



East Herts Council

Guidance Notes for Job Applicants

Thank you for your expression of interest in coming to work for East Herts Council. These notes are intended to inform you about our selection processes, and to help you with your application - so please read through carefully.

Background

If you decide to apply to East Herts, we will make the following commitments to you:-

- We will process your application fairly, consistently and confidentially, in line with our recruitment policy and guidelines.
- Each time we write to you, we will give you the name and phone number of someone who can help you with any questions you might have.
- Whether you are shortlisted or not successful, we will advise you of the outcome of your application.
- Whether you are shortlisted or not successful, we will advise of the outcome of your interview.
- We will give you feedback on your application if you ask for it, at a mutually convenient time.
- To be fair to all applicants, we will not accept applications submitted after the closing date.

Before you start

Read through your information pack carefully. Use it to decide whether the job is right for you and whether you think you are the right person for the job.

Look through the application form and do a rough draft of what you want to say before you start.

Type out your application if you want, but if you decide to write it please make sure you use blue or black ink.

Make sure you write your name and the post number of the job you are applying for - keep a note of the post number because you may need to quote it with any enquiries.

If you are applying for more than one job complete an application form for each and make sure that each one contains information relevant to each individual job.

Please do not enclose a CV with your form as we will not consider it as part of your application, and could therefore miss important information.

The Job Description and Person Specification

You will have been sent a job description and person specification in your information pack.

The job description will tell you the key tasks of the post and where it fits into our organisational structure.

The person specification sets out the skills, knowledge and experience we believe you will need to perform in the job.

The requirements set out in the person specification are the only ones we will be measuring your application against.

Your objective is to use the application form to show how you meet these requirements.

The Application Form

The application form is the only information we have available when deciding who to invite to interview, so you need to complete it as effectively as possible. The following is designed to help you to do this.

Personal details and general information

You are asked to give us here the basic information we need to process your application. Although we ask for a daytime phone number, we will not contact you at work without checking first that we can do so.

Membership

For some of our jobs you will need to have, or be studying for a professional qualification, for example in finance or planning. If this is the case, we will say so in the person specification.

Present employment

Please give details of your main responsibilities, including where your post sits within your organisation. Keep this section fairly brief and factual.

Previous employment

Please give details of all relevant previous employment.

If you run out of space here, use a separate sheet, ensuring your name and the post applied for is clearly marked.

References

We ask for two references and always take them up before confirming an offer of employment. Sometimes we will contact referees before interviews are held, so if you do not want us to do this, make sure you tick the appropriate box(es) on the form. Both your referees should know you in a professional not personal capacity, and one must be your present or most recent employer. If you have not worked before or for some time, a teacher, college tutor or other professional will do.

Education and qualifications

Tell us here about your qualifications. In some cases a specific level of educational attainment will be an essential or desirable requirement of the job. In others, the qualification itself may not be relevant, but the skills you used to attain it may be - so remember to include these too. You will be asked to provide proof of your qualifications at the time of interview.

Training

As with education, you may have attended valuable courses, this is particularly the case with computer skills, so include all relevant training.

Experience

This is probably the most important part of the form, as it gives you the chance to tell us why you are the best person for the job. You need to show how your qualifications, skills, training, experience and personal qualities meet the requirements of our person specification. If you cannot do this for each of the essential criteria, it is unlikely that you will make the shortlist. Try to back what you are saying with specific examples. Remember to tell us about relevant experience outside of work too - for example voluntary or community work or experience in the home.

If you run out of space here, use a separate sheet, ensuring your name and the post applied for is clearly marked.

Declaration, consent

Make sure you sign and date the form before you send it off.

Equal Opportunities

East Herts Council is committed to a policy of equality of opportunity in both employment and service provision. We recruit and train solely on the basis of genuine job requirements, relevant qualifications, experience and skills.

To help us effectively monitor this policy, we ask you to complete our monitoring form. This is a confidential document used for analytical purposes only. It is detached from your application by Human Resources before it is sent to the recruiting department.

Criminal Record Bureau (CRB) Disclosure

East Herts Council use the Criminal Record Bureau Service to access applicants suitability for positions of trust, in the event that you are offered the post, you may be asked to complete a Disclosure Application Form that will be sent with your contract details.

Please note that we wish to assure applicants that having a criminal record will not necessarily be a bar to employment with East Herts.

East Herts Council complies with the Criminal Record Bureau's Code of Practice, a copy of which can be made available on request.

Other information

Politically Restricted posts

Some of our posts are subject to legal restrictions on local government employees, preventing them from participating in political activity. We will tell you if this applies to the post you are applying for.

Freemasonry

If your application is successful, we will ask you to declare whether you are a Freemason or member of any other organisation not generally open to the public.

Complaints procedure

If you feel your application has been unfairly treated, let us know by writing to Human Resources within ten working days of the date you were informed of our decision, stating the full grounds of your complaint. We will investigate and respond in writing.

And finally...

Good luck with your application, we look forward to hearing from you!



East Herts Council

Policy Statement on the Recruitment of Ex-offenders

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to access applicant's suitability for positions of trust, East Herts Council complies fully with the CRB Code of Practice and undertakes to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
 - East Herts Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical, mental disability or offending background.
 - East Herts are required to include this written policy on the recruitment of ex-offenders, at the outset of the recruitment process.
 - We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates including those with criminal records. We select candidates for interviews based on their skills, qualifications and experience.
 - A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
 - Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to Human Resources Unit at East Herts, we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
 - Unless the nature of the position allows East Herts Council to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
 - We ensure that all those in East Herts Council who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. Rehabilitation of Offenders Act 1974.
 - At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offence or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to a position sought could lead to withdrawal of an offer of employment.
 - We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request and we will undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences.