

Applying to work for

Rushcliffe Borough Council



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Purpose

This document has been designed to assist you in applying for a job at Rushcliffe Borough Council.

It is divided into two sections:

Section 1 provides hints and tips on completing an application form and preparing for an interview. This also includes our commitment to applicants with disabilities and to veterans and reservists.

Section 2 explains the pre-employment process of each application and associated documentation and checks we require prior to commencement in role if successful.

Section 1

Completing the application form

The application form is usually the only information we have on a candidate when deciding who to select for interview. It is therefore very important that you take the opportunity to complete your form as fully and concisely as possible based on the information we have given you about the job.

It is sometimes difficult to determine from an application form how well an applicant meets the criteria that have been identified for successful performance in the job. To make this a more objective process, and to assist us in shortlisting, it would be helpful if you could bear in mind the following suggestions when completing your application form:

- Do a rough draft first. This helps you to avoid making mistakes and allows you to make sure that the information you have given is relevant.
- **You have the option of saving your online application and returning to it for completion.**
- A **Job Description** outlining the main purpose and duties of the job will usually be the main document that is available to you. In this situation you need to **identify the skills and experience required for successful performance, and tailor your application accordingly.** You may also find other useful information on our website.

- The **Person Specification** will give you additional information on the skills, experience and abilities that we are looking for. To complete the application to the best effect, you should **demonstrate how you meet each of the criteria identified** by drawing on your past and current experience, highlighting the transferable skills and experience you have gained or developed as a result.
These should then be put into context by describing specific examples. We cannot make assumptions about your abilities and do not take account of any previous applications you have made.
- Any additional relevant information you would like to give, including outside work interests, would be welcome and will give us a broader picture of you. An A4 sheet or equivalent will be sufficient.
- If possible, make a copy of your completed form for future reference.
- Don't send the same form for all jobs you see advertised at Rushcliffe - pay attention to the specific job requirements for the job you are applying for.
- Make sure you return your form to us before the closing date. Applications received after this date will not normally be accepted. If at any time you would like to discuss a particular job in more detail, please do not hesitate to contact **Human Resources** on the details below:

Post

Rushcliffe Borough Council
Rushcliffe Arena
Rugby Road
West Bridgford
Nottingham
NG2 7YG

Email

jobs@rushcliffe.gov.uk

Phone

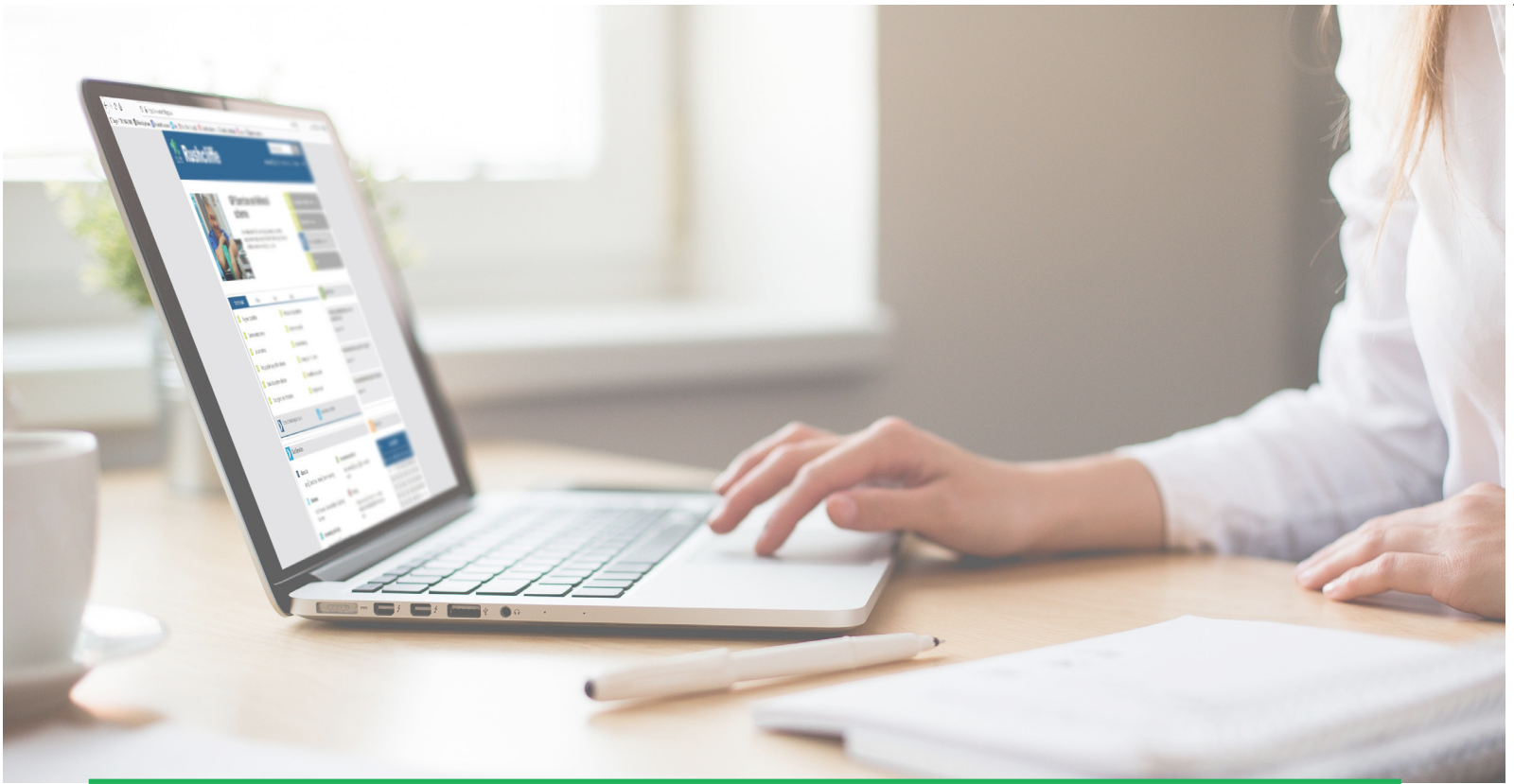
0115 914 8317

They will be able to advise you or give you the name of an appropriate person to contact, if this has not already been included in the advertisement.

Equal opportunities monitoring

As a major employer in the area, we aim to ensure that individuals are selected regardless of any factor other than the ability to do the job. To help us ensure that our Equal Opportunities Policy is fully and fairly implemented, and for no other reason, you are asked to complete the questionnaire enclosed with the application form.

This voluntary information is kept separate from your application form and only visible to HR Services. It does not form part of the assessment and selection process. It is also stored securely and confidentially within Human Resources.



Preparing for the interview

If you have been invited for an interview, here are a few tips that might help you to do your best:

1. Prepare yourself - maybe there is more you could find out about the job or the organisation (for example, you could [visit our website](#)), or things that you have produced or worked on that you could take along to show the panel, perhaps to support your application.
2. Arrive on time - the last thing you want is to feel rushed and harassed when you go into the interview. Ensure you know the location of the interview and how are going to get there. Plan your travel time and route accordingly.
3. Settle yourself down and make yourself comfortable. When asked a question, give yourself time to think about it before you answer.
4. You will be asked questions about: yourself, your experiences, your qualities and skills that you would bring to this job, your application form and probably some questions to test your approach and expertise in a particular area of activity. You are likely to be asked to provide examples from your recent job role(s) or other non-work related scenarios which evidence the attributes that are required. It is beneficial to spend time identifying such examples as part of your preparation.
5. Some interviews may include a skills test or ask you to make a presentation. In such cases you will be given the necessary details when invited to attend for interview.

At the end of the interview, you will be asked if you have any questions - don't be afraid to ask. However, there's no obligation to ask questions.

Disability confident employer

Applicants with a disability

The Council is a Disability Confident employer which means that we are committed to interviewing all applicants with a disability who meet the minimum criteria for a job vacancy and they will be considered on their abilities.

Under the Equality Act 2010 we have a duty to make reasonable adjustments where compared to a non-disabled person, a disabled person is substantially disadvantaged by either the working arrangements (which include the recruitment process) or the working environment.

Please be aware that the duty to make reasonable adjustments will not apply unless we know you have a disability.

If you do need some adjustments making either when attending for interview or to enable you to be in a position to carry out a job role you are interested in, then please contact Human Resources at Rushcliffe Arena.



Applications from Armed Forces Veterans and Reservists

Rushcliffe Borough Council has committed to helping those leaving the Armed Forces (Veterans) and those who are part of the Reserve Forces.

To support Veterans and Reservists the Council will offer a guaranteed interview to candidates that meet the minimum essential criteria and are either a Reservist or a Veteran; where the Armed Forces were their last long-term substantive employer.

There will be an opportunity to state on the application form if you are either a Veteran or Reservist.



Section 2

Health Screening Process

If your application is successful you will be required to complete our pre-employment Medical Questionnaire and your appointment will be subject to its clearance.

The purpose of this screening process is to identify any health conditions which might relate to the position you have been offered and to enable confidential discussion about support available, as relevant.

If you have an existing medical condition you may need to see our Occupational Health Physician.

References

References are normally taken up after a candidate has been offered a role - however please indicate on the form whether or not a referee can be contacted prior to interview should this be necessary.

We will approach your present and/or last employer so please state each referee's relationship to you. Please note that members of your family are not acceptable as referees.

Required Documentation

Some roles may require specific documentation that we must see prior to commencement of employment.

This could include documents such as a specific qualification, professional membership a Driving Licence or car insurance with business use. Where necessary, these checks will also be verified with the relevant regulatory body.

The Asylum and Immigration Act 1996

This Act makes it a criminal offence for us to take on new employees who do not have the right to work in the UK.

To meet with the requirements of the Act, all candidates appointed have to produce documentary evidence before confirmation of appointment is made.

Most candidates will produce evidence of their National Insurance Number from a payslip, P45, P60 or on a NI number card. Please ask for a list of other acceptable documents.

Rehabilitation of Offenders Act 1974 Disclosure & Barring Checks

One of the sections on the application form asks you to provide details of any criminal convictions that you have. You should read the following information, and the guidance notes provided with the application form carefully before doing so.

Under the above Act, job applicants do not have to disclose information on certain convictions after a set period of time, i.e. when they become "spent". If you have an unspent criminal conviction, we will look at it in relation to the job you have applied for before making a decision. We will treat the information you provide in the strictest confidence.

There are specific job categories which are exempt under the provisions of the Act. This means that you must declare "spent" or "unspent" convictions for work in these categories.

If you are applying for a job which involves regularly caring for, training, supervising or being in sole charge of persons aged under 18 or vulnerable adults, you **MUST** disclose all details of **ANY** caution or criminal offence whether spent or not. Under the Criminal Justice and Court Service Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do or accept or do any work in a 'regulated activity'.

Certain roles require a Criminal Records Check before an appointment can be confirmed; depending on that requirement, the check may be undertaken via the appropriate clearance body at 'Standard', 'Enhanced' or 'Enhanced Barred List' level, as relevant.

Additional information

If at any point during the Recruitment process that you have any questions relating to any content within this document, please feel free to contact the Human Resources Services by emailing jobs@rushcliffe.gov.uk or by telephoning 0115 914 8317 (answer phone service available), or write to the Strategic Human Resources Manager:

Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG. It is our aim to ensure that every stage of our recruitment process is fair and properly thought out.

We want to ensure that applicants are treated fairly, even if they are not appointed. If you feel you have been unfairly treated, you have the right of complaint. If you wish to take up this right, you must do so in writing to the Strategic Human Resources Manager, stating why you feel you have been treated unfairly.





Rushcliffe
Borough Council

Strategic Human Resources Manager
Rushcliffe Borough Council
Rushcliffe Arena
Rugby Road
West Bridgford
Nottingham
NG2 7YG

