

## Department of Business Support - Human Resources

### **INFORMATION BOOKLET FOR JOB APPLICANTS**

**ALSO AVAILABLE IN LARGE PRINT OR DIGITAL VERSIONS  
(PHONE 01274 432048 OR E-MAIL [jobs@bradford.gov.uk](mailto:jobs@bradford.gov.uk))**

#### **GENERAL INFORMATION ABOUT THE COUNCIL**

The City of Bradford Metropolitan District Council covers the communities of Baildon, Bingley, Bradford, Denholme, Haworth, Ilkley, Keighley, Shipley, Silsden, Queensbury and surrounding areas.

It serves a population approaching 468,000 and employs about 20,679 people. In terms of population, it is the fourth largest Metropolitan District Council in the country.

There is a wide range of jobs within the Local Authority, from the higher levels of management to professional workers, administrative and clerical support staff, teachers, lecturers, social workers and craft and manual workers. Much of our work involves close contact with the public and there are many opportunities for employees to take an active interest in community-based initiatives. The services in many of the Departments are becoming increasingly devolved to a local level in order to respond more effectively to community needs.

The aim of the City of Bradford Metropolitan District Council is to become an employer who offers genuine equal opportunities to people looking for work, and which does not unfairly discriminate against any sections of society in its recruitment and selection.

The Council services are provided from a number of Departments and the employees of these Departments are based at various buildings throughout the City of Bradford Metropolitan District Council area and provide a wide range of services to the community.

Those services are paid for by the people of the Bradford District and are overseen by the elected representatives (Councillors) who lay down the Council's policies and ensure that it provides services on behalf of the people of our district.

**PLEASE NOTE THAT THE COUNCIL DOES NOT ACKNOWLEDGE RECEIPT OF APPLICATION FORMS. IF YOU ARE SHORTLISTED, YOU WILL BE CONTACTED SHORTLY AFTER THE CLOSING DATE. HOWEVER, IF YOU DON'T HEAR FROM US IN 4 WEEKS, THEN PLEASE ASSUME THAT ON THIS OCCASION YOU HAVE BEEN UNSUCCESSFUL**

#### **EQUAL RIGHTS STATEMENT**

The Authority is committed to creating and promoting equal rights and diversity and is working towards eliminating all forms of discrimination, inequality, exclusion, victimisation, harassment and bullying and will:-

1. Ensure that members of diverse communities are able to obtain appropriate and high quality services and seek employment opportunities.
2. Ensure that no individual is excluded from service provision because of their diverse requirements.
3. Ensure that equal rights and diversity are an integral part of strategic and operational priorities.
4. Achieve a workforce that reflects the makeup of the diverse communities in the district.
5. Establish equality and diversity objectives and performance targets, which are evaluated against local and national indicators, taking remedial action where necessary.
6. Assess, monitor and review existing and proposed policies, procedures (including procurement/commissioning) to ensure there are no individual or institutional discriminatory practices.
7. Ensure that our employees or organisations delivering contracted services have an explicit responsibility to create an environment of mutual respect at their workplace, in their dealings with each other and the diverse communities they serve.
8. Ensure that there is a clear expectation of employees or organizations delivering contracted services to incorporate equal rights in their work practices and behave in a manner consistent with our declared policy and procedures in this area.
9. Actively combat discrimination and exclusion locally, nationally and internationally in the context of service provision.
10. Consult and work in partnership with the diverse communities, other agencies, national and international bodies and the trade unions to combat disadvantages, discrimination, exclusion and promote equal rights and diversity. It is the responsibility of our organisation, the managers, staff and people delivering contracted services to ensure that this statement is implemented.

## Information Booklet For Job Applicants

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### **APPLYING FOR A JOB WITH BRADFORD**

Completing the application form is the first step in the recruitment process which may lead to the offer of an interview and the possible offer of a job. It is therefore most important that you complete all sections of the application form as clearly and fully as possible.

Please write or type your form in black ink because we have to photocopy the form and some other colours do not copy very well.

### **NOTES TO HELP APPLICANTS IN COMPLETING AN APPLICATION FORM**

Please read all these notes before completing an application form.

When you apply for a post with Bradford Metropolitan District Council, selection for interview is based on the information contained in your Application Form and Additional information. Do not send a standard curriculum vitae (CV) as we shortlist on the basis of your ability to meet the requirements of the Personnel Specification, and a standard CV may not cover all the points that you need to emphasise.

As you will see, the Application Form is divided into several sections. Make sure that you include something in each section (don't be afraid to repeat yourself from one section to another if you think it is necessary to cover all your attributes).

Remember the Personnel Specification indicates in the "how identified" column, at what stage of the process the information you send us will be judged. So where it says "Application Form", please ensure that you show how you meet our requirements.

### **ARE YOU RIGHT FOR US?**

Regardless of the post you have applied for, we are looking for certain qualities in employees joining the Local Authority:

1. You must care about people and be prepared to work closely with members of the public and community groups.
2. You should understand that the Council is committed to equal opportunities, both for employment and in access to the Council's services, and we expect you to actively support these aims.
3. You should get on well with people and be able to communicate with people of differing social and cultural backgrounds.

If you measure up to these qualities, then you are the type of person we are interested in. Of course, we will need to be sure that you can carry out the specific duties of the post for which you have applied. In many cases, on the job training is provided. All new employees are given initial induction training. Other training is provided to meet individual needs in association with appropriate supervisors/managers. Please note that only exceptional candidates will commence on higher than the base point of the salary grade.

### **JOB DESCRIPTION AND PERSONNEL SPECIFICATION**

You must have received and read a Job Description and a Personnel Specification for the job in question before applying.

The Job Description describes the tasks and responsibilities of the post (i.e. the duties you would be expected to carry out).

The Personnel Specification sets out the experience/qualifications/knowledge, qualities and attributes that the Recruitment and Selection Panel would be seeking from you and examples of these should be included in your application form.

You must ensure that you explain to us how your skills, qualifications, experience etc. are relevant to the post and how you match the essential and desirable qualities and skills we are seeking (using examples as necessary).

**REMEMBER** – make sure that your application is thorough enough so that our criteria requirements can be matched against your Application Form.

It is up to you to prove to us that you meet the requirements of the post.

### **THE APPLICATION FORM**

If you have applied for more than one job, you must fill in a different form for each job because the personnel specification requirements will also be different. The Recruitment and Selection Panel will be looking for different criteria for each job, so give yourself the best chance by filling in a form for each job, bearing in mind what is required for that particular position.

Before beginning to fill in the form, it is a good idea to make a copy of it and fill this in roughly. You can then make changes until you feel you have covered everything and then fill in the actual form to return to us.

Read the form through carefully before you write anything. It is a good idea to make a rough draft of what you want to say. Read all the information that has been sent to you. This will tell you what we are looking for – experience, skills, qualifications and so on. You will need to show on your application form that you have the attributes we are looking for. When you have finished, check it through to make sure that you have covered all the points that you need to emphasise. Write out the form in a brief, well –organised positive way. Use words like "I plan" or "I organised" and so on. State what your specific role was, what you were responsible for, etc.

## **Information Booklet For Job Applicants**

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Do not send a curriculum vitae (CV) because we shortlist on the basis of your ability to meet the requirements of the personnel specification, and a CV may not cover all the points that you need to make.

Do not forget to include any skills and experience that you may use outside work. This may show the things that we are looking for just as much as any work experience. For example, do you help to run a club or voluntary group? Have you had a position of responsibility in a Trade Union? Have you campaigned an issue? If so, write about it. If you have any doubt where to include this experience, then the Additional Information section of the form should be used.

In every section, if you feel you need more space, use extra sheets of paper. If you do, please put your name on these sheets with the post reference number – shown on the front of the application form.

### **FRONT PAGE – PERSONAL DETAILS**

Make sure you complete all the details fully. Think about whose names you can give as referees. Choose two people who can say something useful in relation to the duties of the post applied for. Ask these people if they are willing to be a referee and what they might be able to write if a reference is requested. If you are currently in employment, one of the referees should normally be your present employer, or if you are a student one of the referees should be your school/college tutor. Please do not send copies of the references with your application form. If you wish to withhold permission to contact referees, you should give clear instructions on the application form.

### **PAGE TWO**

Education and Qualifications - Include in this section all school and further/higher education. Ensure that results/grades are included, where they were obtained, how obtained and exact dates (i.e. June 1997-June 1998)\*.

Professional Qualifications/Membership - Include in this section all Professional Qualifications and membership of an Institute or Body. Ensure that full details, including dates, are included.

Training and Development - Include in this section all relevant training to the requirements of the post. Ensure that results/grades, how obtained and exact dates are included/\*

Language Skills - Include in this section any language skills, other than English, that you have.

\* If a qualification is asked for on the Personnel Specification make sure you give all the information required such as 'O' or 'A' levels, GCSE, RSA, BTEC, NVQ, GNVQ, etc in order that we can check for equivalent levels.

If you are shortlisted, at the interview you will be required to produce copies of the relevant qualifications. Checks will be carried out before any offers of appointment are made. You are, therefore, advised to take steps to ensure that you either have original certificates, etc available or you can submit original notifications from the relevant examining bodies (originals will have to be produced after a job offer has been made).

### **PAGE THREE**

Employment History and Previous Employment - You need to give details of past employment relevant to the job you are applying for. Enter the names and addresses of past and present employers, starting with the most recent.

You can also include any part-time or voluntary work you have carried out. If you include any voluntary work, list the name and address of the group(s) involved and as the Personnel Specification, under Experience, will ask for a minimum amount of years experience you should enter enough information so that the Recruitment and Selection Panel can judge this, e.g. put exact dates, i.e. March 1995 to September 1996, and include how many hours per week/month you worked.

Include any skills and experience gained outside work. This may show the criteria we are looking for just as much as paid employment, e.g. home based, social/community activities, voluntary work.

### **BACK PAGE**

Equal Opportunities Monitoring - As an Equal Rights employer, the council seeks a workforce which reflects the community in which it serves. To ensure this policy is carried out effectively, we ask all applicants to provide information as requested on this page. Please note it will be used only for administrative and monitoring purposes and will be confidential and not used to discriminate against any individual applicant.

Job Sharing - If this post is full time and it has been advertised as being suitable for Job Sharing, please tell us whether you are applying for a full time post, willing to Job Share, or whether you would consider either

Disability - If you consider yourself to be a disabled person, please say so. In accordance with Council Policy, any disabled applicant who demonstrates that they fulfil all the criteria ranked as ESSENTIAL on the Personnel Specification will be invited for interview.

Signing and dating the Application Form - Please sign and date the Application Form to state that all the information provided is correct to the best of your knowledge. Please be aware that withholding, falsifying or omitting of relevant information by a successful candidate are grounds for disciplinary action being taken.

## **Information Booklet For Job Applicants**

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***FINALLY ENSURE THAT YOUR APPLICATION FORM IS RETURNED IN TIME TO MEET THE CLOSING DATE DEADLINE AND GOOD LUCK!!!***

### **WHAT HAPPENS NEXT?**

If you are shortlisted, you will be contacted shortly after the closing date. However if you don't hear from us in 4 weeks, then please assume that on this occasion you have been unsuccessful, but do not let this stop you from applying for other vacancies.

### **COMPLAINTS PROCEDURE**

The Council has a Code of Practice on Recruitment and Selection to make sure that good practice is followed throughout the recruitment process and that the best person gets the job.

Occasionally, however, candidates may consider that their application has not been dealt with fairly and that the standards and values in the Code have not been followed.

All candidates can ask for feedback about any decision and if the explanation for non-selection does not satisfy you, then you should complain in writing to:

The Department of Business Support - Human Resources,  
1<sup>st</sup> Floor, Britannia House  
Hall Ings,  
Bradford,  
BD1 1HX.

### **PENSION**

When you commence employment with the Council, you will in most cases be eligible to join the Local Government Pension Scheme. Your contributions will give you benefits which include inflation proof pension and a tax free lump sum. Further information will be provided when you start work.

### **INTERVIEW EXPENSES**

You may be able to claim travel and subsistence expenses incurred.

### **RELOCATION EXPENSES**

The Council has a scheme which gives assistance to newly appointed staff who have to move house to take up their posts. You can get full details of this from the Department of Business Support – Human Resources.

### **EQUALITY ACT (2010)**

As an equal rights employer we are committed to providing equality of access to employment and to development opportunities for people from all parts of the community. We particularly encourage applications from disabled people who are under-represented amongst our employees. In addition disabled people have particular rights under the Equality Act (2010).

### **REASONABLE ADJUSTMENTS**

To support our aim of removing barriers to employment for disabled people we are committed to making any necessary reasonable adjustments. These adjustments may include modifying the selection process, the job role or the working environment. To assist us in planning to accommodate your individual needs (if any); it would be helpful if your application could be supplemented by any information you may wish to provide about your needs. This information will be treated as confidential within the recruitment process and will be used solely with your consent, for the purpose of enabling selectors (and our Occupational Health Unit if appropriate) to make a fair assessment of your capabilities.

### **GUARANTEED INTERVIEW**

It is the Council's policy to guarantee interviews for disabled applicants who meet all the essential shortlisting requirements of the post as detailed in the personnel specification, taking into account any reasonable adjustments that may need to be made. As we wish to ensure that disabled applicant's needs are taken into account during the selection process, all candidates will be asked, at interview, questions relating to any disabilities they may have which are relevant to the requirements of the post.

### **FURTHER INFORMATION/ALTERNATIVE FORMATS**

If you need further advice or assistance in order to complete your application form, or if you would like it in a different format i.e. Braille, tape, disc or large print, please contact the Department of Corporate Services - Human Resources or school where you obtained the application form.

### **REHABILITATION OF OFFENDERS/PROTECTION OF CHILDREN/VULNERABLE ADULTS**

Certain positions within the Council, particularly posts within the Department of Children & Young People and Adults and Community Service are exempt from the Rehabilitation of Offenders Act, and in addition some are subject to provisions concerning the protection of children and vulnerable adults.

In these circumstances, failure to disclose any previous convictions could result in dismissal or disciplinary action by the Council. Any information given will be treated as confidential and will only be used in relation to the particular post applied for. You should note, however, that the information you have provided to us will be checked with the Police, since we have a legal duty to protect our client groups when making appointments in certain defined areas – this is known as a disclosure check.

### **DISCLOSURE CHECK WITH THE CRIMINAL RECORDS BUREAU**

If the post for which you are applying has been designated by the Authority as requiring a disclosure check, you will be asked to complete a form to enable this check to be carried out. Further information will be provided if you are invited to interview.

**N.B.** A check of the ISA barred lists is undertaken. Those barred from working with the client group this post refers to **MUST NOT APPLY**.

### **POLICY ON THE EMPLOYMENT OF PEOPLE WITH A CRIMINAL RECORD**

Bradford Metropolitan District Council is committed to recruiting effectively and fairly, selecting candidates on the basis of their skills, qualifications and experience.

Good recruitment and vetting requires attention to all pre-employment checks including written references, identity and qualification checks, full employment history, and where an assessment of risk has indicated this is necessary, Criminal Records Bureau disclosures known as CRB checks. For providers of services inspected by the Commission for Social Care Inspection (CSCI) the checks are a legal requirement.

As an organisation using the Criminal Records Bureau Disclosure Service to assist in making safer recruitment decisions, the Council will comply with the CRB Code of Practice. See [www.crb.homeoffice.gov.uk](http://www.crb.homeoffice.gov.uk)

Employment decisions will therefore be made on a post by post basis and taking into account the specific nature and relevance of convictions disclosed. The Council undertakes not to discriminate unfairly on the basis of information revealed, in the knowledge that an estimated 20% of the working population may have a criminal record.

**However, at all times, the Council's highest priority will be the protection of children and vulnerable adults and of the Council's resources. Recruitment Managers will be rigorous in their assessment of those seeking positions of trust.**

The Council will ensure that applicants for positions where a disclosure is required are made aware of this.

At interview or on a separate occasion, the Council will discuss with the applicant any information revealed in the check before deciding whether to proceed with the appointment. Failure to reveal or attempts to conceal convictions or other relevant information, or failure to co-operate with the discussions is likely to lead to the Council withdrawing an offer or not pursuing the application further.

For employees, a failure to reveal or attempt to conceal a conviction or other relevant information is likely to lead to dismissal.

The Council will ensure recruiting Managers are given guidance on making decisions in respect of CRB disclosures, covering both the level at which the decision can be made and criteria for decision making.

The Council undertakes to keep criminal record checks secure and accessed only by those making recruitment decisions. Information will be securely destroyed once no longer needed, in line with the CRB Code of Practice, except in services regulated by the Commission for Social Care Inspection (CSCI) where CSCI guidance will be followed.

### **TRADE UNION MEMBERSHIP**

This Council supports the principle that all employees should be encouraged to be members of an appropriate trade union recognised for the purpose of negotiation and consultation.

### **IMMIGRATION, ASYLUM & NATIONALITY ACT 2006**

This legislation was brought in by the Government to ensure that employees have the legal right to work in the UK and all shortlisted applicants will be asked to produce documented proof. This will normally be your official National Insurance number or some other similar evidence.

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Dated December 2010  
Contact HR Support Services  
Information for Job Applicants