

Guidance

Applying for Employment with Eden District Council

Version	Date	Status	Comments
1.0	December 2010	Final	
2.0	February 2017	Draft	Periodic review. Main changes include: <ul style="list-style-type: none">• Replacement of references to CRB with DBS;• Inclusion of details of the Disclosure Scotland certificates that are obtained for all posts;• Amendment to recognition of previous service – to reflect Green Book and actual practice
2.1	December 2017	Final	Agreement to draft changes

Contents

	Page
1. Application Pack	3
2. Completing and Returning the Application Form	3
3. References	3
4. Equal Opportunities Monitoring	4
5. Fraudulent Applications	5
6. Confirming Your Identity	5
7. Evidence of the Right to Work in the UK	5
8. Criminal Convictions and Disclosure and Barring Service Disclosures	6
8.1 Posts which are exempt from the ROA and Require a DBS Disclosure	6
8.2 All Other Posts	6
9. Receipt of Applications and Shortlisting	7
10. Guaranteed Interviews	7
11. Interview Arrangements	7
12. Interview Expenses	7
13. Financial Assistance with Relocation	8
14. Recognition of Previous Service	8
15. Complaints Procedure	8

Appendices

1 List of documents that can be used to confirm identity	9
2 List of documents that can be used to provide Proof of Right to work in the UK	10

Guidance - Applying for Employment with Eden District Council

Thank you for expressing an interest in working for Eden District Council. This information is intended to assist you when making an application for employment.

1. Application Pack

- When applying for a post you will be provided with a copy of the job description and person specification for the vacant post;
- The job description sets out the main duties and responsibilities of the post. The person specification outlines the skills, knowledge, experience and qualifications required by the post holder and these are often split into essential criteria (those which an applicant must have in order to be appointed to the role) and desirable criteria (those which would be advantageous but are not considered essential).

2. Completing and Returning the Application Form

- You must submit a completed application form in order to be considered for a vacancy within the Council. CVs will not be accepted either in place of or as part of an application for employment;
- Ensure you complete all sections of the application form as clearly and concisely as possible;
- When completing the section which relates to previous employment, please ensure that you have accounted for all your time since leaving full time education. Please explain any gaps in your employment history in the "Supporting Information" section;
- When completing the application form (particularly "Supporting Information") it is important that you refer to the person specification in order to demonstrate how you meet the requirements of the post. It is quite acceptable to use headings or bulleted lists so that your evidence corresponds to the relevant item on the person specification. It is important that you do not just make statements - you need to provide evidence;
- To ensure we treat all applicants fairly we do not make any assumptions about your application; we base our decision solely on the information you provide on your application form;
- You are required to sign your application form. For online applications, should you be offered a post with the Council you will be asked to sign your application form prior to commencing employment;
- Completed applications can be submitted by hand, post, email or online and must reach the Human Resources section by the closing date and time specified on the advert.

3. References

As part of the verification of external candidates, the Council will obtain references once an offer of employment has been accepted by the candidate.

Offers of employment are made conditional to receipt of satisfactory references and these are required before a decision can be made on an employee's probation review.

You have been asked to provide details of two referees on your application form. One of the references must be from your current or most recent employer. If you are a school leaver, unemployed or returning to the workplace, then this may not always be possible. In these circumstances you may give an alternative referee for example personal or education. When using a personal referee, you should choose an individual of some standing within your local community who has known you for a minimum of three years. This may include a Justice of the Peace, officer of the Armed Forces, teacher, lecturer, medical practitioner, bank manager, civil servant or lawyer. The personal referee should not be an immediate family member (parent, sibling or child) of the candidate. If necessary, you may be asked to provide more suitable referees.

The references obtained will need to cover a period of at least 3 years. If your two references do not cover this period of time, it may be necessary to seek more than two referees or educational/personal referees if you have not been in work. Further details may be required from you during the interview process.

If you are applying for a post which involves contact with children or vulnerable adults and are working, or have worked, in these areas, on a paid or voluntary basis, at least one of your referees will be spoken to in person as part of the referencing process. In addition, your current or past employer will be asked about:

- any disciplinary offences relating to children or vulnerable adults, including any for which the penalty is time expired (where a warning could no longer be taken into account in any new disciplinary hearing for example).
- whether you have been the subject of any protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.

The purpose of references is to provide additional, unbiased information. Where you have given a referee who is a relative, an alternative referee will be sought.

Bearer references (ie open references provided by a previous employer and often addressed "to whom it may concern") will not be accepted.

References will not be required if you are an existing employee who is applying to move between posts within Eden District Council.

4. Equal Opportunities Monitoring

To help us in fulfilling our commitment to equality and diversity, all applicants are requested to complete the equal opportunities monitoring form and return it with their application.

If you do not wish to complete a particular section of the form, leave the section blank, but please still return the form.

The information on the form will be treated as confidential, and will be used in accordance with the requirements of the Data Protection Act 1998.

The information will be used for statistical purposes only, except for successful candidates, as the data will also form part of their personal, confidential record.

The form will be detached and stored separately to the application form. It will not be seen by any members of the short listing or interview panel.

Stonewall has produced a booklet titled "What's It Got to Do With You - 10 Reasons Why You Should Fill in Those Funny Boxes at the End of Forms" which may help answer any questions you have about equal opportunities monitoring http://www.stonewall.org.uk/at_home/3460.asp)

5. Fraudulent Applications

It is vital that the information supplied on your completed application form is honest and accurate. By signing and submitting your application you are certifying that the information given above is factual and correct to the best of your knowledge and belief.

All prospective employees of Eden District Council will be subject to pre-employment screening. The deliberate provision of false information may result in the application being withdrawn, an offer of employment being withdrawn or employment being terminated. It could also constitute a criminal offence.

6. Confirming Your Identity

As part of the offer of employment the Council must confirm your identity. You will need to provide original documentation (no photocopies) from the list of documentation we can accept, which is contained at Appendix 1.

If you can provide a piece of documentation from Group 1, you must provide three documents in total - one from Group 1 and two from Groups 1 or 2.

If you are unable to provide a document from Group 1 you must provide five documents from Group 2.

All documents must be in your current name. At least one document must show your current address and at least one document must show your date of birth. At least one document should be a photo ID.

7. Evidence of the Right to Work in the UK

In accordance with the Asylum and Immigration Act 1996 as amended by the Immigration (Restrictions on Employment) Order 2004, if you are invited to interview you will be required to provide evidence (original documents only) that you are allowed to live and work in the UK. If you are offered the post the evidence provided will need to be copied and recorded by us prior to commencement. These will be original documents which will be copied and returned; the copy will be retained on your personal file.

Acceptable evidence includes:

- one of the documents included in list A, or
- two of the documents in the combinations given in list B.

Please see Appendix 2 for more details on lists A and B.

8. Criminal Convictions and Disclosure and Barring Service (DBS) Disclosures

The Rehabilitation of Offenders Act (ROA) 1974 is aimed at helping people who have been convicted of a criminal offence and who have not re-offended. Once a conviction is 'spent', the convicted person does not have to reveal it or admit its existence, other than if the post they are applying for is exempt from the ROA.

All candidates are required to complete the section relating to the Rehabilitation of Offenders Act 1974. If you have a criminal record, it will not necessarily bar you from working with us. It will depend upon the nature of the position that you are applying for and the circumstances and background of your offences.

8.1 Posts which are Exempt from the ROA and Require a DBS Disclosure

Some posts within Eden District Council are exempt from the Rehabilitation of Offenders Act 1974 and this allows the Council to require applicants to disclose all previous convictions ie including spent convictions, and to obtain a DBS disclosure for the preferred candidate.

If you are applying for a post that is exempt from the Rehabilitation of Offenders Act and subject to a DBS disclosure, you will be asked to provide details of all previous convictions on a separate piece of paper to the main application form. These details will be held by the Human Resources section and will not form part of the shortlisting or selection criteria. A member of the Human Resources team will contact you to discuss any convictions you have declared and they can advise you over whether a particular type of conviction is likely to have a bearing on your application for a certain post.

If you are successful during the interview process, a standard or enhanced disclosure will be undertaken depending upon the nature of the post applied for.

If you are applying for a post which involves contact with children or vulnerable adults, as well as including details of spent convictions, you must declare whether or not you are on either of the 2 DBS-barred lists or if you are subject to a disqualification from working with children in any way (including sanctions imposed by a regulatory body such as the General Medical Council, General Teaching Council etc).

The DBS Code of Practice is available on request.

8.2 All Other Posts

For all other posts, if you accept an offer of employment with the Council, you will be required to obtain a Disclosure Scotland Disclosure.

A Disclosure is a document containing impartial and confidential criminal history information held by the police and government departments which can be used by employers to make safer recruitment decisions. The Basic Disclosure contains only convictions considered unspent under The Rehabilitation of Offenders Act 1974.

9. Receipt of Applications and Shortlisting

On receipt of your completed application form, the Human Resources section will separate and retain the personal details section and equal opportunities monitoring section of your application form. The main application form will then be sent to the shortlisting panel who will decide whether to invite you for interview.

The personal details section will be used to make contact with you in relation to your application and if you are shortlisted for interview.

The equal opportunities monitoring section will be used as explained earlier in this guidance. This is further explained by Stonewall's 10 Good Reasons booklet (http://www.stonewall.org.uk/at_home/3460.asp)

10. Guaranteed Interviews

In order to encourage a diverse workforce profile which reflects the District it serves, applicants with a disability and applicants from a minority ethnic background who have demonstrated that they fulfil the essential criteria for a vacant post will be shortlisted for interview regardless of the number of other applicants who meet the criteria for the post.

11. Interview Arrangements

If you are selected for interview we will contact you with details of the time, date and place.

You will be asked to tell us of any arrangements we can make in order to make the interview a fair and reasonable one, for example:

- car parking near the place of interview;
- having someone available to meet you at the entrance;
- using a sign language interpreter in the interview;
- preferred/appropriate type of seating being made available;
- an induction loop facility.

12. Interview Expenses

The Council will pay interview expenses to candidates, on production of a completed claim and receipts (where appropriate) as follows:

- Unsuccessful candidates will be paid after the interview;
- Successful candidates will be paid once their employment has commenced.

Candidates who withdraw their application or refuse the offer of employment on grounds which the interviewers consider inadequate will not be reimbursed.

Categories of reimbursed expenses include:

- public transport via appropriate routes
- standard train fare
- car mileage of petrol element rates per mile

- additional expenses ie overnight accommodation agreed by a Chief Officer to satisfy candidates' needs.

Overseas candidates will have expenses reimbursed to meet appropriate needs based on travel from their port of entry.

13. Financial Assistance with Relocation

Eden District Council provides financial assistance towards removal and associated expenses for newly appointed employees in certain circumstances.

For further information on relocation assistance, please contact the Human Resources team.

14. Recognition of Previous Service

If you are successfully appointed to a post with Eden District Council and have gained previous service with an organisation listed in the Redundancy Payments Modification Order immediately prior to joining Eden District Council, your previous service will be recognised for the purposes of calculating your entitlement to annual leave, occupational sick pay, maternity/paternity leave and redundancy payments.

15. Complaints Procedure

If you feel that your application for employment has not been treated properly or fairly, you can write to the Human Resources department, Eden District Council, Town Hall, Penrith CA11 7QF. Your complaint will be investigated in accordance with the complaints procedure, details of which can be found on the Council's website.

Appendix 1

List of documents that can be used to confirm identity

Only documents in the list below can be used to confirm identity

Group 1

- Valid passport (any nationality)
- UK Driving Licence (either photocard or paper)
- Original UK Birth Certificate (issued within twelve months of date of birth) (full or short form acceptable)
- Valid photo identity card (EU countries only)
- UK Firearms Licence

Group 2

- Marriage certificate
- Non-original UK birth certificate (issued after twelve months of date of birth) (full or short form acceptable)
- P45/P60 statement**
- Bank or building society statement*
- Utility bill (electricity, gas, water, telephone bill) (including mobile phone contract/bill)*
- Valid TV Licence
- Credit card statement*
- Store card statement*
- Mortgage statement**
- Valid insurance certificate
- Correspondence or a document from: the Benefits Agency; the Employment Service; the Inland Revenue, or a Local Authority*
- Financial statement (eg pension, endowment, ISA)**
- Valid vehicle registration document
- Mail order catalogue statement*
- Court summons**
- Valid NHS Card
- Addressed payslip*
- National Insurance number card
- Exam certificate (eg GCSE, NVQ)
- Child benefit book**
- Connexions cards
- Certificate of British nationality
- Work permit/visa**

* documentation should be less than three months old

** issued within the last twelve months

Appendix 2

LIST A - Documents demonstrating an individual has the right to work in the UK with no restrictions:

Documents listed as items 1 to 6 can be presented on their own as indefinite evidence of eligibility to work in the UK.

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland.
4. A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland.
5. A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

The following documents, if presented, must be accompanied by an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

7. An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
8. A full birth certificate issued in the UK which includes the name(s) of at least one of the holder's parents.
9. A full adoption certificate issued in the UK which includes the name(s) of at least one of the holder's adoptive.
10. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
11. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland.
12. A certificate of registration or naturalisation as a British citizen.
13. A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK.

LIST B - Documents which indicate eligibility to work in the UK with limitations. **These documents must be checked again a least every 12 months whilst employed by Eden District Council.**

Documents listed as items 1, 2 and 3 can be presented on their own as evidence of limited eligibility to work in the UK.

1. A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
2. A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the UK and is allowed to do the work in question.
3. A residence card or document issued by the Home Office or the Border and Immigration Agency to a family member of a national of a European Economic Area country or Switzerland.

The following documents, if presented, must be accompanied by the official documentation stipulated.

4. A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question, or a letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer confirming the same.
5. A certificate of application issued by the Home Office or the Border and Immigration Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old **when produced in combination with** evidence of verification by the Border and Immigration Agency Employer Checking Service (see guidance notes for details of this service).
6. An Application Registration Card issued by the Home Office or the Border and Immigration Agency stating that the holder is permitted to take employment, **when produced in combination with** evidence of verification by the Border and Immigration Agency Employer Checking Service.
7. An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the UK, and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
8. A letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the UK and is allowed to do the work in question **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.