

**Job Application Guidance Notes**

Thank you for the interest you have shown in applying for a job with Rossendale Borough Council. You are advised to read through the following information which is provided to help you complete your Application Form. If you have any difficulty in completing the form please telephone the People and Policy Team on (01706) 252449.

**Where do we advertise jobs?**

We try to advertise in places that will attract the widest response and all vacancies are advertised on our web site – [www.rossendale.gov.uk](http://www.rossendale.gov.uk).

Some senior, specialist or technical posts appear in national newspapers, specialist websites and specialist magazines.

**Information for Disabled People**

Rossendale Borough Council welcomes applications from people with disabilities.

If you are disabled you are guaranteed an interview under the Interview Guarantee Scheme, if you fill all the essential criteria.

**Equal Opportunities Policy Statement**

Rossendale Borough Council as an equal opportunity employer intends that no job applicant or employee will receive less favourable treatment because of his or her age, sex, marital status, race, colour, nationality, national origins, ethnic origins, religion, faith, gender, sexual orientation or disability, nor be disadvantaged in any unjustifiable way by any other condition.

**Completing the Application Form**

When applying for a job with Rossendale Borough Council selection for interview is based solely on the information contained on the Council’s official application form and any supplementary sheets.

**Do not attach a CV with your application form as it will not be considered.**

Please complete the form in black so that it can be photocopied.

Applications received after the advertised closing date will not be considered.

It is proposed that interviews will be arranged shortly after the closing date and that candidates selected for interview will be notified by email if possible in the next two weeks. Please inform us if you would prefer to be contacted by post.

In the interest of economy we will not acknowledge applications unless requested. You should accompany your request with a stamped addressed envelope.

Please note that we can only consider applications from EU citizens and those legally entitled to work in the UK.

You must enter your National Insurance number on the application form in order for your application to be considered. If you do not have a National Insurance number but are able to work in the UK without a restriction, please provide full details for verification.

**Application forms should be returned to:**

**recruitment@rossendalebc.gov.uk**

**OR**

**The People Team**

**The Business Centre**

**Futures Park**

**Bacup**

**Lancashire**

**OL13 0BB**

**Job Description –** This gives details about the job. It lists all the main duties and responsibilities which the post-holder will be required to carry out.

**Person Specification** – This gives details of what qualifications, skills, knowledge and experience a person must have to be able to do the job. These are listed as essential and desirable criteria. In order to be invited for interview you must be able to show that you meet ALL of the essential criteria and ideally all the desirable criteria. However if you do not meet some or all of the desirable criteria you may still be invited for interview.

The selection panel use the information supplied on the Application Form, to decide which applicants best meet the requirements as detailed on the Person Specification.

**References** - If you are in employment, one of your referees must be your current employer. If you are unemployed, one of your referees must be your last employer or a person who knows you as a helper or volunteer. If you are self-employed or have never been employed, you should name someone who can comment on your suitability for this post. If you are a student or school leaver, one referee should be your head teacher, teacher or tutor. If you are unemployed, please give details of your last employer. Please place a tick in the box if you wish to be contacted before we approach your referees.

If you are an internal candidate you should provide the name and address of your Service Manager.

When you have completed your application form please check it thoroughly and keep a copy.

Ensure that you return the form by the closing date.

**Job Share –** Most of our jobs are open to job sharing where the hours, responsibilities, pay and benefits are shared equally between two staff. Please indicate on your application form if you wish to job share. Further information on the Job Share Scheme can be obtained from People Team – Tel. (01706 252457).

**General Information**

**Protecting Children and Vulnerable Adults –** If the post you are applying for involves unsupervised access to children or vulnerable adults it will be necessary to carry out a police check (Disclosure). You will not be able to start work until a check has been undertaken by the Criminal Records Bureau and “clearance” has been given by the officer in the appointing department. In addition such posts are not covered by the Rehabilitation of Offenders Act so all convictions must be declared on the application form.

**Pensions** - Employees may join the Local Government Pension Scheme, details of which are available from the Payroll & HR Advisor on 01706 252450.

**Medical Screening** – On the offer of employment a new employee will be requested to complete an online Medical Screening Form; the offer of employment is conditional on satisfactory completion. You may need to attend a medical examination with the Occupational Health Adviser.

**Probationary Period** - A six month probationary period is attached to all posts. You are expected to demonstrate your suitability for the post within this period.

**Smoking** - The Council operates a no smoking policy in Council Buildings.

**Relatives of Officers or Members** – Any candidate, who knows that he/she is related to any Member or Senior Officer of the Council shall, when making their application, disclose that relationship. A candidate who fails to disclose such a relationship will be disqualified from the appointment and if appointed may be liable to instant dismissal.

**Information Technology** – The Council will ensure that all users are familiar with Data Protection Legislation and the Council’s IT Policy.

**Further Information**:

Further details are available from People and Policy Team (01706) 252449.