



Comhairle nan Eilean Siar

Application for Employment

Notes for Guidance

Please read before completing the Application Form

Please do not submit a CV or submit the same application form for more than one job. Application forms submitted without a completed Equal Opportunities Monitoring Form are unacceptable and will be returned. Applications received after the closing date will not normally be accepted.

GENERAL

1

Information Pack

All information packs contain an application form, acknowledgement slip, job description and person specification, and where applicable, additional information on the area and the post.

2

Equal Opportunities Policy

The Comhairle is committed to offering equality of opportunity in employment regardless of race, sex, marital status or disability. To monitor effectiveness of the Equal Opportunities Policy the numbers of applications by race, sex and disability need to be monitored. You are therefore required to provide this information on the Equal Opportunities Monitoring Form.

3

Equal Opportunities Monitoring Form

It is essential that the form is completed. It will be parted from the application form and is not used in any way for selection purposes. Ethnic origin questions are not about nationality, place of birth or citizenship. They are about colour and broad ethnic groups - UK citizens could belong to any of the groups indicated on the application form.

4

Job Sharing

Job Sharing is the voluntary sharing of the duties and responsibilities of one full-time job. APT & C posts may be considered suitable for job sharing unless the Comhairle demonstrates that it is not practicable to share a particular post. All teaching posts are excluded.

Applications for Job Sharing can be made by 2 candidates applying jointly for a vacant post and both may be successful, one successful candidate appointed to a vacant post on a job share basis and the remaining portion advertised or two candidates applying independently of each other appointed to a vacant post on a job share basis subject to both satisfying the requirements of the job.

5

Politically Restricted Post

Some posts are designated as 'Politically Restricted' in accordance with the Local Government and Housing Act 1989. This means that the holders of these posts are prohibited from participating in political activities or publicly expressing support for a party.

Job Descriptions for posts which fall within this category will indicate that the postholder is 'Politically Restricted'.

6**Relocation Package**

In relation to qualifying posts, removal expenses and lodging allowance may be payable. Details are available from the Personnel Section.

7**Smoking Policy**

The Comhairle operates a 'No Smoking Policy' in the majority of its indoor working areas, including all schools. However, in some establishments a permitted smoking area may be available.

8**Shortlisting**

The information provided on the application form will be assessed against the criteria on the Person Specification and used to decide who will be shortlisted and invited for interview.

Shortlisting will normally take place within 2 weeks of the stated closing date. You will be contacted by letter regarding the outcome of the shortlisting process. Applicants will only be shortlisted if they demonstrate that they can meet the essential requirements of the Person Specification that can be assessed from the application form.

9**Interview**

You will normally be given 2 weeks notice of the interview date, unless, in exceptional circumstances, interview arrangements cannot be changed.

Interviewees will be required to take with them to interview evidence of any appropriate qualifications or diplomas referred to in the Person Specification. This also applies to membership of any professional associations.

10**Complaints**

Applicants for posts with the Comhairle have the right to complain if they feel they have been unfairly treated or discriminated against during the recruitment process. Any complaint must be lodged in writing with the Personnel & Training Manager. Your complaint will be investigated thoroughly and a statement on the outcome of the investigation will be made available to you.

APPLICATION FORM**1****Referees (Section 3)**

Referees will be contacted prior to interview unless you indicate in this Section that you do not want us to do so.

2**Employment Record (Section 4)**

Please ensure your employment details and dates showing periods of unemployment, domestic activities or voluntary work are continuous. Document your major responsibilities, starting with your current employer.

3**Health (Section 8)**

All candidates must be medically fit to carry out the duties of the job for which they are applying. This will normally be determined on the basis of the answers you give in this Section. However, shortlisted candidates will also be required to complete a detailed medical questionnaire, and may be asked to undergo a medical examination if successful.

4**Relationship to Councillor/Senior Officer (Section 8)**

You are asked to indicate whether you are related to a Councillor/Senior Officer. A Senior Officer is an Assistant Director or above. This is so that any persons listed will not take part in your possible appointment and that, in terms of the appropriate Standing Orders, any relationships to a successful postholder are reported to the appropriate Committee.

Convictions Not Spent

You must list any convictions that are still current under the Rehabilitation of Offenders Act (1974). These will not be taken into consideration unless they are relevant to the duties of the post. Please tick 'YES' and list any convictions if you have any. If you have no current convictions or cautions tick 'NO'.

Spent Convictions

If the post you are applying for involves the following activities it is exempt under the Rehabilitation of Offenders Act. This means that you must tell us about all convictions and cautions - even from a long time ago.

These posts are those with regular, unsupervised access to:-

- 1 Children under sixteen
- 2 Children with special needs under eighteen, and
- 3 Children under eighteen in residential care

If you are applying for one of these posts and are successful, you will be asked to fill in a form giving details of all convictions and cautions before you start work. This form will be checked against police records.

How long is a Rehabilitation Period?

This depends on the sentence given. For a custodial sentence, the length of time actually served is irrelevant. The rehabilitation period is decided by the original sentence and commences on the date of conviction.

Sentences of more than 2 1/2 years can never become spent.

Other sentences become spent after fixed periods from the date of conviction.

Here are some examples:-

Sentence	Rehabilitation Period	
	Aged 17 or over when convicted	Aged under 17 when convicted
Prison (immediate or suspended sentence) or youth custody more than 6 months and not exceeding 2 1/2 years	10 years	5 years
Prison (immediate or suspended sentence) or youth custody 6 months or less	7 years	3 1/2 years
Fine or community service order	5 years	2 1/2 years
Absolute discharge	6 months	6 months
There are sentences for people under 21 for which there is no variation in the rehabilitation period according to the age when convicted.		
These are:-		
Borstal (replaced by youth custody in May 1983)	7 years	
Detention Centres	3 years	

6**Disabled Applicants (Section 8)**

A disability or health problem does not preclude prospective applicants from consideration for a job and applications are encouraged from disabled persons. You are asked to indicate in Section 8 of the main application form whether your disability prevents you from undertaking any of the duties of the post and why. Disabled applicants who meet the essential criteria of a vacant post are guaranteed an interview. You are also asked in Section 8 to indicate any arrangements which may need to be made in order for you to attend an interview. The Comhairle recognises its legal obligation not to discriminate unfairly against people with disabilities and to make a 'reasonable adjustment' if the work premises or working arrangements place a disabled person at a substantial disadvantage compared to a non-disabled person. It is for that reason that specific questions are asked in the application form.

7**Experience (Section 9)**

This Section offers you the chance to promote yourself and demonstrate the relevance of your application against what is required in the Person Specification. Please make sure your answer is clear and legible and continue on two sides of an A4 sheet.

8**Canvassing (Section 10)**

You must not canvas Members of the Comhairle, Senior Officers or School Board Members in relation to your application. This means you must not seek support from these persons or attempt to ask them to influence the decision. If you do, you will be disqualified or, if this is discovered after appointment, you will be liable to dismissal.

9**Hours Worked (Section 5)**

Please note that the total number of hours worked for the Comhairle must not exceed 35 hours per week for APT&C staff or 37 hours per week for manual workers.