



## Your Application and Our Recruitment Process

**Please read this guidance carefully before you complete the application**

Orkney Islands Council's Equal Opportunities Policy means that we want to ensure that every applicant is treated fairly.

The information you provide in your application form is the only information we will use in deciding whether or not you will be shortlisted for the selection process. This guidance has been designed to help you complete the application as effectively as possible.

The job description and person specification which are enclosed provide you with the main duties of the post and the skills and experience we are looking for in the postholder.

Read these documents carefully. Remember – the application form should contain evidence to support your relevant skills and experience.

We will only accept applications made using the Council application form, either online or paper. CV's will not be accepted as an alternative.

### Completing Your Application

**Personal Details** – Please enter your details fully and clearly so we may contact you about your application.

**Applicants with Disabilities** – The Council guarantees to interview applicants who indicate they have a disability and meet the essential criteria for the job. If you require any assistance at any stage in the process please detail this on your application form.

**Education and Qualifications** – Please provide details of all qualifications, training or membership of professional bodies. Do not attach originals or copies of qualifications etc.

**Present / Most Recent Employment** – Please provide brief details of your current or most recent position, with an emphasis where possible on those areas most relevant for your application.

**Previous Employment** – Please detail all previous posts, including voluntary work. Ensure you give an explanation for any employment gaps.

**Supporting Statement** – This section is very important to your application. It gives you the opportunity to explain why you have applied for the post and how your skills and experience support your application.

Study the job description and person specification and provide specific examples of work and other experience to relate to the criteria listed within these documents. Don't forget to include any relevant voluntary or community work.

**References** – Please provide details of two referees, one of whom must be your present or most recent employer. We will request these references should you be successful at interview. If you are unable to provide an employer reference, i.e. you are a school leaver, we can accept a reference from a person who can comment on your suitability for the position, i.e. a teacher.

**Criminal Convictions** – This relates to current criminal convictions only, not those which are deemed as spent in terms of the Rehabilitation of Offenders Act. Should the post require a Disclosure Scotland check further details will be provided later on in the process.

**Relatives Working for the Council** - We need this information to meet our obligations under Part V and VI of the Local Government Act 2000. You should declare a relationship and provide relevant details if you are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing councillor or employee of the Council or the partner of such a person.

Any applicant who directly or indirectly seeks the support of any councillor or employee for any appointment with the Council will not be entitled to be considered for appointment.

**Member of EEA (European Economic Area)** – All applicants are required to provide proof of the right to live and work in the UK. If you are an overseas worker we may be able to consider a Certificate of Sponsorship but this does not guarantee that you will succeed in gaining permission to enter or remain the UK.

A full list of EEA Countries is available on the Home Office website which can be found at the link <https://www.gov.uk/government/organisations/uk-visas-and-immigration> .

**Jobcentre Work Trials** – If you are eligible for Jobcentre Plus Work Trials you will be guaranteed an interview if you meet the essential job criteria. This is a government scheme available through Jobcentre Plus. For more information contact them directly.

**Equal Opportunities** - The Council is an equal opportunities employer and is committed to promoting equality and social inclusion. The Council operates a policy whose aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place in recruitment. To help the Council monitor the effectiveness of this policy (and for no other reason) you are asked to provide the information requested on the employment monitoring section.

This section of the application (which includes details of your gender, ethnic origin, date of birth and any disability) will be detached before the form reaches the selection panel and this information will not be made available to them.

The information you provide on the recruitment monitoring section will be held in confidence by HR and Performance and the details logged onto a confidential recruitment database. The information will be used for statistical purposes only to enable the Council to carry out its equal opportunities monitoring obligations.

## **Shortleeting and Interview Process**

The shortleeting process is carried out as soon as possible following the closing date and normally within 3 weeks. If you are successful in securing an interview we will endeavour to give you at least one week's notice to allow you time to make suitable arrangements.

You will be notified where and when the interview will take place. You will be informed in advance about the selection techniques to be used. These will always relate directly to the selection criteria.

The interview will also offer you the opportunity to learn more about the role and ask any questions you may have.

At your interview you will be told when you will hear the final outcome of your application. This will normally be within 3 working days.

**Offer of Employment** - All offers of employment are subject to the following:

- Receipt of satisfactory references
- Medical clearance – you will be given a pre-employment questionnaire to complete and return. This is assessed by our Occupational Health Adviser
- Proof of eligibility to live and work in the UK
- Proof of qualifications where necessary
- Disclosure Scotland clearance (and / or equivalent overseas criminal conviction check) where necessary.

The contract of employment and start date will be issued following receipt of the above.

**Feedback** - If you want feedback about your application or interview, please contact the recruiting manager who will be pleased to provide this.

**Data Protection** - The personal data you provide during the recruitment process will be held on file for a period of 12 months, at which time they will be destroyed / deleted. If you are successful in appointment the application will be kept in your Personal file for the duration of your employment with Orkney Islands Council.

## **Fair Recruitment**

Orkney Islands Council puts great importance on ensuring that every stage in our recruitment process is fair and properly carried out. We have a duty to ensure that everyone is treated in a no -discriminatory way. We hope that you will feel that you have been treated fairly even if you are not appointed.

Should you feel dissatisfied please contact the Recruiting Manager. If you are still unhappy you should write to HR and Performance giving details of the post you have applied for and we will ensure that the matter is properly investigated.

We will aim to respond to you in writing within three weeks of receiving your letter. If there is a delay in responding to you we will write to you after 10 working days explaining the reasons for the delay and when we expect to be able to respond. If your complaint is found to be valid we will review as appropriate our recruitment procedures.

We hope that you will be successful in your application. However, if you are not, please don't be discouraged from re-applying – your skills and experience may be what we need for our next vacancy.