

Thank you for your interest in working for Swindon Borough Council. This guidance will help you to complete the application form, which is the first step in the recruitment process. The information you provide on the application form will be used to decide whether you will be short listed for interview and acts as the basis for the interview itself.

### Remember

- Read the job description, person specification and advertisement thoroughly
- Complete your form as clearly as possible in black ink or type
- If you do not tell us, we will not know, so complete the form as fully as possible
- The application form is your chance to show how well you meet the needs of the job

### Do ✓

- Check with your referees that they are happy to provide you with a reference
- Complete additional sheets if necessary and attach to the form clearly stating your name, job applied for and the section of the application form the information relates to
- Take a copy of your application form, it will help you prepare for interview
- Return your form to the address indicated before the closing date - application forms received after the date will not be considered.
- Keep free any interview date(s) that are mentioned in the advert – we cannot promise to re-arrange
- Complete **all** sections of the form even if currently you work or have worked for Swindon Borough Council.

### Do not ✗

- Send in your CV instead of completing the application form
- Be put off by sections that are not relevant to you, simply put 'not applicable'

### Terms of Appointment

**Qualification Checks** - At the interview candidates will be asked to bring evidence of their relevant qualifications.

**References** are required to be taken up prior to interview for certain posts e.g. Social Workers. If this applies to the post you are applying for, further details will be included in your job pack.

#### **Disclosure of Criminal Convictions**

Certain jobs are exempt from the Rehabilitation of Offenders Act 1974 and require a disclosure from the Criminal Records Bureau. If the job you are applying for is exempt you will have to tell us about all convictions and cautions you may have even if they are considered to be "spent". Guidance on the disclosure process will be provided with your job pack. Disclosure of a conviction will not automatically disqualify you from being considered and will be considered only in relation to the type of work you are applying for.

## Medical Clearance

An offer of appointment is subject to medical clearance from the Council's Occupational Health Service and in some cases a medical examination may be required.

## Relocation

New employees moving into the area may be entitled (subject to certain criteria) to take advantage of the Council's Relocation Scheme.

## Statement of Corporate Equalities Strategy

Swindon Borough Council has a Corporate Equalities Strategy which must be adhered to by all employees, to ensure that employees and prospective employees are subject to fair and lawful practices and procedures at all stages of recruitment and employment.

For the Corporate Equalities Strategy to be effective, detailed monitoring of applications will be carried out. This requires the collection of information regarding applicant's sex, age, ethnic origin and disability. Following the introduction of the Employment Equality Regulations 2003, making it unlawful to discriminate on the grounds of religious belief or sexual orientation, these categories have also been included in our monitoring as part of our commitment to ensuring no discrimination on these grounds.

## Ethnic Origin

Ethnic origin questions are not about nationality, place of birth or citizenship. They are about colour and broad ethnic groups. UK citizens can belong to any of these groups. If you descend from more than one group, please tick the group to which you consider you belong or use the "other" category and give details.

## Disability

People with disabilities who, through their application form, can demonstrate they meet the essential criteria, will be guaranteed an interview. The Disability Discrimination Act 1995 defines a disabled person as "anyone who has or has had a physical or mental impairment, which has a substantial and long term adverse effect on their ability to carry out normal day to day activities".

**Impairment** This covers physical and mental impairment including learning disability, hearing and sight impairments.

**Long term** The impairment must have lasted, or be expected to last, at least 12 months or for the rest of a person's life.

**Normal day-to-day activities** These are activities carried out by people on a regular basis. It does not include activities which are normal only for a particular person, or a group of people.

An impairment has a substantial adverse effect if it affects:-

- Mobility
- Physical co-ordination
- Ability to lift or move everyday objects
- Manual dexterity
- Speech, Hearing or eyesight (excludes the wearing of spectacles)
- Memory or the ability to concentrate, learn or understand

## Assistance or Facilities

If as a result of a disability you have requirements relating to the physical accessibility of the workplace, access to information in different formats, or you require support in the way of aids/adaptations to equipment, it is important that you specify these on the application form.