



Guidance notes for applicants

Thank you for your interest in applying for a job within the City of York Council. We have put together the following information to help you fill in your application form as effectively as possible, and you are advised to read it before hand.

City of York Council Mission Statement

Working for the city as it makes history we will play our part by:

- Delivering what our customers want
- Providing strong leadership
- Supporting and developing people
- Encouraging improvement in everything we do

City of York Council – A council to be proud of

City of York Equality Statement

City of York Council's Equality Statement is based on the principles outlined in its mission statement.

Whether you are a citizen, employee or visitor, it sets out the Council's promise to:

- treat you with respect and courtesy
- encourage you to express your views
- to listen to these views and respond to them
- respect the fact that people are different and respond to their diverse needs
- work to prevent and eliminate all forms of discrimination
- respect and understand the rights of the individuals and the communities in which they live
- review and monitor these promises with you.

Equality of information

All applicants will receive the same information about the job, and if a contact officer is given, all applicants are invited to phone for an informal discussion about the job prior to applying for it. This may help you decide if you meet all the criteria and whether you want to proceed with an application.

The Application Form

It is important that you fill in every section of the form as fully and accurately as possible. Our decision on who to interview will be based on the information you give on your application form. All applications, from both internal and external candidates, are considered against the essential requirements given in the job description.

Before you start:

- Read all the information first to make sure that the job and conditions are suitable for you.
- Read the application form carefully before you write anything.

Filling in the Form:

- Please write or type in black ink. (Paper Applications)
- **Do not include a CV, unless otherwise specified. A CV will not be considered. If you only include a CV your application will be void.**
- Fill in all parts of the application form. If some parts do not apply to you, write 'N/A' (not applicable) in the space provided.
- Use extra sheets if you require more space. Please put your name on each additional sheet and attach as appropriate. (Paper Applications)
- Your application form should be geared to the job you are applying for – do not send the same application for different jobs.
- Make sure the information you provide is clear, precise and easy to understand.
- **You can attach/send additional documents to support your application but these will be considered at the manager's discretion.**
- If you are an internal applicant, you must make sure that you complete the form fully. You must not assume that the panel know your details.
- Please complete the equal opportunities monitoring form at the back of the application form. The information gathered will be used to monitor the effectiveness of our equality statement and other employment policies.
- Please note the closing date and allow time for your application form to reach us. We will not consider application forms we receive after the closing date.

Supporting Information

We want to appoint the best person for the job. To do this fairly, everyone who applies must give us relevant information about himself or herself. This information must be based on the essential requirements as detailed in the job description.

Where possible, please give examples of how you have used your knowledge, skills and experience and show successful results where you can. Provide evidence for any key achievements that you consider are relevant to the post and also remember to include any appropriate qualifications, training or other work experience.

Selection for Interview

Interviews will generally be held approximately two weeks after the closing date of the post. Candidates selected for interview will be notified and will be provided with a minimum of 7 days notice prior to interview. If you have not heard from us within 4 weeks after the closing date please assume you were unsuccessful for interview. It is not possible to convene an interview panel on an alternative date, unless in exceptional circumstances.

Selection Procedure

Selection is based on merit only and may include the following selection processes:

- Application form
- Panel interview
- Written exercise
- Presentation exercises
- Occupational personality questionnaire
- Checking and classification exercise
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All the information obtained during the selection process will be assessed and used to form the final decision.

Canvassing

Any sort of canvassing will lead you to being automatically disqualified. For example, you must not ask a Councillor, employee of the Council or a school governor to use their influence to help you get this job.

References

You need to give details of two people (not relatives) to act as referees. If you are currently working, or have done before, one referee must be your current or most recent employer.

You should ask permission from your proposed referees prior to naming them.

Where possible, please provide an email address.

References will be taken up if you are offered an interview. If you do not wish your referee to be approached at this stage you must note this on your application form. We may also follow up written references.

****Please note that for positions that involve working with vulnerable adults or children (under age 18) any number of previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting**

process (this includes vetting of internal candidates).

No appointment will be made without satisfactory references being received.

Please note that as well as asking your referee for their comments on your experience, skills and abilities, we will also ask for details about your recent sickness and absence and your current disciplinary record, plus any information on your suitability to work with or have access to children and/or vulnerable adults.

Proof of Qualifications

Candidates may be required to provide documentary proof of examination successes.

Interview Expenses

Candidates invited to interview will be reimbursed the cost of travelling and subsistence expenses incurred on the basis of second class rail fares and or bus fares.

Expenses will be paid, on receipt of a completed expenses claim form and provision of receipts of expenses incurred for candidates travelling from outside of York.

Notification

All candidates attending interview will be notified of the final decision. Feedback of candidate's performance at interview will be available on request.

Right to work in the UK

The Asylum and Immigration Act 1996 requires proof of the right to work in the UK. You will be required to proof your eligibility to work in the UK.

If you need or have a permit, we will have to check your documents confirming your right to work in the UK, or help you apply for a permit (if appropriate).

Criminal Convictions

We do not discriminate against people with criminal records. If you have a criminal record, this does not mean that the Council will automatically refuse to employ you. The criminal record information you are required to provide is not used for short listing purposes.

If you are short listed for interview your criminal record will be discussed with you at interview. The nature and seriousness of any offences, how long ago they occurred and their relevance to the duties of the posts for which you are applying will be taken into account, before a decision is made as to whether your criminal record information makes you unsuitable for that particular post.

Under the Rehabilitation of Offenders Act 1974 (ROA) as amended, you only have to declare unspent convictions. If the post is not exempt, such as posts involving working with children or vulnerable adults, then you will be required to complete a separate form, which will come with your application form.

If you do not provide the information on your application form we may withdraw an offer of employment. Failure to disclose information about convictions which for other purposes are 'spent' under the provisions of the Act, will normally result in the offer being withdrawn. Dismissal may also happen if we find out any relevant information after we have appointed you.

Safeguarding Vulnerable Groups

If you have applied to work with, or will have access to, either children or vulnerable adults you will have to submit to a criminal records check undertaken by the Criminal Records Bureau (CRB) , which will include checking with the Independent Safeguarding Authority that you are not barred from working with any of these vulnerable groups.

Data Protection Act

We will use information on your application form for our recruitment and selection process and also to check the effectiveness of the process. As we will be able to identify you from the personal details you have given us, we will treat this information as confidential. However, we will not be able to identify you from the information you have given on the equal opportunities monitoring form.

If you are unsuccessful, we will confidentially destroy your application form after six months of the date the post was filled.

Conditions of Service

Terms and conditions of employment are in accordance with collective agreements negotiated from time to time by the National Joint Council (NJC) for Local Government Services, set out in the Scheme of Conditions of Service. The Scheme of Conditions of Service contains National Provisions, which may be modified locally.