

Recruitment Guidance

Stiùireadh Fastaidh

Recruitment Commitment

Dealas Fastaidh

Our aim:

- To treat you in a polite, helpful and friendly manner at all times.
- To provide on request, a large print, Braille, computer disk, audio tape, or suitable language version of the application form.
- 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 ensure that any disabled applicant who meets the essential criteria for the job will be invited for interview.

To ensure that any applicant who has served in the Armed Forces (Regular or Reserve), or any applicant that is the spouse/partner or dependent of Armed Forced Personnel that meets the essential criteria for the job will be invited for interview.

www.highland.gov.uk

The Highland Council is committed to providing the best possible recruitment service and is working to remove any barriers to equality of opportunity at all stages of the recruitment process.



Data Protection

Dìon Dàta

Equal Opportunities Form

- ◆ Find out how we will use and store your information by accessing the link to our Privacy Notice on recruitment:
www.highland.gov.uk/directory_record/1052194/recruitment
 - ◆ 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.
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- ◆ 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

Stiùireadh air foirm-iarrtais a lìonadh

- ◆ 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 Aspen immediately as it may be possible to make alternative arrangements.

Personal details

If you are called to interview, you will be required to provide documentary evidence of your right to work in the UK.

We are a Disability Confident Employer and will guarantee to interview any disabled applicant who meets all the essential criteria 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.

We are committed to honouring the Armed Forces Covenant so any applicant who has served in the Armed Forces (Regular or Reserve), or any applicant that is the spouse/partner or dependent of Armed Forces Personnel that meets the essential criteria for the job will be invited for interview.

References

Please provide details of two referees, one of whom must be your present or most recent employer. References must not be provided by partners or relatives. Please note that referees will be contacted in advance of final interview

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

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.

Serving the Highland Community - Employee Values

A' Frithealadh na Gàidhealtachd - Luachan Luchd-obrach

Selflessness

We expect the highest standards of personal integrity from our staff in serving the Highland Community as employees of the Council. The following Seven Principles are a summary of those standards. A full copy of our staff Code of Conduct is issued to every new employee and a briefing on its contents and how it is to be applied is provided as part of the induction process.

You should not take decisions which will result in any financial or other benefit to yourself, your family, your friends, Council elected members or other employees. Decisions should be based solely on the Highland Council's best interests.

Integrity

You should not knowingly place yourself under any financial or other obligation to an individual or an organisation which might influence you in your work with the Highland Council.

Accountability

You are accountable to The Highland Council as your employer. The Council, in turn, is accountable to the public.

Objectivity

Any decisions which you make in the course of your work with the Council, including making appointments, awarding contracts, or recommending individuals for rewards or benefits, must be based solely on merit.

Openness

You should be as open as possible in all the decision and actions that you take. You should give reasons for your decisions and should not restrict information unless this is clearly required by Council policy or by the law.

Honesty

You have a duty to declare any private interests which might affect your work with the Council.

Leadership

If you are a manager, you should promote and support these principles by your leadership and example.

