

Information for Applicants

This section sets out considerations when making your application. Please read these notes carefully before applying.

Online Submission of the Application Form

Please complete the application form online fully before submitting it. If there are any gaps on the form and you are invited to interview you may be questioned on these. **Please note that all jobs close at midnight of the designated closing date.**

Responses to Applications

You will receive acknowledgement of receipt by email. If you have not heard from us within four weeks, please assume that your application has been unsuccessful.

Completing the Application Form

If you do not understand anything on the form, need help in completing the form in an alternative format (large print, on disc etc.), please contact the Recruitment Team. Please let us know if someone else completes the form for you.

A job description and person specification is displayed for the relevant role. They should be used in conjunction with these guidance notes when you complete the application form.

Personal Details

Please enter your details fully and clearly so we may contact you about your application.

Employment History

Starting with the job you are currently in or the last job you were employed at enter start and finish dates (indicating the month and the year in both cases) – if you are still in this position put 'current' in the 'date left' box. Enter the full name and address and postcode of your employer, your job title, main duties, reason for leaving and final / current salary and benefits. If you are still working in that position, please indicate the notice period you need to give. If you have not had a full time / permanent job, please give details of any other employment you may have had (work experience, part-time, temporary, voluntary or holiday work).

If applying for a position with access to children and vulnerable adults – your full employment history is required. If not, please indicate the jobs you have held in the last 5 years. If your current or last

position was held for 5 years or more, please ensure you list your last 3 employers and position held in each. Please ensure all gaps in your work history are fully explained on the form.

Referees

Give the names and addresses of two referees, one of whom must be your most recent / current employer. School / college leavers should use their tutors.

Relatives and friends may not be used.

Qualifications and Other Relevant Training

Give details of relevant training and qualifications. You will be expected to provide original evidence of qualifications if you are interviewed.

Look at the person specification to see which qualifications /training are essential. You may also have attended training courses or achieved qualifications which, although not essential, may be relevant to the job.

We are also interested in any relevant courses which did not lead to an examination or qualification, and will take into account equivalent education / qualifications gained overseas or part of a vocational training scheme as long as these can be confirmed.

Experience

We are interested in all employment you have undertaken. If you have not had a full time or permanent job, please give details of any other employment you may have had (work experience, temporary, part-time, voluntary or holiday work).

It is important that you explain any gaps in your work history.

Supporting statement

This statement, tells us why you think you could do the job. An incomplete statement will render your application invalid

You should provide evidence of your relevant experience, skills and knowledge by giving specific examples and demonstrating how you meet each criteria on the person specification.

You should think very carefully before completing this section and refer to both the job description and person specification.

You may wish to write this page out as a rough draft before submitting your statement. A C.V. is not an alternative to this statement and will not be accepted.

If you have little or no work experience, try to think of things you have done where you can transfer skills used at school or college, such as planning a project, or course work.

You may also have considerable domestic responsibilities such as household budgeting or you may organise social or community activities – these are skills that may be relevant to the post.

Be positive about your personal skills and achievements – they can be just as relevant as professional experience.

Data Protection

Under the Data Protection Act we are required to set out how the information you give us will be used and stored.

The data you provide may be used or stored in both electronic and manual formats. It will only be used for the purposes that you have submitted it for.

Monitoring data such as equalities will not form in any way part of your application and will not be seen by any assessing panel in relation to your application. This data will be used to produce anonymous monitoring data for the purpose of statutory monitoring and/or local performance monitoring.

The personal information submitted by you on this application form and in any accompanying documents will be used by Croydon Council, and any other person it appoints to assist, for the purpose of appointing to the job applied for and to monitor the effectiveness, efficiency and fairness of the selection process.

The information may also be used in internal proceedings to consider a complaint about the selection process and/or to defend Croydon Council against a legal challenge to the fairness of the selection process from any interested party.

For these reasons, the information you submit will be kept on the Council's records for 6 months if you are not short-listed and 2 years if you are. The information supplied by you will also be subject to verification and we may need to contact people and/or organisations to confirm some of the facts contained in your application, e.g. referees,

previous employers, education establishments, examination bodies, etc.

The Authority is under a duty to protect the funds it administers and may use the information you provide on this form within the Council for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

If successful, you will be asked to sign a confidentiality agreement.

Disability

The Council welcomes applications from people with disabilities.

Please let us know if you need additional assistance from us in order to complete the application form or prior to attending the selection process (special parking, ground floor venue, sign language interpreter, large print, wheelchair access, additional time etc).

Equalities Commitment

Croydon Council has an equal opportunities policy which recognises the Borough is a diverse community within which each person is valued regardless of race, gender, disability, sexuality, religion or age.

For residents, Croydon Council aims to:

- Provide services to all according to their needs without prejudice or bias
- Provide clear information about the Council's services in different ways
- Work in partnership with all sections of the community
- Provide fair and equal employment opportunities
- Encourage and support people to be active in community life
- Celebrate the variety of lifestyles and cultures in the Borough
- Review and monitor services to ensure they do not discriminate
- Work with others to provide an environment free from harassment and violence
- Act promptly on any complaints on service provision
- Encourage others to adopt this commitment

For employees, Croydon Council aims to:

- Ensure fair and equal recruitment
- Ensure fair and equal treatment
- Develop a culture and working environment free from discrimination and harassment
- Act promptly on any complaints of discrimination and harassment
- Provide a safe, secure and accessible working environment which values and respects individuals' identities and cultures
- Listen and respond to what different groups of staff have to say
- Develop a culture which allows the growth of networks for different groups of staff
- Have a workforce that represents the make up of the Borough's population
- Encourage and help all staff to reach their full potential
- Monitor and review all policies and procedures from an equalities perspective.

Past Convictions and Criminal Records Disclosure

A check as to the existence and content of any criminal record may be requested from the Criminal Records Bureau after a person has been selected for appointment to a post. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

By submitting your application you are confirming your agreement for such checks to be made if you are selected for appointment.

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of 'spent' convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders (Exception) (Amendment) Order 1986 sets out details of all jobs to which this applies.

You may be asked to submit a Standard or Enhanced Disclosure form for checking by the Criminal Records Bureau. If a previous check has been made and is still valid you may be asked to provide details of this check.

Prevention of Illegal Working

The Asylum and Immigration Act 1996 imposes duties on employers that specifically apply to the recruitment and appointment process. It means that employers must not knowingly employ persons not entitled to work in the United

Kingdom. It also requires the employer to view, copy and retain one of a range of documents that show the person has a right to work in the UK.

If you were employed by any Department or Council on or before 1st January 1997 and you do not require or have a work permit you do not come under the requirements of this Act. If not, you will be required to produce any one of the following documents:

- A document issued by a previous employer or current employer (such as a pay slip, P45 or P60)
- A passport describing you as a British Citizen, or as having the right to abode in or re-admission to the United Kingdom.
- A passport containing a certificate of entitlement to right of abode in the UK.
- A certificate of registration or naturalisation as a British citizen.

Absence due to Sickness

Please ensure you are honest as we may need to write to your GP; any false or misleading information could result in an offer being withdrawn or disciplinary action up to and including dismissal. In the last year, if your sickness absence exceeds 9 days or if you have been sick on more than 5 separate occasions you may be asked questions about this at interview. Although sickness absence in excess of the Council's current target will not be the deciding factor. It may be considered as a criterion when faced with other candidates of equal application quality. Offers will not necessarily be withheld; each sickness occurrence will be assessed on a case by case basis.

Declaration

The information on this application form may be processed by computer, or form the basis of manual records. This data will help to produce anonymous statistics for Equalities and recruitment monitoring purposes.