



## **Recruitment Service**

**Guidance Notes on  
Completing the Application  
Form**

**Important - Please Read Carefully**

## Guidance Notes on Completing the Application Form

You are advised to read the following notes carefully as, unless other pre-selection techniques are used, the decision to shortlist you for interview will be based solely on the information you provide in the Application Form. These notes are designed to help you complete the Application Form as thoroughly as possible. Information you provide in the Application Form will be treated as confidential.

### Examine the Job Pack

All Job Information Packs for posts with Leeds City Council contain:

- Application Form
- Job Description and Employee Specification

### Disabled Applicants

A disability or health problem does not preclude prospective applicants from consideration for a job, and applications are encouraged from disabled people. Disabled applicants whose impairment prevents them from carrying out any aspects of a post are still encouraged to apply, since it may be possible to change the duties of a post. There is provision for information to be provided in large print and Braille or on tape. If you have difficulty completing the Application Form due to disability, you may alternatively submit a CV (however this should still follow the same format as the Application Form). For posts carrying an essential car user allowance, alternative arrangements can be made for people whose disability prevents them from driving. Disabled applicants who meet the essential criteria of a vacant post are guaranteed an interview. You are asked to indicate in the 'Additional Information' section of the Application Form any arrangements which may need to be made in order for you to attend an interview.

### Canvassing

You must not canvass members of the Council in relation to your Application. This means you must not seek the support of Elected Members or attempt to ask them to influence the outcome regarding your Application (if you do, you will be disqualified).

### Criminal Convictions

Under the terms of the Rehabilitation of Offenders Act 1974, certain jobs require applicants to declare all criminal convictions/cautions regardless of whether or not they are spent. If the post comes within this category, it will be clearly indicated elsewhere in this pack.

### Presentation

If completing a paper application

- Use a **black pen** so the application can be photocopied
- Do **NOT** attach more than two additional sheets to the Application Form. More than two additional sheets will be discarded at the shortlisting stage
- Check spelling and check that you have completed every section
- Remember to sign the Application Form to declare that the information you have provided is accurate
- Always keep a copy of the Application Form for reference
- Make sure that you send the form to the correct address

- Make sure that your Application Form arrives **before midnight** on the closing date. It is not the Council's policy to accept late applications (although exceptions may be allowed in the case of disabled applicants who receive information in a different format or who have difficulty in completing an Application Form).

## **Completing the Application Form**

### General

Make sure that you read the Application Form fully before you write anything. Write out your Application Form in rough first to help you organise your thoughts. Ensure the information you provide is accurate. Applicants who conceal or misrepresent relevant information at any stage during the recruitment process are liable to be disqualified.

### Employment Experience

Complete this section as fully as possible giving exact dates. Where you cannot remember specific dates, provide as good an indication of the time involved as possible. For jobs requiring pre-employment checks (DBS) you must provide exact dates.

### Qualifications and Training

If specific qualifications are required for the position, this will be stated in the Job Description and Employee Specification. You should complete this section giving details of relevant examination results and grades. If your application is successful, you will be required to provide verification of these qualifications. Make sure you include any NVQs which you are working towards or have obtained.

**CVs will Not** be accepted, except from disabled applicants who have difficulty completing the standard Application Form.

## **Information In Support of Application (Knowledge, Experience, Skills or Competencies)**

- Please read the Job Description and Employee Specification carefully, so you understand what the position involves.
- Ask yourself why you are interested in the position. For example, would it be a promotion or alternatively a good career move sideways to broaden your experience?
- Do not simply repeat your career history. Pick out the competencies required by the Job Description and Employee Specification and provide evidence that you possess these.
- Applicants declaring a disability may submit more than two additional sheets and, therefore, provide additional information so that consideration may be given to making reasonable adjustments.
- Please note that applicants will only be shortlisted if they demonstrate on their application that they meet the essential requirements of the role. Please ensure that you address all areas of the Employee Specification.
- You must give evidence that shows how you meet the specification. If the specification states "able to use initiative and work unsupervised", it will not be sufficient to say "I can work unsupervised and show initiative". You must quote examples of your work/life which demonstrate these attributes.

- Mention any relevant experience you have acquired outside work, for example through community, voluntary or leisure interests.
- Above all, gear your Application to this specific job.
- Internal applicants must not assume any prior knowledge on behalf of the shortlist and interview panel, and must give full details of their abilities.

### **Smoking Policy**

Leeds City Council operates a “No Smoking Policy”.

### **Probationary Policy**

All new entrants to local government will be subject to a probationary period.

### **Pre-Employment Health Declaration**

Leeds City Council is committed to the health and safety of its staff. As part of this commitment, every prospective employee is required to complete a health declaration prior to taking up employment.

As Leeds City Council is an equal opportunities employer, the health declaration will not impair an individual’s chances of employment with the Council (unless it is clear that resulting health and/or safety problems will be caused for colleagues, clients or the applicant themselves, and no reasonable adjustments can be made).

The aim of this process is to;

- Identify any potential risk to the health and wellbeing of prospective employees, colleagues and clients
- Identify any support needed by employees to perform a job effectively
- Identify any disability issues (in particular to pursue Access to Work Funding and to comply with the Equality Act 2010)
- Identify any potential attendance problems
- Provide a baseline of health for future reference
- Identify the need for on-going health surveillance, i.e. the need to check regularly for early signs of work-related ill-health in employees exposed to certain health risks
- Comply with health and safety legislation

The health declaration forms are designed to be proportionate to the role applied for and not be lengthy or intrusive. Medical confidentiality will be respected in terms of processing and storage of the submitted information.

## **Flexible Working**

Flexible working is a term used to describe a wide range of work patterns which encourage you to have a healthy work life balance. Flexible working allows you more freedom to organise your work to fit in with other parts of your life.

The council has a suite of flexible working options which are voluntary for Leeds City Council employees and have been developed in partnership with trade unions.

Flexible working means all employees can request a change in:

- The hours they work
- The times of day they work
- Where they work

Flexible working is about treating people fairly.

## **Equality and Diversity Policy**

Leeds City Council has adopted the Equalities Review 2007 definition of an equal society to strengthen our approach to equality and diversity. The definition is:

**“An equal society protects and promotes equal, real freedom and substantive opportunity to live in the ways people value and would choose, so that everyone can flourish. An equal society recognises different people’s different needs, situations and goals and removes the barriers that limit what people can do and can be.”**

The council is committed to:

- Eliminating unlawful discrimination, harassment and victimisation
- Advancing equality of opportunity
- Fostering and building good relations within and between our communities.

The Equality and Diversity Policy is in line with Leeds City Council’s duties and responsibilities under the Equality Act 2010.

### **Our aims are that:**

- All our existing and potential service users are treated with dignity and respect
- Our partnership and contract arrangements promote equality of opportunity
- We work with and between communities to help develop and strengthen relationships
- Our workforce is reflective of all sections of society
- Each employee feels respected and able to give their best.

We will treat everyone with the same attention, courtesy and respect regardless of:

- Age
- Disability
- Race or racial group (including colour, nationality and ethnic origin or national origins)
- Religion or belief
- Sex
- Marriage and Civil Partnership
- Gender reassignment
- Pregnancy and maternity
- Sexual orientation

- Caring responsibilities
- Social class
- Trade union activity.

We will take all reasonable steps to ensure that we do not unlawfully discriminate.

**Our commitment is to create an environment both for staff and people of Leeds:**

- That promotes dignity and respect for all
- In which people are treated fairly and according to their needs
- In which no form of intimidation, bullying or harassment is tolerated
- In which individual differences and the contributions of all are recognised and valued.

**This policy applies to:**

- All council Members
- All service users and those applying to access services
- All contractors and subcontractors
- All employees, whether part-time, full-time or temporary, and all job applicants.

**Roles and responsibilities**

We all have a right to be treated fairly and with dignity and respect. For this to happen we have a responsibility to ensure that our own actions and behaviours are equally fair and that we respect the dignity of others.

Less favourable treatment should be challenged directly, either by the recipient or by any witnesses. Where this is not possible, for whatever reason, the complaints procedure can be used.

**Good practice**

In **all** our activities we will:

- Give due regard to equality and diversity when reviewing existing, and developing new strategies/ policies and services/ functions to ensure that we:
  - Secure flexible and fair working practices
  - Provide excellent services
  - Fairly award contracts, and commission services.
- Engage and involve interested groups and individuals (both internal and external to the council) with our decision-making processes
- Deal with all complaints of discrimination, harassment or victimisation promptly and with sensitivity to all those involved
- Take all opportunities to advance equality of opportunity and foster good relations within and between our communities.

In delivering our services we will:

- Assess the needs of our existing and potential service users and ensure fair access to our services (this includes making reasonable adjustments to enable disabled people to use our services)
- Ensure the availability of appropriate support services (this includes translation and interpretation and making key information available in a range of alternative formats)
- Provide access points for reporting hate crimes.

In employment, learning and development we will:

- Provide increased opportunities in areas of under-representation (this could include school placements, supported trainee schemes or mentoring)
- Continue to progress equal pay
- Assess the needs of our existing and potential disabled employees, and provide appropriate reasonable adjustments
- Take appropriate positive action in recruitment and selection.

### **Support to implement the policy**

All our policies and practices are supported by appropriate training or briefing sessions and guidance. For the equality and diversity policy:

- General and bespoke equality and diversity training is available through Human Resources, and
- Advice and guidance is also available from the Equality Team.

### **Monitoring**

All our policies contribute to our overall aims around equality. Key policies, such as those relating to employment, service delivery, community engagement, commissioning and procurement, are specifically designed to promote equality of opportunity and protect people against unlawful discrimination, harassment and victimisation. We collect and analyse data relating to these areas of policy to identify trends and areas of inequality before taking appropriate action.

### **Communications**

The equality and diversity policy is available on the intranet and on our external website. We will use all opportunities to promote the policy. This includes key messages, induction events for new staff, and specific equality and diversity events.

## Employment Information

The following is some useful information which should answer a few questions you may have about working with Leeds City Council.

<p><b>General</b></p> <p>The general conditions of service are in accordance with the Scheme of Conditions of Service set out by the National Joint Council (NJC) for Local Government Services, as amended and supplemented by the Council from time to time.</p>	<p><b>Office Hours</b></p> <p>Office hours are worked on either a standard hour or flexitime basis, depending upon the nature of the post. The flexitime system operated by the Council allows staff to fix their own hours of work (within limits) to suit their personal circumstances. Staff must be present during certain fixed hours, they must work their contracted number of hours during the period of the scheme, and they should work to an agreed pattern.</p>	<p><b>Pay</b></p> <p>You will be paid monthly by Direct Credit into your Bank or Building Society account on the 16th of every month. Where the 16th falls on a Saturday or Sunday you will be paid on the preceding Friday.</p>
	<p><b>Pension</b></p> <p>Employees automatically become a member of the Local Government Pension Scheme unless they make an election to the contrary after commencing employment. Salary deductions between 5.5% - 7.5% of your pensionable pay will be made depending on your pay band.</p>	<p><b>Maternity Leave</b></p> <p>In addition to the statutory provisions, Maternity Leave and pay are granted to those employees wishing to return to their own job after confinement.</p>
<p><b>References</b></p> <p>Two satisfactory references will be required prior to appointment. One should be from your present or last employer.</p>	<p><b>Job Sharing</b></p> <p>A system of job sharing is in operation which allows applicants to apply for all full time posts (unless the advertisement states otherwise) on the basis that they wish to job share on a half post basis (i.e. usually 18.5 hours per week).</p>	<p><b>Period of Notice</b></p> <p>The period of notice you are required to give to terminate your employment is <b>four</b> weeks unless otherwise stated.</p>
<p><b>Relatives of Members or Officers</b></p> <p>Candidates for any appointment with the Council must disclose any relationship with a Member or Senior Officer of the Council. Candidates who fail to do so shall be disqualified from appointment. Members and Senior Officers are also required to disclose any relationship known to exist with a candidate for an appointment. "Senior Officer" is defined as including all officers whose salaries are graded SO2 or above. "Relationship" refers to any relationship however remote.</p>	<p><b>Relocation Allowances</b></p> <p>Relocation Allowances are available in appropriate circumstances, including legal and agents' fees and removal expenses subject to limits which are reviewed from time to time.</p>	
	<p><b>Data Protection</b></p> <p>We are required under GDPR and the Data Protection Act 2018 to inform you that details of your name, address and the post applied for will be held electronically to facilitate the recruitment process, and the information you provide on the Equal Opportunities Monitoring page will also be held in order to monitor the effectiveness of our policies.</p>	