

GUIDE FOR APPLICANTS



The Job Description

Please study the job description and person specification carefully. They give you guidance about what the selectors are looking for.

Your application

Your application needs to demonstrate how you match or exceed the requirements of the job. It should be:

- Comprehensive – don't assume the selectors know anything about you.
- Brief and to the point – You need to adequately describe your relevant experience in the space provided on the application form.
- Honest and factual.
- Clear and well presented.

Disability

Under our equal opportunities policy, we will interview disabled applicants who have the essential qualifications and experience for a vacancy. To qualify as disabled you need to have some physical or mental impairment that has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

The final decision as to whether or not to offer a job is based on merit. That is, on an assessment of who most closely fits the requirements of the job. A person's disability will only be considered in making the final decision if it is strictly relevant to the job.

If you are disabled, and you might need some adaptation to the equipment or premises to help you in the job, we will be happy to look into the possibility of making suitable changes.

Referees

It is important that you give us the names and full current addresses of two responsible people whom we can contact to check that you are trustworthy and capable of doing the job for which you are applying. Current or recent employers are preferred. If you are selected for interview, we will write to your referees unless you indicate 'No' to the question "May we contact these referees before interview?"

If possible, please check with your referees that they are willing and able to supply references, before you submit your application.

Data Protection Act and use of data

Under the Data Protection Act 1998, Teignbridge District Council reserves the right to collect, store and process personal data about applicants insofar as it is relevant to their applications. This also applies during employment and for 6 years thereafter. It includes processing of sensitive data for the purpose of monitoring the Council's equal opportunities policy. If you are appointed, your name and work address will be provided to the trade unions recognised by the Council for collective bargaining purposes. The Council's computer system will be used to determine if new employees have any outstanding debts with the Authority. The Council is registered with the Information Commissioner for these purposes. Your consent to the Council processing data about you is indicated by your signature on the relevant forms.

If you become an employee of the Council, information provided by you as part of your application will be used as the basis of your employment record.

CRIMINAL RECORDS - POLICY AND PROCEDURES

General Policy

Teignbridge District Council aims to promote equality of opportunity for all. We welcome applications from a wide range of applicants.

A criminal record will not be an automatic bar to employment. It will only be taken into account in recruitment decisions where it is relevant to the job concerned.

Applications for Employment

You do not need to disclose information about 'spent' convictions (under the Rehabilitation of Offenders Act 1974) unless you are applying for a job that is exempt under that Act.

Exempt categories of work include:

- Work in leisure and recreational facilities where the employee has access to children under 18 in the course of his / her normal duties.
- Work in provision of social services giving access to elderly or handicapped people.

Application for Non-exempt Categories of Employment

If you are applying for a non-exempt category of employment and you are invited for interview, you will be asked to provide details of 'unspent' convictions. These may be discussed at interview, so that a risk assessment can be carried out.

In addition we will require evidence to confirm your identity and eligibility to work in the UK.

Any offer of employment may be subject to you obtaining and producing an up-to-date 'basic disclosure' (or criminal conviction certificate under section 112 of the Police Act 1997) from the Criminal Records Bureau. The Bureau plans to make these available from the summer of 2002. This will apply to jobs involving handling cash, security, making commitments or negotiating contracts on behalf of the Council.

Application for an Exempt Position

If you are invited for interview for an 'exempt' post, you will be asked to provide details of any 'spent' and 'unspent' convictions. These may be discussed at interview, so that a risk assessment can be carried out.

In addition we will require evidence to confirm your identity and eligibility to work in the UK.

Any offer of employment in these categories of work will be subject to a 'standard disclosure' or 'enhanced disclosure' (or criminal record certificate under section 113 or 115 of the Police Act 1997) from the Criminal Records Bureau. This will include disclosure of 'spent' convictions. If this produces any information that you have not told us about, you will be given the opportunity to explain or dispute it. If you dispute the information, the matter will be referred back to the Criminal Records Bureau.

Risk Assessment

If you are considered the best candidate for the job, and you have a criminal record, the selection panel will carry out a risk assessment of the relevance of your record. This will involve considering:

- the relevance of your conviction(s) to the work and working environment,
- the seriousness of the offence(s),
- the length of time elapsed since the offence(s) occurred,
- whether there has been a pattern of offending behaviour,
- whether your circumstances have changed,
- the circumstances of the offence(s), and
- any explanation you give.

Spent Convictions

Convictions are 'spent' after the following periods:

SENTENCE	AGE 18 OR OVER WHEN CONVICTED	UNDER 18 WHEN CONVICTED
Prison - 6 months or less.	7 years	3 years
Prison - 6 months to 2½ years.	10 years	5 years
Fine, compensation order, probation, community service and various other orders	5 years	2 years

Criminal Records Bureau

Contact details for the Criminal Records Bureau are as follows:

Address - Disclosure Service, CRB, PO Box 110, Liverpool L3 6ZZ

Telephone - 0870 9090822

Web sites - www.crb.gov.uk and www.disclosure.gov.uk

Confidentiality

The Council applies procedures to ensure information about criminal records is kept confidential, and only made available to those to whom it is strictly relevant. Details are kept on file for no longer than 6 months, allowing time for any dispute to be raised. If no dispute has been raised, they are securely destroyed.

Further Information

Copies of the following documents are available from the Council's Personnel office, telephone 01626 215140:

- a) Criminal Records Bureau - Code of Practice for Registered Persons and other recipients of Disclosure Information.
- b) Teignbridge District Council's Policy Statement on the Use of Criminal Record Disclosures in Employment and the Employment of Ex-Offenders.

Also please call for more details on 'spent' convictions.