



# 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. You can apply for externally advertised posts online at <https://www.cne-siar.gov.uk/>.***

#### **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 equality of opportunity both as an employer and a service provider irrespective of gender, age, disability, race, sexual orientation, religion or belief, marital status, gender reassignment or pregnancy or maternity. To assist us to monitor the effectiveness of our equality and diversity policies and practices you are encouraged to complete the Equal Opportunities Monitoring Form. This information will assist the Comhairle to identify and take action on any areas of potential disadvantage.

##### **3 Equal Opportunities Monitoring Form**

The Comhairle is required to monitor all stages of the recruitment and selection process. The Equal Opportunities Monitoring Form will be used for monitoring and reporting purposes only. The information provided is confidential and the form will be separated from your application form prior to the selection process.

##### **4 Job Sharing**

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

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, relocation expenses may be payable. Details are available from the Personnel Section.

## **7 *Smoke Free Policy***

The Comhairle complies with The Smoking, Health and Social Care (Scotland) Act 2005 and as such smoking is banned in workplaces.

## **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. Anyone not currently employed by the Comhairle will require to bring specified documentation as verification of their entitlement to live and work in the UK.

## **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 Head of Human Resources. Your complaint will be investigated thoroughly and a statement on the outcome of the investigation will be made available to you.

## **APPLICATION FORM**

### **1 *References (Section 3)***

You must provide two referees, at least one of whom should be your current or most recent employer. References from friends or relatives will not be accepted.

Referees will only be contacted once a conditional offer of appointment has been made. As a prospective employer, the Comhairle may contact any former employer in addition to your referees.

### **2 *Employment Record (Section 4)***

Please note when entering Work History this must include current and all previous employment. The entries for the last 3 years must include any time spent at School, College, University, Career Breaks, Periods of Unemployment, Volunteering, or Travelling / Time Spent Abroad and these dates must run concurrently with no gaps in the 3 year period prior to the date of your submitted application.

### **3 *Hours Worked (Section 5)***

Please note that the total number of hours worked for the Comhairle must not exceed 37 hours per week.

### **4 *Relationship with Councillor/Senior Officer (Section 8)***

You are asked to indicate whether you are related to a Councillor/Senior Officer. A Senior Officer is a Head of Service 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 with a successful postholder are reported to the appropriate Committee.

## **5 Criminal Convictions (Section 8)**

For posts involving regulated work with children or protected adults you will be required to complete a criminal record check and be a member of the Protecting Vulnerable Groups (PVG) scheme. You will not be provided with an unconditional offer of employment until your PVG registration is processed.

## **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.

## **8 Canvassing (Section 10)**

You must not canvas Members of the Comhairle, Senior Officers or Parent Council 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.

### **Privacy Notice for Employees**

#### ***Using Your Personal Data – Our Obligations and Your Rights***

We, Comhairle nan Eilean Siar, are registered as a data controller with the Information Commissioner's Office (registration number Z7313689).

We collect and use personal data relating to individuals for a variety of purposes. That personal data may be held on paper or electronically, and may be in written form or in the form of images, video or audio recordings. As the controller of that personal data, we are committed to:

- being transparent about how we handle personal data
- protecting the privacy and security of personal data
- meeting our obligations under data protection law

The law requires that any personal data which we hold must be:

- processed lawfully, fairly and in a transparent manner
- collected only for legitimate purposes that have been clearly explained to you and not further processed in a way that is incompatible with those purposes
- adequate, relevant and limited to what is necessary in relation to those purposes
- accurate and, where necessary, kept up to date
- kept in a form which permits your identification for no longer than is necessary for those purposes
- processed in a way that ensures appropriate security of the data

We are responsible for, and must be able to demonstrate compliance with, these principles. This notice informs you of how and why we use your personal data in the context of your employment with us, and what your rights are.

Employees, as member of the public, will also be users of our services. Our general privacy statement provides details of how we use service-users' personal data.

### **Why we use your personal data**

We generally use personal data for so that we can provide public services and carry out our functions as a public authority. One of those functions is as an employer, and we have contracts of employment with all of our staff. We use your personal data because it is necessary for the following lawful reasons:

- to perform and administer a contract of employment which you have entered into, or intend to enter into, with us
- to comply with our general legal obligations as an employer and as a local authority (this includes an obligation to safeguard public funds, so we may use your personal data to help to ensure that all money which is owed to us is paid on time, and we may check your personal data for accuracy in order to detect and prevent fraud)

The categories of personal data which we hold are:

- contact details
- financial information (for administering payroll, tax and pension benefits)
- training and development records
- staff management records (for example relating to sickness absence, flexible working, disciplinary and grievance processes)
- recruitment records

The law provides additional safeguards for personal data which relates to racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic or biometric data, health, or sex life or sexual orientation. We may use such personal data (for example for the purposes of occupational health referrals) but only if you have given your consent or the law otherwise allows us to do so. You may also be invited to provide such personal data and other equalities-related information which will be used for statistical monitoring of the composition of our workforce.

We may only use personal data relating to criminal convictions in limited situations where the law specifically allows us to.

### **How we obtain and share your personal data**

Usually we will have obtained personal data directly from you either as an employee (or prospective employee) under the terms of an employment contract, or an applicant in anticipation of entering into an employment contract. It is a contractual requirement for you to provide personal data to enable us to recruit staff, and perform and manage employment contracts. For example, we could not fulfil our obligation to pay you if you failed to provide us with your bank details. You are therefore obliged to provide the personal data, and if you do not then we would not be able to manage the recruitment or the employment relationship.

In some circumstances it might also be a statutory requirement for you to provide us with personal data, for example so that we can carry out Disclosure Scotland checks, or so that we can apply the PAYE scheme. If you fail to do so, you may be prevented from carrying out certain work or be prejudiced in other ways. It may also be a breach of the law which might result in legal action being taken against you.

We will also frequently obtain personal data from, or share it with, other people and organisations, but we will only do so if it is necessary and for a lawful reason. Depending on the circumstances, we may share personal data about you with people or organisations in the following categories:

- Health, such as GPs and occupational health practitioners
- External regulators and licensing authorities such as the Health and Safety Executive, Care Inspectorate, Scottish Social Services Council, Scottish Public Services Ombudsman and the General Teaching Council for Scotland
- Training bodies such as the Scottish Qualifications Authority and Skills Development Scotland
- Government departments such as the Department for Work and Pensions and Her Majesty's Revenue and Customs
- The Scottish Government
- Previous employers and referees
- Financial bodies such as pension-providers and insurers
- People or organisations acting on your behalf such as trades unions, advisory services and lawyers
- Contractors and services-providers such as payroll software companies
- Other people or organisations such as banks and insurance companies

We may also share your personal data with other public bodies if we consider that they have a legitimate interest in having it, such as to detect or prevent crime. We will not share your personal data in this way if your interests or your fundamental rights and freedoms prevent it.

We do not usually need to transfer personal data outside the European Economic Area, but if we do, we will ensure that the recipient has appropriate and suitable safeguards in place to protect the personal data.

**Consent**

If we are using your personal data because you have consented to it, you have the right to change your mind and withdraw your consent at any time.

**Retention**









We will retain your personal data only for as long as is we need it in accordance with our Records Management Plan. This will usually be for 5 years from the end of the employment relationship, but may be for a shorter or longer period depending on the circumstances.

**Automated decision-making**

We will not engage in any automated decision-making or profiling in relation to your personal data.

**Your rights**

You have the following rights in relation to our use of your personal data:

	To be informed about how we use your personal data and about your rights; this notice provides that information
	To have access to your personal data upon request
	To ask us to rectify any inaccurate or incomplete personal data which we hold about you
	To ask us to erase (delete) any personal data which we hold about you
	To ask us to restrict our use of your personal data if the data which we hold is inaccurate or there is an issue with our use of your personal data
	To object to our use of your personal data in some circumstances
	To receive your personal data in a portable, standard and machine-readable format in some circumstances
	To lodge a complaint with the supervisory authority, the Information Commissioner's Office, about how we use your personal data or how we deal with any of the matters set out in this notice. Please visit the ICO's Website for contact details.

You also have the right to complain to us using the grievance procedure. You do not have to use that procedure before complaining to the ICO.

If you wish to exercise any of these rights (except your right to raise a grievance or complain to the ICO), or have any queries or concerns about our use of your personal data, please contact our Data Protection Officer:

Tim Langley, Legal Services, Council Offices, Sandwick Road, Stornoway, Isle of Lewis HS1 2BW ([tim.langley@cne-siar.gov.uk](mailto:tim.langley@cne-siar.gov.uk)).

If your query or complaint actually relates to an employment matter rather than our use of your personal data, please contact your Line Manager or Human Resources in the first instance.

Personnel Section  
May 2018