

Guidance for Applicants

“The Council is committed to safeguarding and promoting the safety and welfare of children, young people and vulnerable adults.”

Thank you for your interest in applying for a job with South Gloucestershire Council. In order to progress your application further you will need to complete an Application Form and an Equalities Monitoring form. This information sheet has been designed to help you do this. **You should print out the information on this page to help you with your application.**

The Application

The information that you provide in your application will be the only information used to determine whether or not you are invited for interview. To help us decide, please complete all sections as fully as possible. Please indicate and explain any gaps in your employment details, accounting for any gaps since first leaving secondary education. Be sure to account for all gaps irrespective of length of time. Late applications may not be accepted unless there are exceptional circumstances.

Communication following application

All applicants are advised that, unless they inform us otherwise, communication regarding the outcome of their application will be via e-mail. Applicants are advised to regularly check the e-mail account used when applying. Notification of selection for interview or non selection for interview will be sent to this account. Applicants are also advised to regularly check junk mail folders and spam folders to minimise the risk of online communications being overlooked. For those applicants who do not apply online, communication will be via e-mail if an e-mail address is provided. For those applicants that do not have access to e-mail it will be via post.

Job Summary

This document contains detailed information about the job and the selection criteria to help you decide if it is suitable for you. It will often contain additional information about the department as well. We strongly recommend that you carefully study this document before making an application.

Convictions and Disclosures

A criminal record is not necessarily a barrier to employment. Each case will be dealt with on its merits. The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences as they are deemed to be “spent”. However for some jobs employers are allowed to ask about these offences, such as those working with children or vulnerable adults, which will require a check on previous convictions (including those deemed to be spent), plus details of any cautions, reprimands, warnings, bindovers or no case to answer. It is your responsibility to distinguish between those convictions, which require to be declared and those that do not.

For more information, please read the Disclosure of Criminal Background document.

Gaps in Employment History

In order to meet our commitment to safeguard and promote the safety and welfare of children, young people and vulnerable adults, we require you to provide us with a comprehensive employment history. This includes indicating and explaining all gaps in employment irrespective of length of time since first leaving secondary education. Please use the “Gaps” section of the application form to include specific dates and details of all gaps.

References

Step by Step Guide

The purpose of seeking references is to obtain objective, verifiable and factual information to support appointment decisions.

References will always be obtained directly from the referee and not from the candidate.

External candidates for permanent, temporary, casual and volunteer appointments require a minimum of two written references. At least one referee must be a present or most recent employer. If the candidate is not currently in employment and/or the last employer cannot give a reference because the organisation no longer exists, then a reference from a professional person should be sought. If the candidate has just left school/college/university the reference should be from a Headteacher, Head of Year or Head of Faculty.

To satisfy the requirements of the Council’s Fidelity Guarantee Policy the following posts require references covering the whole of the three year period immediately preceding the employee's engagement to the Council:

Finance Reporting Manager; Principal Accountant; Accountant; Accounting Technician; Chief Financial Officer’s Personal Assistant; Section 106 Co-ordinator; Capital Accountant and Trainee Accountant.

For internal candidates, only one reference is required where the appointment involves a move from one division to another or to another department within the council and no reference required where the new post is within the same division.

Verbal references should always be followed up by a written reference. It is essential to complete a full record of the information provided and obtain written confirmation from the referee.

Other than in exceptional circumstances references from relatives, partners or close friends are not acceptable.

Equalities

South Gloucestershire Council is committed to equality of opportunity. Our aim is that all employees should be able to work in an environment which is free from discrimination, harassment and bullying and where they feel valued and respected. To help us ensure that our recruitment and selection process is fair to all, would you please complete the equal opportunities monitoring information. With the exception of disability this information is solely used to enable us to monitor our performance as an equal opportunities employer. Disabled applicants who meet the essential selection criteria will be assured of an interview under the Positive about Disabled People (two ticks) scheme.

Council Relationships and Canvassing

To ensure fairness, no relative of any applicant is allowed to take part in the selection process. The canvassing of Councillors or employees of South Gloucestershire Council in relation to an application will disqualify the applicant.

Proof of Right to Work

If you are invited for interview you will need to bring documents to prove your right to work in the UK. Further information is provided on the website.

Alternative Methods of Application

Our preferred method of application is via our online application form. However if you would like to download a Word version of the Council's application form you can find out how to do this on the General Information page on this website.

Privacy Policy & Terms of Use

We would like to draw your attention to the 'Terms of Use' and Privacy Statement sections. Should you not accept either, you will not be able to progress with your registration or on-line application.

Any Questions?

If you have any questions about the recruitment and selection process, please contact the HR Service Centre (Children Adults Health, Environment and Community Services and Corporate).

E mail: hrservicecentre@southglos.gov.uk

Telephone 01454 863080

For Integra (trading arm of south Gloucestershire Council) please contact IntegraHR@southglos.gov.uk or 01454 866821

We wish you the best of luck with your application.

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