
Application for Employment

Guidance Notes, Statement of Liverpool City Council's Vision, Aims & Values, General Conditions of Service and Policy Statement on the Recruitment of Ex-Offenders

General Information

Liverpool City Council's application form can be completed electronically by visiting our web site at www.liverpool.gov.uk where it can be located in the Jobs and Careers section. However, if you are completing a hard copy application form, please use black ink for copying purposes.

Our application form is presented as two documents. One part relates to Equal Opportunities; the other requires information about the job for which you have applied, together with information about your skills and experience as detailed below. Your application form should contain clear and concise information that can be used to determine your suitability for interview.

You are advised to read through the application form before you complete it and you may find that it helps to prepare a rough draft first. A job description and person specification have been included in the application pack and these provide information about the job for which you are applying. Read these documents carefully and ensure that your application details the way in which your knowledge, skills and experience relate to the essential criteria in the person specification.

The City Council will disqualify any applicant who directly or indirectly seeks the support of any councillor or officer for any appointment. Further information about the City Council's procedures and codes of practice can be found in the Constitution of Liverpool City Council at www.liverpool.gov.uk > council, government and democracy > councillors, agendas and minutes > library.

All application forms should be posted to the **Human Resource and Payroll Service, Liverpool Direct Limited, Municipal Buildings, Dale Street, Liverpool, L2 2DH** or emailed to recruitment@liverpooldirectlimited.co.uk

Please be aware that sending papers in the internal mail does not constitute delivery to the Human Resource and Payroll Service and could mean the closing date is missed. Hand delivered application forms may be returned to **Reception, Venture Place, 13-17 Sir Thomas Street, Liverpool, L1 6BW.**

Equal Opportunities

Liverpool City Council is striving to be an equal opportunities employer and provider of services and welcomes applications from all the community. Our aim is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, gender, marital status, age, disability, religious beliefs, sexual orientation or employment status.

The information gathered on our Equal Opportunities Monitoring Form is used to monitor the effectiveness of our equal opportunities policy in recruitment and selection and help us to develop and improve. Please complete all information in full, including both the job details and your personal details. When we receive your application, the Equal Opportunities Monitoring Form will be detached from your main application and processed separately. This information

will not be available to the shortlisting or interview panels and will not be used to make any decisions about your application or suitability for employment. Please state if you would like any support or adjustments to be made to enable you to take part in the selection process. This could, for example, be for reasons relating to religion, disability, medical or maternity adjustments.

Job Evaluation

Please note that Liverpool City Council is currently undertaking a job evaluation programme, so that our jobs are evaluated and graded consistently and meet the requirements of equal pay legislation. The results of the job evaluation exercise will provide the basis for a new pay and grading structure.

The pay and grading level of our current posts may therefore change as a result of job evaluation and we cannot guarantee that current pay levels will remain unchanged. The post for which you are applying is covered by the job evaluation programme.

If you have any concerns or queries about how this may affect the job you have applied for, or would like more information, please contact the Job Evaluation Team 0151 225 2178 or email jobevaluation@liverpool.gov.uk.

Application for Employment Guidance Notes

1. Personal Details

Please complete this section clearly and accurately as this information is used to contact you if you are successful at any stage of the recruitment process. If you have an email address at Liverpooldirectlimited.co.uk or Liverpool.gov.uk this secure email address will be used for all correspondence, otherwise your home email address will be used.

2. Current Employment

This section asks you to complete details of your current employment. It is important to note that your employer will be contacted and a reference requested if you are successful in your application.

3. Teachers

If you have a DfES number, this should be entered here.

4. Membership of Professional Bodies

Give full details of your membership of professional bodies.

5. Job Details

To ensure that you are considered for the correct job, it is essential that you complete this section in full. You can find the information you need in the job pack or by accessing www.liverpool.gov.uk > jobs and careers.

6. Previous Employment

Commence with your last employer (excluding your current employer) and work backwards, listing all full and part time employment, including voluntary work. It is essential that you provide reasons for any gaps in your employment history. No offer of employment will be made unless this information has been provided in full. The City Council may contact any of your previous employers to confirm the information provided on your application.

7. Education, Training and Development

Provide details of all relevant qualifications and courses attended.

8. Experience

In this section you are asked to illustrate why you are a suitable candidate for this job. We use the criteria in the person specification to assess applications and determine a shortlist for interview. You should ensure that your application provides us with enough information and examples of your skills, experience and qualifications to match the person specification requirements. Remember that skills and experience gained outside work are also relevant.

9. Attendance

Information provided in this section will be confirmed when references are requested from your current or most recent employer. You are asked to provide information on any sickness absences over the last two years, starting with your most recent absence and working backwards. By signing the application form you are consenting to the City Council obtaining appropriate sickness information. All appointments are subject to a satisfactory sickness record.

10. References

You must provide details of two referees, one of which must be your current or most recent employer. Internal candidates should only provide their current line manager as they have already been through this process. Referees may not be relatives and should, wherever possible, be people who can comment on your suitability for the job for which you have applied. No offer of employment will be confirmed until satisfactory reference(s) have been received.

11. Criminal Convictions

The Rehabilitation of Offenders Act 1974 does not require applicants to give details of any convictions that are spent, unless the post is exempt from the Act. However, you will be asked to declare all spent / unspent convictions if the post is subject to a Criminal Records Bureau (CRB) Disclosure check. Where this applies it will be stated on the job description, person specification and advert. Further information relating to the Act, including definitions of unspent and spent convictions can be found on our website at www.liverpool.gov.uk > Jobs and Careers > Criminal Records Bureau Disclosure.

12. Declaration

You are required to confirm that the information you have supplied is true and that you have accepted the declaration stated within this section of the form. Deliberate falsification or withholding of information will lead to disciplinary proceedings and may result in your dismissal.

Statement of Liverpool City Council's Vision, Aims and Values

VISION

Liverpool City Council is committed to working in partnership from a basis of sound financial and strategic planning to achieve a thriving international city that can compete on a world stage as a place to live, work and visit.

To do this we will pursue three long-term aims to be underpinned by ten priority themes, reflecting the ambition, challenge and complexity of Liverpool.

AIMS

1. Grow the city's economy

- Make Liverpool a first choice for investment and growth by working with the private, not for profit and public sectors quickly and effectively with an emphasis on quality of infrastructure
- Promote enterprise, attract investment through developing the city's co-ordination and offer across the city region to provide scale, connectivity and sustainability of its economy

- Increase business density and gross value added (GVA) beyond national levels for city regions to deliver an environment which provides opportunity, employment and wellbeing for our citizens, business and investors
- Exploit the city's wider cultural advantage to attract and retain visitors, workers and residents.

2. Empower our residents

- Ensure safeguarding and inclusion of the most needy and excluded groups in the city, providing equality and real opportunity for improvement and enhanced quality of life
- Confront barriers to employment and training through lack of access, deprivation, discrimination and poor health to ensure provision of a highly skilled workforce
- Developing first rate education and training from early years and further position Liverpool as a prime destination for postgraduate research.

3. Develop our communities

- Increase peoples' sense of influence in decisions affecting their lives and communities through an open, fair and accountable neighbourhood-driven processes
- Challenge crime and antisocial behaviour safeguarding young people from becoming perpetrators or victims
- Provide sustainable communities through access to decent homes and best practice in environment management including, recycling, street cleansing and environmental enforcement against dereliction and environmental detractors.

VALUES

As employees of Liverpool City Council we are committed to:

- placing customers at the heart of everything we do
- communicating honestly and openly with customers and colleagues at all times
- being personally accountable for our actions and their consequences
- recognising and promoting people's individual qualities irrespective of age, gender, race, sexual orientation and disability
- taking personal responsibility and recognising and respecting the contribution of all colleagues
- having pride in all our achievements.

General Conditions of Service

Successful candidates will be issued with a more detailed Statement of Particulars of Employment. The following are key points that may be helpful to you:

1. General

Liverpool City Council applies the nationally negotiated salary scales and conditions of service with some local variations as agreed by the City Council.

2. Pay

Your salary will be paid monthly, on the penultimate working day, into your bank or building society account. Pay advices will be provided electronically to all employees with internal email accounts.

3. Working Hours

Full time employees generally work a 35 or 37 hour week in order to meet the needs of the particular service. This may involve shifts, rotas and weekend working. The days and hours that you will be expected to work will be specified to you. Following the Single Status Agreement for Local Government signed in July 1997, staff, who work 35 hours per week must be prepared to work revised contractual hours, up to 37 hours per week (pro rata), once the City Council agrees or takes a decision to adopt standardised working hours. Some posts (up to and including PO 5) may be included in the City Council's flexi scheme. Where this applies, up to one day may be taken as flexi leave in a four week period. Full details of the scheme will be made available to you upon appointment.

4. Annual Leave Entitlement

(Pro rata for part time employees)

Spinal Column Points (Salary)	Basic Leave Entitlement	After 5 Years Service*
Up to and including SCP 28	26	31
Between SCP 29 and 33	28	32
Between SCP 34 and 40	29	33
Above SCP 40	30	34

*This includes 3 days that you may be required to take at Christmas.
In addition you will be entitled to 8 public holidays.

Policy Statement on the Recruitment of Ex-Offenders

1. Introduction

Liverpool City Council, as an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Unless the nature of the position allows Liverpool City Council to ask questions about an applicant's criminal record, Liverpool City Council only asks about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

2. Equal Opportunities

Liverpool City Council is committed to the fair treatment of its' staff, potential staff or users of its services, regardless of race, gender, marital status, age, disability, religious beliefs, sexual orientation or employment status. Details of all ethnic origin categories are available on the equal opportunities monitoring form at www.liverpool.gov.uk > jobs and careers.

Liverpool City Council actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. Liverpool City Council selects all candidates for interview based on their skills, qualifications and experience.

3. The Disclosure Process

Liverpool City Council has a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, Liverpool City Council encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. Liverpool City Council requests that information is sent under separate, confidential cover, to the Human Resource and Payroll Service and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Having a criminal record will not necessarily bar applicants from working for Liverpool City Council. This will depend on the nature of the position and the circumstances and background of their offences.

4. General Information

Liverpool City Council makes every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and makes a copy available on request.

In the Liverpool City Council 'Guidance Notes for Application for Employment' applicants are advised that all convictions and cautions must be disclosed, which for other purposes are 'spent' under the provisions of the Rehabilitation of Offenders Act 1974. This only applies to jobs where they will have access to children or vulnerable adults as these jobs are exempt from the provisions of the Act. Where this applies, it will be stated on the job description that the post is subject to CRB Disclosure.

Liverpool City Council ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Liverpool City Council also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Liverpool City Council ensures that an open and measured review takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment, or to dismissal should the information come to light after employment has commenced.

Liverpool City Council undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.