

Guidance notes to our Job Application Process

Introduction

Thank you for choosing to apply for a vacancy with Leicestershire County Council.

You must register for an account in order to apply for any of our vacancies. Once your account is created your personal information (i.e. name, address, contact details and national insurance number) will be automatically added to every new application. You may also wish to sign up for job alerts by clicking on the 'Get Job Alerts' box and completing the criteria options. Please navigate to the vacancy of your choice to apply.

Each advert will contain the relevant job description and person specification within the 'Further information for this job' section, together with any other relevant information which we recommend you download and/or print copies for future reference.

If you have any queries regarding the role, please contact the person named in the advert.

Alternatively, if you have any technical difficulties completing the application, please log a ticket at emss.org.uk/support (under 'New Support Ticket')



The Online Application Form

- **Please refer to these guidance notes as you work through the different sections of the application form to ensure that you provide all of the required information.**
- **Fill in all sections of the form as fully as possible, as we will not be able to make assumptions on your abilities.**
- **We do not accept CVs, unless expressly stated, therefore it is important that you include all relevant experience that meets the job description criteria in the Personal Statement section.**
- **The application can be edited at any time before submission by using the 'save and continue later' button, however please ensure that you submit before the closing date.**
- **Complete all sections, as follows, including the declaration.**



Completing the Application Form

1. Personal Information

Please enter your personal details accurately as we will use these if we need to contact you about your application. You must indicate whether you have the right to work in the UK. Evidence will be required if you are successful.

2. Present/Most Recent Employment

This is your current job or details of your most recent employment.

3. Experience

Please add any previous employment in order of most recent first. If you have recently left school or college, or a training programme, please give details of any paid or unpaid employment that you may have had such as work experience, part-time work, holiday work or voluntary work.

If you have any gaps in your work history please give details and reasons in the space provided.

4. Personal Statement

Please read the job description and person specification carefully, including how each of the criteria will be assessed. Please ensure that you clearly show how your skills and experience match the requirements that are to be assessed from the application form, giving relevant examples.

It is important to relate your skills and experience to the essential requirements and as many of the desirable as you can.

5. Relationships

Please provide details if you are related to any Elected Member/employee of the Leicestershire County Council so that we may treat your application fairly.

6. Criminal convictions and cautions

Having a criminal record does not automatically prevent a person from gaining employment with the Council and we undertake not to treat any applicant unfairly on the basis of previous convictions.

Under the Rehabilitation of Offenders Act 1974, you only have to declare unspent convictions. However, if the post for which you are applying is one which is an exception under this Act, you must give full details of everything on your criminal record.

If you declare a criminal conviction, the details will be hidden until after shortlisting has taken place. If you are shortlisted, the information you declared will be discussed with you during your interview. However, you should note that only convictions that are relevant to the job in question will be taken into account.

Further guidance can be found here;

www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974

To ensure safer recruitment certain posts which involve working with children, vulnerable adults or other positions of trust, a DBS check will be required and this will be specified in the job advert.

DBS offers a confidential checking process for transgender applicants. For more information about the transgender process email the Disclosure and Barring Service email: 'sensitive@dbs.gsi.gov.uk'

Further details regarding the Disclosure Barring Service can be found on the website;

www.gov.uk/government/organisations/disclosure-and-barring-service

7. Education and Qualifications

Please include all qualifications from GCSE (or equivalent level) to present day and any other relevant training you have completed. You will be required to bring in certificates if you are successful.

8. Memberships of Relevant Organisations

This section refers to your membership of institutes or organisations relevant to the job you are applying for, such as Professional, Occupational or Trade Membership. Documentary evidence will be required if appointed.

9. Disability and Health condition section

The Council is a 'Disability Confident' organisation and encourages people with any disabilities as specified in the Equality Act 2010, to apply for jobs.

The Equality Act 2010 defines disability as 'A physical or mental impairment which has a substantial and long term negative effect on the ability to carry out normal day to day activities'

Guaranteed Interview

The Council has made a commitment that all applicants with a disability, as defined in the Equality Act 2010, will be guaranteed an interview, if they meet the essential requirements of the job as detailed in the person specification.

In order to assess your suitability for a guaranteed interview, you will need to declare that you have a disability on your application form and ensure that you demonstrate how you meet the essential criteria as detailed in the person specification.

We therefore ask that you complete this section and give details of any reasonable adjustments you may need to enable you to attend an interview e.g. loop system, wheelchair access, sign language interpreter, support dog, or if you have a condition which requires you to have more time to undertake any additional tasks involved in the selection process, as we need this information to make sure that you have every opportunity to fully participate in the process.

The Recruiting Manager will contact you in advance of the interview to discuss your requirements in more detail.

10. Interview Arrangements and dates

Please provide any dates when you will be unavailable for interview, however we cannot guarantee that this will always be accommodated.

If you have declared a disability which requires a reasonable adjustment at interview, you will be contacted beforehand to arrange.

11. References

Please give the names and addresses of two referees. If you are employed or have been employed in the past, the first referee should be your present or most recent line manager/supervisor or other person in your organisation designated to provide references.

We do not accept references from family members or friends.

On occasions, we may require further references from previous employers other than those referees provided.

If you are a student please provide the name of a Tutor or Teacher.

12. Confidentiality Monitoring

All applicants are asked to complete this section because it enables us to monitor the effectiveness of our recruitment processes in terms of equality. Please help us by ticking or completing the appropriate boxes in this section. Any information gathered will be treated confidentially and will not be used to identify individuals; it cannot be viewed by managers, however it will be used to measure how we are progressing against the Council's equality objectives in relation to improving workforce representation.

13. Declaration

Please complete to confirm the information you have provided is true and accurate to the best of your knowledge.

Paper Applications

Applications can be requested from the EMSS Recruitment Team, please log a ticket at emss.org.uk/support

- Use black ink if completing a paper application form.
- It would be useful for you to make a copy of your completed form for future reference.
- Make sure you return the form before the closing date, as we do not normally accept late applications.
- You can scan your completed application form and return it as an email attachment when submitting a ticket at emss.org.uk/support. Please ensure you include the job vacancy reference number.
- If you wish to post your application please mark the envelope “Application Form” and post it to: The Recruitment Team, East Midlands Shared Services, Eastern Annexe, County Hall, Glenfield, Leicestershire, LE3 8SR.

By submitting a completed and signed application form, you will have accepted the statement on confidentiality and disclosure (please see application form).

Alternative Formats

If you require a copy of the application form and vacancy details in a different format e.g. Braille or if you wish to send in your application in a different format then please log a ticket at emss.org.uk/support (under ‘New Support Ticket’). For applicants without internet access, a voicemail can be left by calling 0300 30 30 222 (and selecting option 2).

Politically Restricted posts

Certain posts with the Authority are ‘politically restricted’, which means that individuals who hold them are effectively prevented from having any active political role either in or outside the workplace. This not only debars post holders from holding or standing for elected office but also prevents them from the following:

- i) Participating in political activities, publicly expressing support for a political party or undertaking other activities such as canvassing on behalf of a person who seeks to be a candidate; and
- ii) Speaking to the public at large or publishing any written or artistic work that could give the impression that they are advocating support for a political party

These restrictions aim to prevent politics coming into play where an employee is in a politically influential position. This could be where an employee implements the authority’s policies, gives advice to, or speaks on behalf of, the authority.

Where posts are ‘politically restricted’ this should be specified in the job advert.

Any other interests or employment can be declared and discussed at interview.



What Happens Next

After completing an online application form you can log into your account to view its progress. If you have not been shortlisted for interview this will be clearly visible in your registered account and you will also receive an email notification of this.

If you have been shortlisted for an interview you will receive confirmation (by letter/e-mail/telephone) of the details of the interview including the date, time, location, etc. If you have specified a disability of any kind in your application, the Recruiting Manager will contact you to discuss any reasonable adjustments or equipment you require to enable you to fully participate in the selection process.

Appointment

After the interviews have been concluded, the panel will discuss the interviewees and decide on who was successful in securing the position. It is the Recruiting Manager's responsibility to inform all candidates of the outcome of the interview. The offer is usually conditional, and will be subject to the necessary pre-employment checks (see below).

The Recruiting Manager is responsible for giving feedback to those who were unsuccessful at interview.

Pre-employment Checks

Managers must check your eligibility to work, regardless of nationality. Please note that if successful with your application you will be asked to confirm, in advance of taking up the appointment, that you are eligible to work in the United Kingdom by providing original documentary evidence. A full list of eligible documents will be provided with the offer letter.

As a minimum the following pre-employment checks are also required:

- Proof of identity
- References
- Medical clearance
- Qualifications/Professional registration
- Criminal Records check (if applicable)
- Childcare Disqualification Declaration (if applicable)

Once all pre-employment checks have been completed to the satisfaction of the Recruiting Manager, the appointment can be confirmed and a contract will be issued

Council's Equality and Diversity Policy

Leicestershire County Council is committed to equality of opportunity in employment. For details of our Equality Strategy, including an easy read version, please refer to our external website: Leicestershire.gov.uk/about-the-council/equality-and-diversity/equality-act-2010.