

Recruitment Application Guidance



Thank you for your interest in employment opportunities at Leicester City Council. The information in this pack is designed to provide you with as much information as possible about our recruitment process. We hope you will find this helpful and will answer some of the questions you have. However, if you would like any further advice about any stage of the process we will be happy to assist you, please contact the Business Service Centre on (0116) 454 1010 or by email centralrecruitment@leicester.gov.uk

We put a great amount of time into ensuring our recruitment process is fair and equitable. We have a duty to ensure everyone is treated in a non-discriminatory way. The information you supply us in your application will be the information we will use in deciding whether or not you are shortlisted in the selection process. Your application is therefore very important and the information will help you to complete your application effectively.

Why do I have to complete an application form?

All applicants are expected to complete an Application Form for each job applied for at Leicester City Council, as each vacant position has a different set of criteria that will be used to assess your application. Our Application Form helps us to gather and assess the skills and knowledge required for the recruitment and selection process in a fair and consistent way.

Please make sure you complete all parts of the application form, unless otherwise indicated.

Can I submit additional sheets?

Yes, these should be securely attached to your application.

Can I just send in my CV?

We do not accept Curriculum Vitae's as they do not provide us with all the information we require.

Can I apply online?

Yes, this is our preferred way of receiving your application. Our website provides you with full information on how to apply, save and track your application.

Will you tell me if there are other vacancies I might be interested in?

Yes we will. However, you will need to register online to receive alert emails of vacancies that match the criteria you have chosen.

Will you accept my application if it is late? Application forms received after the closing date will not normally be considered.

Do I have to complete an equality monitoring form? In order to help us monitor the effectiveness of our Equal Opportunities Policy you will be asked to complete this information, however, completion is voluntary. This form will not be given to the shortlisting or interview panel and will not be taken into consideration when assessing your suitability to the vacant position.

Equality monitoring is the process we use to collect, store and analyse data about people's diversity. It is useful to highlight possible inequalities, investigate their underlying causes and to remove any unfairness or disadvantage. We assure you that the information you provide will be used lawfully.

If you are a successful candidate and take up employment with the Council, the equal opportunities information will form part of your employment record and will be held and maintained in accordance with the Data Protection Act 1998.

Do I need to prepare and send in any other materials? Occasionally we will ask applicants to prepare a piece of work to be submitted with their application form. This information would be assessed and be used as part of the selection process.

When will I know if I have been selected for interview? You can log on to your account at any time to check the progress of your application. However, we will normally email you as your application progresses through our recruitment process.

This means, even if its bad news, and you have been unsuccessful during any of the recruitment stages, we will still let you know.

Therefore, it is imperative that your online account has your current email address, as this will normally always be our method of contacting you.

Will I have to undertake any other checks as part of the recruitment process? You will be required to undertake relevant pre-employment checks. This usually involves standard checks, such as eligibility to work in the UK, References and Medical.

If the post requires a DBS check, a DBS Application will be sent to you to complete via email.

If you are applying for a post which requires you to hold a relevant qualification you will be asked to provide evidence of this.

Will I need to bring any information with me to my interview? Not unless we ask you to.

Will I have to declare the number of days sickness absence? At this point in the process you will not be required to provide us with details of your sickness absence. However, such details will be requested as part of your reference request if you are offered the post (subject to satisfactory pre-employment clearances) after interview.

Can I get feedback if I have not been shortlisted? All applicants have the right to full and accurate feedback about the vacancy they applied for and decisions taken for the outcome of their application and the reasons why.

Can I apply to the Council on a job share? We regard all posts as potentially open to job share. This allows two people to share the duties and responsibilities of one full time job. It gives working parents, especially, the chance to carry on working in their careers at reduced hours.

Can I work on a term time basis? Each Director identifies within their own service which jobs may be appropriate for term time working.

Do any posts have minimum age requirements? Yes the National Minimum Standards for Services regulated by the Care Standards Act 2000 require employees carrying out certain duties, particularly personal care and being left in sole charge of the establishment to be over a certain minimum age. Where there is a minimum age requirement this will be shown on the advert for the post.

What do I need to know about working in the UK?

Under the Immigration, Asylum and Nationality Act 2006 it is a criminal offence to employ anyone who is not entitled to live or work in the UK. You will be required to provide evidence to the Council of your eligibility to work in the UK by producing one or more of the following documents:

- EU or EEA passport
- A document from a previous employer, the Inland Revenue, Benefits agency or the Employment service which shows your name and National Insurance number e.g. P45, P60, pay slip or a National Insurance card.
- Birth certificate confirming birth in the UK or Republic of Ireland
- A letter from the Home Office confirming you are allowed to work in the UK

Do I need a work permit to work in the UK?

Anyone who is a non-EEA national normally requires a work permit. For further information please refer to www.workingintheuk.gov.uk

Do any posts have political restrictions on them?

Under the Local Government and Housing Act 1989 and the Local Government Offices Regulations 1990 (Political Restrictions) some of the posts in the Council are politically restricted. Where this applies it may mean you may not be permitted, or may be restricted, in your political interests or associations. If the post is politically restricted it will be shown on the job description.

Why are copies taken of my identification documents?

The information you provide in your application form and any subsequent information gathered in respect of your application will be processed in accordance with the Council's legal obligations.

The information you provide will be used in the following ways:

- To assess your sustainability for the post you are applying for.
- To confirm information you have supplied, with third parties, as considered appropriate.
- To promote, monitor, and take action to ensure our recruitment policies, procedures and processes comply with our Employment Equality Policy Statement and associated employment equality strategies and plans.
- To answer requests for information made under the Freedom of Information Act 2000 or related legislation.
- To monitor and review the profile of job applicants at each stage of the recruitment process and publish figures on the diversity of our workforce for statutory purposes and to promote the Council as an Equal Opportunities Employer. When we do this, we will ensure that the information is anonymised so that individual applicants and employees are not identifiable.
- To promote positive action initiatives and to monitor their effectiveness.
- To promote and raise awareness of employee support groups.
- To monitor the take up of training and development opportunities.

What will happen to copies taken of my identification documents?

We will undertake to do the following to ensure your application and any subsequent information gathered in respect of your application is processed in accordance with the Data Protection Act 1998:

- Ensure the information you provide is held securely and in confidence
- Ensure it is only disclosed where lawful obligation applies
- Only hold your information for 12 months then ensure it is discarded securely if you are not appointed
- Ensure your application form and associated records are kept in secure personal files and other manual and electronic systems if you are appointed.

Leicester City Council works with children, young people and vulnerable adults in a number of settings, such as our schools, libraries, museums, leisure centres and social care services. We are committed to keeping vulnerable people safe from harm and abuse and to promoting their welfare, and we expect that everyone who comes to work for us will share the same commitment. Fulfilling this responsibility includes making sure that our recruitment process contains measures to identify those who may be unsuitable to work with children, young people or vulnerable adults.

Appointment to some of our roles is subject to a Disclosure and Barring Service (DBS) check. We recognise that some applicants may have a criminal record. This is not an automatic debar from employment: we very carefully consider whether any such record has a bearing on the role being applied for. Please click on this link to read our Policy Statement on the Recruitment of Ex-Offenders for more information <http://www.leicester.gov.uk/your-council/jobs-and-careers/working-for-us>.

Applicants for posts for which a DBS check is required are advised to declare **both spent and unspent** convictions, cautions, reprimands, bind overs and final warnings where requested on their Application Form. Applicants for posts for which a DBS check is **not** required are advised to only declare unspent convictions, they do not have to provide details of spent convictions.

What is a DBS check? This is a background check that is carried out by the Disclosure and Barring Service. It is essential that the City Council is able to obtain a satisfactory Enhanced Disclosure for all applicants who will be working with children, young people and vulnerable adults before they commence work.

Why are there two levels of DBS check? There are two types of DBS check, known as 'Standard' and 'Enhanced'. A Standard check is available for certain specified occupations, licences and entry into certain specified professions, for example, certain financial and legal positions. Enhanced checks are available for those working with children, young people or vulnerable adults.

Standard DBS The Standard check contains the details of spent convictions, unspent convictions, cautions, reprimands and final warnings. This information comes from the Police National Computer (PNC).

Enhanced DBS This is a high level check for any person working in 'regulated activity' with children, young people or vulnerable adults. In addition to the information supplied on a Standard DBS check, an Enhanced check also may include information held locally by the Police which might be relevant to the position being applied for. If requested, Enhanced checks also identify whether an individual is barred from working with children and/or vulnerable adults, using

information held by the Independent Safeguarding Authority (ISA).

How long is a DBS check valid?

Each disclosure will show the date on which it was printed. DBS checks do not carry a pre-determined period of validity. You as an individual can register with the update service, this means that you can take your DBS with you when working across multiply organisations or when you move from one job to another.

How do I know that the information on my DBS Check will be used fairly?

Leicester City Council complies with the DBS's Code of Practice: <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/>
The Code is intended to ensure that the information released as part of DBS checks is used fairly and that sensitive personal information is handled and stored appropriately. Please click this link to view our Policy on the handling of DBS Disclosure Information <http://www.leicester.gov.uk/your-council/jobs-and-careers/working-for-us>.

What is Leicester City Council's Policy regarding References?

All applicants are expected to provide the details of two referees, one of which should be your current or most recent employer (if applicable). In addition, Leicester City Council reserves the right to contact any of your previous employers or educational establishments for a reference. 'Open' references (for example, those simply addressed to "To Whom It May Concern") will not generally be accepted: references will always be sought directly from the referee.

When will you take up my references?

We will usually take up your references once you have been successful in the selection process and have had a verbal conditional offer of appointment made. We will contact referees to verify that they provided the reference.

On occasions we may ask you if we can take up references prior to an offer being made.

What if I have never been employed before?

If you have not been employed before and have just completed full-time education you will need to provide the name of your Headteacher or other professional as a reference.

What if I am self-employed?

You will need to provide details of someone who can provide you with a professional reference.

What information will be asked about me?

We will seek references from your two referees to confirm the length of time they have known you, your main duties whilst in their employment and, to their knowledge, your reasons for leaving their employment.

We will ask about your skills and abilities, the quality of your work, your ability to work in a team, your attitude to Customer Service and what they consider to be your strengths and areas for development. We will also ask for details of any disciplinary action and for their overall view on your suitability for the post.

Equality and diversity are central to our approach to the way we deliver our services.

As a city we welcome newcomers and successive waves of migrant people who have chosen to come and live here. This has produced a city which is rich in terms of ethnicity, culture and faith. Leicester has a younger than average population, with 45% of residents being under the age of 29. As a Council we value the diversity of the communities we serve.

Leicester City Council recognises that its staff are its greatest asset. We aim to have a workforce that reflects the community we serve and which feels it is treated equally and fairly and has the opportunity to grow and develop at work.

As a Council we want to continue increasing the diversity of our employees, using the knowledge they bring with them from their communities and developing their talents to ensure we deliver the best possible services to the communities of Leicester.

The Council is committed to the employment of disabled people.

- As an equal opportunities employer we welcome applications from disabled applicants and applicants from under-represented groups. Where you require reasonable adjustments for tests / interview or both, please contact us via email centralrecruitment@leicester.gov.uk or call 0116 454 4370.
- We can make reasonable adjustments to working conditions or physical environments and provide aids, adaptations, equipment and support where necessary for a disabled person to overcome the practical effects of a disability.
- We also believe that by making reasonable adjustments we can enable all our employees to provide the best possible service to our customers.

As a disabled applicant how will you ensure my needs are met?

All employees involved in the recruitment of the people to the Council are made aware of their duty to ensure that the interview and any test(s) are accessible and fair to all job applicants.

As a disabled applicant if I meet all the criteria for the vacant position will I be selected for interview?

To ensure we continue to improve the representation of disabled people in our workforce, disabled applicants meeting all the essential criteria for a job will be shortlisted for test and / or interview, depending on the recruitment process for that vacancy.

The information you provide in this section will be used to assess your application and will form part of the selection process.

Where the criterion from the Person Specification is 'measured from the application form', each criterion will be pulled through in to this section and you will be given a free text box underneath to provide your relevant experience (with examples).

Where the criterion from the Person Specification is not measured from the application form, it will be pulled through in to this section and you will be asked whether you meet this criterion with yes or no question and you will not need to provide any further information relating to this criterion.

Will I need to provide my certificates for the qualifications I have?

If you are selected for interview you will need to bring the original certificates for any qualifications that are essential to the post you have applied for.

If I have qualifications from abroad how will I know if these are equivalent to the qualifications required for the post?

You can check the validity/level of an overseas national's qualifications by contacting the National Recognition Information Centre for the United Kingdom (NARIC). You will be able to obtain verification of any given overseas qualification and information on whether, and to what extent, it is recognised within the UK. www.naric.org.uk

Will I need to provide details of any training I have undertaken?

You will need to provide the details of any training you have received which you feel is relevant to the position you are applying for.