

# Recruitment Guidance

## Recruitment Commitment

Our aim:

- To treat you in a polite, helpful and friendly manner at all times.
- To give you sufficient notice of the date of the interview and details of any presentations or assessments required.
- To make reasonable arrangements to enable you to attend the interview e.g. ramp access, signer, induction loop etc.
- To advise you within 2 weeks of the closing date if your application has been shortlisted unless otherwise notified in the Candidate Pack.
- To ensure that any applicant with a disability who meets the essential criteria for the job will be invited for interview.

# Data Protection

Find out how we will use and store your information by accessing the link to our Privacy Notice:

**<http://www.orkney.gov.uk/Online-Services/privacy.htm>**

The application forms of all candidates, references and a summary of the decision made are securely stored for 6 months. All other papers are destroyed confidentially after a decision has been made.

## Equal Opportunities Form

This information will not be taken into account in the recruitment process. It will be held on a computer database and used to produce reports to monitor that our employment policies and practices promote equal opportunities and eliminate discrimination.

## Guidance for completing application form

- Please complete all sections of the application form fully and truthfully. CVs are acceptable if you have a visual impairment.
- Please type or print using dark ink.
- A separate application must be made for each position applied for.
- Please make certain that your application form is received by the closing date.
- If you receive an invitation to interview and are unable to attend, we would ask you to advise us immediately as it may be possible to make alternative arrangements.

## Personal details

We are a Disabled Confident Employer and will guarantee to interview any applicant with a disability who matches all the essential attributes required of the job. A disability is a physical or mental impairment which has a substantial and long-term adverse effect upon your ability to carry out normal day-to-day activities.

If the post you are applying for requires extensive travelling between various work locations, you will be expected to fulfil this requirement efficiently and effectively whilst meeting the operational requirement of the Service.

## References

Please provide details of two referees, one of whom must be your present or most recent employer unless you have never worked in paid employment. If this is the case, you may give the name of a person who can confirm the information that you have provided and comment on your suitability for the job. References must not be provided by partners or relations. References will be requested for the successful candidate once they have been verbally offered the post.

## Qualifications

Please give details of any relevant qualifications obtained at school or through further or higher education. Also provide details of your membership of any appropriate professional bodies.

## Employment

Please provide details of your current employment including your gross salary and a summary of the main duties of your job. Also provide details of your previous employment including a short description of the purpose of each job and the reason that you left. List your previous employment details in date order with the most recent first. Include periods of voluntary, home-based or casual work accounting for any gaps in employment not spent in further or higher education.

## Statement in support of application

Please use this section to provide evidence and examples of how you meet the attributes detailed in the person specification. You should provide details of your skills, abilities, experience (both within and outwith work), training, continuous professional development and qualifications and explain how these are relevant to the person specification. If you have never been in paid employment or have not worked for a long time, provide evidence of your experience outside work including voluntary/ community work, leisure activities, domestic responsibilities or student placement. You should continue your statement on an attached separate sheet if necessary.

## Criminal Convictions

Applications for most jobs do not oblige you to mention spent convictions when applying for a job.

A spent conviction is one that can be ignored after a rehabilitation period that is a set length from the date of conviction.

The Police Act 1997 and the Protection of Vulnerable Groups (Scotland) Act 2007 allow Disclosure Scotland to issue standard and enhanced disclosures, and PVG scheme records (collectively referred to as 'higher level disclosures').

The Police Act 1997 and the PVG (Scotland) Act 2007 Remedial Order 2018 amends both Acts to allow the recipient of a higher level disclosure to make an application to a sheriff for removal of a conviction for an offence in the list of offences which must be disclosed unless a sheriff orders otherwise. The sheriff can order removal of the conviction information from the disclosure if they consider it is not relevant.

**[www.legislation.gov.uk/ssi/2018/52/contents/made](http://www.legislation.gov.uk/ssi/2018/52/contents/made)**

The application form that you receive will guide you as to what type of convictions you are required to declare but if you have any doubt about the information you are required to provide on criminal convictions, please contact **0141 212 7555**.

## Relationships to Council Staff/ Elected Members

Please give details of any elected member or employee of the Council to whom you are related. Deliberately omitting to make such a declaration may disqualify an applicant, or lead to dismissal if discovered after appointment.