



APPLYING FOR A JOB?

At Angus Council we are committed to having a high-quality recruitment process to help us choose and recruit staff and offer equal opportunities.

As our recruitment process is so important we have designed this guidance note to help you fill in your application form. It also lets you know how we will deal with your application and outlines some of our main conditions of employment.

We hope you find this guidance note helpful and wish you well in your application.

How we choose staff

For every job which we advertise there is a list of qualities (skills, experience and qualifications) needed for that job. Some of these qualities will be essential – you must have them to do the job, others will be desirable – that is they would be useful.

We assess all applications against the qualities we have asked for so that we can decide who we will invite for interview and to help us choose the successful applicant.

To allow us to assess your application you should include all the information which shows that you are suitable for the job. To help you do this you should read the job advert, job outline, person specification and any other information available.

If you are asked to come for an interview there will always be more than one person interviewing you. Members of the interview panel will have been trained to make sure no one is treated more or less favourably than anyone else.

When filling in the application form

- Use black ink or type – this will help us to photocopy your form.
- Use the form we provide – please do not send in a CV instead of, or as well as, our form.
- Fill in all sections of the form – if some parts are not relevant, write/type 'Not applicable' or 'N/A', in that space.
- If necessary, continue answers on a separate sheet – make sure the separate sheet is marked clearly with your name and the job reference.
- Give details of two referees who can give us information about you which is relevant to your application.

The monitoring form attached to the application form helps us monitor how effective our equal opportunities policies are. The information is used to produce statistics. Please help us by filling in the form and returning it along with your application.

Choosing referees

Please make sure one of your referees is your current or most recent employer or manager – your second referee may be a previous employer or another manager from your current employer.

If you have not been in paid work, your referees could be from an educational establishment, or someone you have done unpaid or voluntary work for. Please avoid using friends or people you know socially.

We will only contact referees if we ask you to come for an interview. We contact referees before interviews, but we would only do so with your permission.

If you are interested in job sharing

We welcome applications from job sharers.

Job sharing is a formal arrangement where two employees carry out all the duties of a full-time job. The pay and conditions of employment of the job are shared in proportion to the number of hours each job sharer works.

If you have a disability

As part of our commitment to offering equal opportunities we have a Guaranteed Job Interview Scheme. This means that we will interview anyone who thinks they have a disability and who, according to their application form, has the essential qualities needed for the job.

A disability is a physical or mental condition which has a substantial and long-term effect on your ability to carry out everyday activities.

If you believe that you have a disability, please make sure that you tick the box in the Declaration section of the application form. If you do this but you do not get the job, we offer the services of our Employment Disability Unit. This unit helps disabled people gain job-seeking skills and offers advice and counselling on employment and careers.

Acknowledgement of your application

We would like to acknowledge all applications we receive, but we cannot do this because of the costs involved. Applications received electronically will receive an automatic acknowledgement email.

When you will know if you are getting an interview

Enclosed with this guidance note there may be a letter giving the date we will decide who to invite for interview. If you are chosen you will receive a letter shortly after this date. Otherwise, as a general rule, we send out invitations to interviews within four weeks of the closing date for applications.

Because of the costs involved we cannot write to everyone with the result of their application. So if you have not heard within about four weeks of the closing date for applications you must assume that your application has been unsuccessful.

If you are invited to an interview

- We will give you plenty of notice by sending you a letter with details of the arrangements.
- We will refund your reasonable expenses, for example, for travel and meals.
- We will make appropriate arrangements to meet any special needs you may have for the interview.

After your interview you should be told of the outcome within two weeks. If you do not get the job and would like to know why, you can ask for an explanation.

Our main conditions of employment

- The hours of work are either included in the job advert or will be discussed at interview.
- Employees working five days a week have 25 days' paid annual leave, increasing to 30 days after five years' service. The annual leave given to employees working less than a five-day week depends on the number of days worked each week.
- For employees working five days a week there are seven fixed public holidays. The number of days given to employees working less than a five-day week depends on the number of days worked each week.
- Employees can join the Local Government Pension Scheme but anyone choosing not to must make appropriate pension arrangements.
- The amount of paid sick leave depends upon service on a sliding scale ranging from five weeks on full pay and five weeks on half pay after 26 weeks' service up to 26 weeks on full pay and 26 weeks on half pay for service of five years or more.
- Employees cannot smoke within council premises or in council owned vehicles.

Any changes to the above details or particular conditions relating to the job will be identified in the job advert or will be discussed at interview.

For some jobs there are political restrictions. If this applies, information about these restrictions and how they may affect you are available on-line.

If you get the job

- We will confirm your appointment in writing.
- We will help you (where appropriate) with any expenses involved in moving house.
- We will help you settle into the job as quickly as possible – our induction programme will help introduce you to us and your job.

Your personal information

We will use the personal information you have provided for the purpose of assessing you for the job you have applied for. We will release your information to those involved in recruiting employees.

We will use the information you provided on the equal opportunities monitoring form to monitor equal opportunities. We will release your information (not your name or National Insurance number) to those involved in monitoring how effective our equal opportunities in employment policy is.

We will hold the information securely and will treat it as confidential unless the law says we must release it. Angus Council is the data controller for the purposes of the Data Protection Act 1998. This means we are responsible for protecting the confidentiality of all information we receive. You have the right to ask to see personal information that we hold about you and to have any mistakes corrected. If you want to do this, please contact the Head of Law and Administration on 01307 461460 or e-mail LAWADMIN@angus.gov.uk.

If you think you have been treated unfairly

We hope you will not need to complain. But if you do, we will take the matter seriously. We aim to investigate all complaints and give a written response within four weeks. If you want to complain, please write to:

**Assistant Chief Executive
Angus Council
Angus House
Orchardbank Business Park
FORFAR
DD8 1AP**

***Thank you
for showing an interest in
working for Angus Council***