



RECRUITMENT AND SELECTION

GUIDANCE NOTES AND INFORMATION FOR ALL

APPLICANTS

To be used in conjunction with the
Recruitment and Selection Policy
26 July 2004
Amended 26 July 2004 at Personnel Committee

Please complete all sections of the Application Form. The notes below provide guidance on particular sections:

Please either type or use black ink when completing your application form as it will be photocopied.

Section 1 – Present Employment Details

Give details of your present or most recent employment or your current role – please be clear. If you have more than one job please include them and use a continuation sheet if necessary.

Section 3 – Previous Employment

Please detail your full employment history with the most recent first. This will show us the full breadth of your experience. You should include any voluntary work or work in some other type of role.

It is necessary to account for all your time since leaving full-time education. Please use the last section to account for any gaps in your employment history e.g. if you were unemployed or taking a break for family reasons, please give dates and details here.

Please give details of any other employment you have had such as work experience, Government Training Schemes, casual or holiday work.

If you have previously worked for Plymouth City Council, please include the department.

Plymouth City Council reserve the right to contact any previous employer.

Section 7 – References

References will be sought for all shortlisted candidates before interview, if applicants have indicated that immediate reference can be made to each referee.

One of the references must be from your current or most recent employer. If you are a school leaver, unemployed or a returner to the workplace, then this may not always be possible. In these circumstances you may give an alternative referee e.g. personal or education. However, these referees must be able to comment on your skills and abilities in relation to the post. If necessary, you may be asked to provide more suitable referees.

If references do not cover at least the last five years of employment, it may be necessary to seek more than two referees or educational/personal referees where applicants have not been in work. Further details may be required from you during the interview process.

The intention of references is to give the panel additional, unbiased information. Where you have given a referee who is a relative, an alternative referee will be sought.

For internal applicants, an additional referee could be another manager, representative from an agency, or colleague who has worked closely with you.

Internal candidates moving between posts in Plymouth City Council need provide only one written reference from their employing department.

Section 8 – Further Information

i) Guaranteed Interview Scheme

If you are a disabled person, a PCC employee eligible for redeployment or a New Deal applicant and can fulfill the essential criteria identified on the Person Specification, you will be guaranteed an interview.

ii) Job Share

Job sharing is where two people share the duties and responsibilities of one full-time job. The job can be divided in a number of ways to suit the circumstances of the employee and the employer.

The application pack you receive will state whether the post is/is not suitable for job share. If the post is suitable please tick the box to indicate whether you wish to job share.

Section 9 – Knowledge, Skills and Experience

Please give examples from your past employment, interests, school or college life, voluntary work or life experiences which demonstrate how you meet the requirements listed on the **Person Specification**.

The **Person Specification** contains a list of standards we would expect the ideal person for the job to meet. The essential criteria are considered absolutely crucial to the job and desirable criteria are considered beneficial. The panel will select candidates for interview by considering each application and looking for evidence to show that candidates meet the criteria.

For some jobs there may be a number of criteria and for others there may be just one or two – it doesn't matter how many there are. What is important to us is that you demonstrate how you fulfil each of the criteria.

If you are a disabled person and because of your impairment cannot fulfil certain items on the person specification; you can use this section to provide details of how you can meet the requirements in an alternative or adjusted way.

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.**

Section 11 – Personal Details

In accordance with the Asylum and Immigration Act 1996 as amended by the Immigration (Restrictions on Employment) Order 2004, if you are asked 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 by PCC 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 1, or, two of the documents in the combinations given in list 2. These lists are referred to in Appendix A.

Section 11B – Convictions

All candidates are required to complete section 11B of the application form. 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.

Posts which require a Criminal Records Bureau Disclosure Check

If you are applying for a post that requires a CRB check, you must declare all convictions on your application form irrespective of whether they have subsequently been spent. For these posts the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001 applies. If successful during the interview process, a Standard or Enhanced Disclosure check will be undertaken depending upon the nature of the post applied for.

The CRB Code of Practice is available on request.

Posts which do not require a Criminal Records Bureau Disclosure Check

Convictions are regarded as spent and need not be disclosed on your application form when the following rehabilitation periods have elapsed since the date of convictions:

	Rehabilitation Period
¹ For a sentence ² of imprisonment between 6 months and 2½ years:	10 years
¹ For a sentence ² of imprisonment 6 months or less:	7 years
For a sentence of Borstal training:	7 years
¹ For a fine or other sentence (e.g a community service order) for which no other rehabilitation period is prescribed:	5 years
For an absolute discharge:	6 months
For a probation order, conditional discharge or bind over, and for Fit persons order, supervision orders or care orders under the Children & Young Persons Acts:	1 year, or until the order expires (whichever is longer)

For detention by direction of the Home Secretary:	
From 6 months to 2½ years	5 years
From 6 months or less	3 years
For a detention centre order:	3 years
For a remand home order, an approved school order or an attendance centre order:	The period of the order and a further year after the order expires
For a hospital order under the Mental Health Acts:	The period of the order and a further two years after the order expires

¹These rehabilitation periods are halved for persons who were under 17 years of age when they were convicted.

²It is immaterial for the purpose of calculating a rehabilitation period whether a sentence is suspended or not.

Complaints Procedure

If you feel that you have not been treated properly or fairly, you can write to the Head of Human Resources, Floor 4, Civic Centre, Plymouth, PL1 2AA. Your complaint will be investigated in accordance with the complaint procedure. You will get a written reply; and if something has gone wrong we will say so and try to put it right.

LIST 1

- A United Kingdom passport describing the holder as a British citizen or as a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
- A passport containing a certificate of entitlement issued by or on behalf of the Government of the United Kingdom, certifying that the holder has the right of abode in the United Kingdom.
- A passport or national identity card, issued by a State which is a party to the European Economic Area Agreement or any other agreement forming part of the Communities Treaties which confers rights of entry to or residence in the United Kingdom, which describes the holder as a national of a State which is a party to that Agreement.
- A United Kingdom residence permit issued to a national of a State which is a party to the European Economic Area Agreement or any other agreement forming part of the Communities Treaties which confers rights of entry to or residence in the United Kingdom.
- A passport or other travel document or a residence document issued by the Home Office which is endorsed to show that the holder has a current right of residence in the United Kingdom as the family member of a named national of a State which is a party to the European Economic Area Agreement or any other agreement forming part of the Communities Treaties which confers rights of entry to or residence in the United Kingdom, and who is resident in the United Kingdom.
- A passport or other travel document endorsed to show that the holder is exempt from immigration control, has indefinite leave to enter, or remain in, the United Kingdom or has no time limit on his stay.
- A passport or other travel document endorsed to show that the holder has current leave to enter, or remain, in the United Kingdom and is permitted to take the employment in question, provided that it does not require the issue of a work permit.
- A Registration Card which indicates that the holder is entitled to take employment in the United Kingdom.

List 2

First combination

- A A document issued by a previous employer, Inland Revenue, the Department for Work and Pensions' Jobcentre Plus, the Employment Service, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency, which contains the National Insurance number of the person named in the document;

And one of the following documents from (B- H)

- B a birth certificate issued in the United Kingdom, the Channel Islands, the Isle of Man or Ireland which specifies the names of the holder's parents; or
- C a birth certificate issued in the Channel Islands, the Isle of Man or Ireland; or
- D a certificate of registration or naturalisation as a British citizen; or
- E a letter issued by the Home Office, to the holder, which indicates that the person named in it has been granted Indefinite Leave to Enter or Remain in the United Kingdom; or
- F an Immigration Status Document issued by the Home Office, to the holder, endorsed with a United Kingdom Residence, which indicates that the holder has been granted Indefinite Leave to Enter or Remain in the United Kingdom; or
- G letter issued by the Home Office, to the holder, which indicates that the person named in it has subsisting leave to enter or remain in the United Kingdom and is entitled to take the employment in question in the United Kingdom; or
- H an Immigration Status Document issued by the Home Office, to the holder, endorsed with a United Kingdom Residence Permit, which indicates that the holder has been granted Limited Leave to Enter or Remain in the United Kingdom and is entitled to take the employment in question in the United Kingdom.

Second combination

- A A work permit or other approval to take employment issued by Work Permits UK;

and either

- B a passport or other travel document endorsed to show that the holder has current Leave to Enter, or Remain in the United Kingdom and is permitted to take the work permit employment in question;

or

- C a letter issued by the Home Office to the holder, confirming the same.