

INTRODUCTION

This 'Information for Applicants' is a brief guide to assist you in applying for a post with the Council and to inform you of the benefits which we offer employees. **If you require any further details about any of the areas covered by this guide please contact the Recruitment Team on Telephone number (01482) 333300**

If you would like to know more about the Council you should visit our website at www.hullcc.gov.uk or, alternatively, further information on Council services can be obtained by ringing Hull Connect on (01482) 300300.

THE RECRUITMENT PROCESS

EQUAL OPPORTUNITIES

Hull City Council is fully committed to achieving fairness and equality in employment and seeks to achieve a workforce which reflects the diversity of the community it serves. No job applicant or employee will be treated less favourably or disadvantaged, either directly or indirectly, on the grounds of gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age or any other unjustifiable reason.

ASSISTANCE FOR APPLICANTS

If you would like help completing your application form or if English is your second language, please call 331600 and ask for the 'Get on in Local Government' project.

GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

The application form for employment is divided into 3 parts:

Part 1 contains personal information. Hull City Council is fully committed to achieving fairness and equality in employment and seeks to achieve a workforce which reflects the diversity of the community it serves, therefore pages 1 & 2 of this application form are only sent to the interviewing panel after the short-listing has taken place, reflecting our fair and transparent recruitment and selection practices. The rear sheet of Part 1 is not seen by anyone involved in short-listing or interviewing for the post and is stored securely and confidentially. We use the information collected to monitor our recruitment processes to ensure they are fair to all applicants.

Part 2 asks for information about your experience and qualifications for the job. This part is forwarded to those involved in the short-listing process and is matched against the person specification.

Part 3 asks for criminal record information. Any information provided under this section will not be seen by the interviewing panel until after the short-listing has taken place. For further details see the section entitled Criminal Record Information.

Information in support of your application

When you receive an application form it will be accompanied by a job outline and person specification related to the job you are applying for.

The person specification lays down the essential and desirable criteria for the post. You should ensure, before applying, that you meet all the essential criteria for the post and that you make clear in your application how these criteria are met. If you do not meet the essential criteria for the post you will not be selected for interview.

Throughout your application ensure that the descriptions you give of your experience are thorough. If, for example, the person specification indicates that experience of using computer equipment is required, you will be expected to give examples of when and what systems you have used. Merely saying 'I have experience of using computer systems' will not be sufficient.

Include experience from all sources: previous jobs, school, clubs, and organisations and any voluntary work. For example, you may never have used a computer or cared for people in a work environment but if you have used a computer or cared for someone in a personal capacity it is experience.

You must also demonstrate that you have the interpersonal/communication skills required for the post. Again, merely putting 'I am assertive, confident and adaptable' or similar words will not be sufficient. You will be expected to be able to demonstrate in your application how you use these skills.

Competency Framework

The Council has introduced a framework of competencies which will apply to all employees. This is a set of observable behaviours which explain how employees need to perform their roles.

The competencies required for recruitment to individual jobs will be specified in the person specification you receive. You will need to demonstrate that you meet these competencies in the same way as the other criteria listed.

If you would like further information on the competencies, the Competency Framework can be accessed via the Council's website – www.hullcc.gov.uk and search for job vacancies

If you do not have access to a computer, a hard copy of the Framework can be obtained from the Recruitment Team on Hull 333300

Please check before submitting your application form that you have **fully completed all sections**. You may attach continuation sheets but you must ensure that your National Insurance number is entered onto these continuation sheets and **not your name** or any other personal details.

All vacancies which are available to external applicants are advertised on the Internet at www.hullcc.gov.uk/jobs. You will find a facility to download a hard copy of the application form, or you may complete the electronic version and send it via e-mail.

CURRICULUM VITAE – (CVs)

In order to avoid discrimination, the Council does not accept CVs either on their own or accompanied by a partly completed application form.

DISABLED APPLICANTS

The Council is fully committed to the employment of disabled people and guarantees that all disabled applicants who meet the essential requirements of a post, taking into account reasonable adjustments, will be interviewed.

There is provision for the application form and supporting information to be provided in Braille, tape, large print or other languages and your response in these formats will be accepted. Please contact the Recruitment Team to obtain the alternative versions.

If you have a hearing or speech impairment and have access to a textphone, you can contact the Council through Typetalk by adding the prefix 18001 before the **FULL** number you wish to call eg. 18001 01482 123456.

CRIMINAL RECORD INFORMATION

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. However, if you are short-listed for interview, your criminal record information will be discussed with you if the recruiting officers feel it is relevant to the job for which you are applying.

Under the Rehabilitation of Offenders Act 1974 (ROA), as amended, you only have to declare unspent convictions. However, if the post for which you are applying is one which is an exception under the ROA you must give full details of **everything** on your criminal record. If this is the case it will be clearly indicated on the person specification. The information sheet attached to the specification gives full details of what is required.

Criminal record information is dealt with in accordance with the Criminal Records Bureau Code of Practice and the Council's Criminal Record Checks Policy and Guidelines. If you would like any further information please request a copy of the Council's Policy.

REFERENCES

It is the Council's policy that 2 references are normally obtained in respect of each applicant, at least one of which should be a current employer.

If you are unemployed, former employers should be nominated as referees and if you have never been employed, your Head of School or senior teacher may be used.

References must be given by someone who is qualified to give such opinions i.e. not personal friends.

The Council reserves the right to contact any former employer, or other appropriate person, where it is deemed that some further investigation is reasonably required prior to making an appointment.

It will not be acceptable to nominate members of your family as referees, unless you have been directly employed by the relative and the reference is being given by the relative in his/her capacity as an employer.

SICKNESS ABSENCE

On your application form, you must declare an accurate figure for sickness absence. In submitting an application (whether signed or not), you acknowledge that any incorrect information or false statement will lead to the withdrawal of any job offer, or if given the job will result in disciplinary proceedings likely to result in your dismissal from employment. This includes incorrect information about the amount of sickness absence.

Whilst it is the Council's policy to select staff with previous good attendance, allowances will be made for people with disabilities or those who are recovering, or have recently recovered from long-term or serious illness, or recent one-off illnesses or surgery. Please make us aware of any such circumstances.

ASYLUM AND IMMIGRATION ACT, 1996

It is a criminal offence under the above Act to employ a person who is not entitled to live or work in the United Kingdom. If you are offered a post you will be given full details of the documentation we require you to produce to demonstrate your entitlement.

POLITICALLY RESTRICTED POSTS

If a post is advertised as politically restricted you will be unable to stand as a Councillor, MP or MEP, hold office in a political party, canvass at elections or publicly support a political party.

REDUNDANCY PAYMENTS

If you expect to receive a redundancy payment from another local authority or any organisation covered by the Redundancy Payments (Modification) Order, you must bring this to the attention of the service area with which you are seeking employment.

CANVASSING OF ELECTED MEMBERS OR SENIOR OFFICERS OF THE CITY COUNCIL

You must not seek the support of Elected Members or Senior Officers of the Council in relation to your application or attempt to ask them to influence the decision – if you do you will be disqualified.

For the purposes of this section, a senior officer is defined as any employee of the Council who is on KHCC Grade 8 or equivalent salary point or above, or any other employee who holds a position in which he/she is able to exert influence over management decisions, particularly concerning recruitment and selection. This will include headteachers and teachers in schools on or above the equivalent salary point.

INTERVIEWS

If you are invited for an interview you must expect to be interviewed by more than one person. The panel will ask questions that are intended to allow you to expand on your application and to demonstrate the extent to which you meet the requirements of the post.

Candidates travelling to Hull from outside the City boundary will normally be reimbursed the standard return rail/public transport fare from their home address to the place of interview, and a meal allowance if appropriate. Relevant receipts must be submitted along with the claim form.

Applicants selected for interview will be required to produce certificates, diplomas etc, referred to in their applications.

MEDICAL CLEARANCE

Appointments are subject to a satisfactory medical report. Successful candidates are normally required to complete a medical questionnaire, although on occasions the Council may require that a medical examination and/or chest X-ray be carried out.

WORKING TIME REGULATIONS/MULTI-EMPLOYMENT

Whenever possible, working hours will be limited to an average 48-hour week. The Council will take all reasonable steps to ensure that its employees do not exceed this limit.

When any provisional offer of employment is made, you will be required to notify the Council of all other work you intend to do in addition to the post being offered. This is to ensure compliance with the Working Time Regulations and the Management of Health and Safety at Work Regulations.

PROBATIONARY PERIOD

New entrants to the local government service are required to serve a probationary period of 24 weeks during which time the appointment may be terminated by one week's notice, in writing, on either side.

GIVE US YOUR FEEDBACK

Your comments, complaints and compliments are welcome. Your feedback is always appreciated and helps us to improve the Council's recruitment processes. Please contact the Head of Workforce Strategy at the following address:

Workforce Strategy
2nd Floor
The Guildhall
Alfred Gelder Street
Kingston upon Hull HU1 2AA

EMPLOYEE BENEFITS

Hull City Council provides a range of benefits to motivate, reward and recognise employees. We offer the following:

- Tax relief on contributions
- Transfer rights (within 12 months)

WORK/LIFE BALANCE

The Council acknowledges that all employees need to balance home life with meeting their work commitments. These are some of our work/life balance policies:

- Family Leave Policy
- Career Break Scheme
- Flexible Working
- Flexible Working Hours
- Parental Leave
- Maternity Leave
- Adoption Leave
- Paternity Leave

LEARNING AND DEVELOPMENT

The Council has a commitment to lifelong learning. We provide excellent development opportunities for all employees by actively encouraging and supporting them to obtain qualifications and by identifying job related training. An extensive variety of in-house training courses are provided.

PENSION PROVISIONS

We offer membership of the Local Government Pension Scheme (L.G.P.S.), an excellent final salary scheme which provides a substantial range of benefits including: -

- Index-linked benefits to keep pace with inflation
- Tax free lump sum on retirement
- Guaranteed benefits based on a set formula
- Life assurance
- Early retirement options/ill health benefits

HOLIDAY ENTITLEMENT

Our basic annual leave provision is competitive and increases from 20 to 29 days depending on the grade of the post. Up to five additional days are awarded after 5 years service with, in some cases, a further entitlement after 10 years service as a reward for loyalty.

In addition there are 8 statutory public holidays, 2 extra statutory public holidays and also a concessionary day during the Christmas period.

CAR ALLOWANCES

Where applicable and subject to approval we offer:

- Casual user car allowances
- Car loan facilities
- Car leasing

OTHER BENEFITS

- Removal and re-location expenses in approved cases
- A smoke-free working environment as the Council has a "no smoking" at work policy
- Union membership
- Employee awards for long service
- Discounted parking
- Occupational Health Service
- Employee counselling service
- Strong commitment to Health & Safety
- Wide range of job opportunities
- Childcare Vouchers
- Voluntary Discounts and Offers