsuitable or banned from working with children in education.

POVA List

Protection of Vulnerable Adult List. This is a list, managed by the Department for Children, Schools and Families (DCSF) on behalf of the Department of Health (DH), of people banned from working with vulnerable adults.

POCA List

Protection of Children Act List. This is a list, managed by the Department for Children, Schools and Families (DCSF) on behalf of the Department of Health (DH), of people banned from working with children.