

Recruitment and Selection

Important Information for Applicants

Version: 9.2

Recruitment and Selection Important Information for Applicants v.9

Contents	
<u>Section 1</u>	General
<u>Section 2</u>	Data Protection
<u>Section 3</u>	Equality & Diversity
<u>Section 4</u>	Disclosure Scotland
<u>Section 5</u>	Criminal Convictions Declaration
<u>Section 6</u>	Qualifications and Certificates
<u>Section 7</u>	Health Questionnaire
<u>Section 8</u>	References
<u>Section 9</u>	Recruitment & Selection Complaints Procedure
Related Forms/ Template Letters	<ul style="list-style-type: none"> ➤ Reference Request Form (Word, 79kb) ➤ Reference Request Form for Teaching Staff (Word, 77kb) ➤ Reference Request Form for Principals, Deputies or Headteachers (Word, 84kb)
Related documents	<ul style="list-style-type: none"> ➤ UK Asylum & Immigration Check - Document Guidance (Word, 32kb) ➤ ID PVG checklist (Word, 24kb) ➤ SNCT Code of Practice on Short Term Supply

Version Number	Effective Date	Details of Last Revision
9.1	26.11.2020	Updates due to Accessibility check
9.2	01.03.2021	Change to online Health Questionnaire and PVG Forms

1. General

1.1 Format of Application

North Ayrshire Council invites all applicants to apply on–line via myjobscotland.gov.uk, a recruitment ‘portal’ sometimes referred to as ‘Talentlink’. This system does require applicants to have access to an email account for correspondence in respect of the recruitment process.

If an applicant does not have access to the internet at home, then they are advised to use their local library or employability hub. Where this is problematic for the applicant, for example, due to a disability, applicants are advised to contact the Resourcing Team (01294 324690 – Option 2) for support and guidance on how to apply.

CV’s will not be accepted in place of or supplementary to an application form and will be disregarded.

1.2 Behavioural Based Recruitment

North Ayrshire Council uses Behavioural Based Recruitment for the majority of posts. Where Behavioural Based Recruitment applies to the post you are applying for, you will be provided with a link within the job advertisement to online guidance and support to assist you with making your application.

1.3 Role Profiles

For every council vacancy, there’s a role profile. This gives a general overview of the post along with the skills, knowledge, qualifications and [behaviours](#) if required.

Recruitment Panels use the Role Profile to shortlist candidates and gather evidence of the applicant’s overall competence, therefore this should be used as a reference point in any application.

1.4 Feedback

Candidates who have been unsuccessful at interview may request feedback from the chairperson of the interviewing panel and this will normally be given by telephone.

Recruitment and Selection Important Information for Applicants v.9

1.5 Canvassing

Canvassing of elected members or employees of North Ayrshire Council directly or indirectly in connection with an appointment with the Council will disqualify you from applying for that position or for any subsequent appointment offered.

1.6 Immigration & Asylum

North Ayrshire Council will conduct an Immigration & Asylum Check.

All applicants must provide proof of eligibility to work in the UK.

Find out what to use as proof in our [UK Asylum & Immigration Check - Document Guidance \(Word, 32kb\)](#). Your ID must be uploaded using the form that will be sent to you when your interview is confirmed. Your original ID along will be required to be verified in person either at your interview or prior to the issuing of your conditional offer of employment if successful.

2. Data Protection

2.1 Application Stage

The recruitment portal is operated and maintained by the Convention of Scottish Local Authorities (COSLA) and accessed by North Ayrshire Council. The information you supply on application will be processed in accordance with the latest Data Protection legislation and used solely for the purposes of the recruitment process.

2.2 Preferred Candidate and Conditional Offer of Employment

If you are successful in your application and are a 'preferred candidate' a conditional offer of employment will be sent to you. At this point, further personal data will be requested and used for purposes directly related to your employment including any contact via your personal email address and mobile.

2.3 In Employment

Additional personal information will be collated on the recruitment portal which will then be transferred onto our separate Computerised Human Resource Information System (CHRIS) for the purposes of employment. Any hard copies may be retained in your personnel file. This can include identification, qualifications, references, data provided from Disclosure Scotland or criminal convictions. Health Questionnaires are logged by the Resourcing Team as

Recruitment and Selection Important Information for Applicants v.9

received and sent unopened, directly to the Occupational Health Service and are kept on their records.

2.4 Retention of information

North Ayrshire Council and COSLA will hold the information for as long as it is required for the purpose for which it was submitted. Normally information is retained for 6 months after your last application was submitted for administrative purposes. After this time, we will retain de-personalised statistical information about applicants to inform our recruitment activities, but no individuals are identifiable from that data.

2.5 Viewing your details

North Ayrshire Council is as open as it can be in giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request'. You may log back onto the system at any time to amend the information in you myjobscotland account.

3. Equality & Diversity

3.1 Diversity Questionnaire

As part of the online application form you will be asked to complete a diversity questionnaire.

The Council has a policy of promoting a culture that values diversity and equality in employment and in the services it provides. Achieving our aims on equality and diversity is, therefore, a key activity and employment monitoring is recognised good practice and supported by the Equality and Human Rights Commission.

Under the Equality Act 2010, the Council as a public body has specific statutory duties to eliminate unlawful discrimination and promote equality of opportunity. This includes annual reporting on progress to achieving equality and this means we have to monitor areas of employment such as recruitment through the collection of data from applicants and employees. Having meaningful and accurate data on diversity is, therefore, most important to the Council and your co-operation in completing the form will be greatly appreciated.

For further information, please refer to [The Equality & Human Rights Commission](#), 151 West George Street, Glasgow G2 2JJ, 0141 228 5910.
Email: Scotland@equalityhumanrights.com

Recruitment and Selection Important Information for Applicants v.9

3.2 Data Protection for Equality & Diversity Information

Please be assured that the information you provide will be treated in the strictest confidence and will be handled in accordance with the requirements and obligations placed on us by the Data Protection Act, 1998.

The information provided will be used for statistical purposes only which is reported on a monthly basis to North Ayrshire Council from COSLA and **will not** be made available or seen by any person involved in the selection process.

3.3 Disability

The Council has a positive approach to employing and retaining people with disabilities and those with health conditions and is proud to be recognised as a Disability Confident Employer and to be able to display the Disability Confident Scheme identity. As users of the Disability Confident Scheme, the Council guarantees to interview all disabled applicants who meet the minimum criteria for a vacancy – the minimum criteria being the essential criteria specified on the Role Profile and providing acceptable evidence of our Staff Values and Behaviours.

Please advise the named contact on your email/letter if there are any types of aids, adaptations, equipment or special arrangements that would require to be made available to support you at the interview.

3.4 Modern Apprentices

Applicants who have Additional Support Needs (ASN) or who are, or have been, in Looked After Care (LAC) and apply for an Apprenticeship opportunity based within the Council, will be guaranteed an interview provided they meet the essential criteria for the post. It is the responsibility of the applicant to provide this information within their application should they wish this information to be taken into account in their submission.

Any existing Council employed Modern Apprentices who meet the essential criteria for any advertised posts will also be guaranteed an interview for any substantive post for which they apply.

Any Apprentice is required to complete their Scottish Vocational Qualification (SVQ) Training Plan (or any other training which ensures completion of the apprenticeship), including those who obtain a substantive post within North Ayrshire Council. The offer of employment issued will include a clause that the

Recruitment and Selection Important Information for Applicants v.9

individual will complete the Training Plan as a condition of their employment. The employing Service will allow adequate time for the employee to complete their Training Plan, which is a work-based assessed qualification.

4. Disclosure Scotland

4.1 Safer Recruitment

A Disclosure is a document containing impartial and confidential criminal history information held by the police and government departments which can be used by employers to make safer recruitment decisions. For more information regarding these checks please refer to [Disclosure Scotland](#) website.

This document is requested and obtained by North Ayrshire Council only if you are the preferred candidate for the post.

4.2 Baseline Personnel Security Standard (BPSS)

North Ayrshire Council is required to ensure that any personnel employed/engaged by them to work in their offices or on their systems, comply with the Baseline Personnel Security Standard (Baseline Standard) before they take up their post. The Baseline Standard is the minimum level of security clearance for all Council employees, and forms the basis of higher levels of clearances that may be required.

This standard involves verification of identity; nationality and immigration status; employment history (past 3 years to include all periods of unemployment, career breaks and time spent in education etc. without gaps between dates) and criminal record.

The Council is connected to the Government Public Services Network (PSN). If successful in reaching preferred candidate stage, for posts which require access to this network and other relevant systems, applicants will be required to apply for a Basic Disclosure Scotland check.

Some posts may require a Standard or Enhanced Disclosure check and this requirement will be detailed as part of the additional information in the job advertisement.

4.3 PVG

Recruitment and Selection Important Information for Applicants v.9

North Ayrshire Council is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and expects all employees to share this commitment.

In line with our recruitment procedure, all roles involving contact with children, young people or vulnerable adults will undergo a number of pre-employment background checks including the relevant level of Disclosure Scotland check (basic, standard, enhanced or PVG membership), professional registration check (e.g. SSSC) and the requirement to have three references available at the short listing stage - please refer to the References section. Teachers are required to have two references available at the interview, and GTCS registration is checked.

If the post is considered Regulated Work with Children and Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act, 2007, it is an offence to apply if you are barred from working with children or protected adults.

Preferred candidates will be required to join the PVG Scheme, or undergo a PVG Scheme Update check, and the satisfactory outcome of the check is a condition of employment by North Ayrshire Council. For further information on the PVG Scheme please refer to the [Disclosure Scotland](#) website.

4.4 Application Forms

Basic/Standard/PVG Forms will be sent to your email address provided on your application form. For Basic/Standard Disclosures an electronic form will be sent however PVG forms will have an email containing a link which you should click to complete. **Please note:** Links for PVG forms expire after 7 days.

4.5 Payment

Please note: Disclosure Checks and PVG Scheme membership belong to the individual, therefore, successful candidates will be expected to meet the cost of the relevant Disclosure Scotland check (£25)/PVG check (£59 or £18 for update), which will be deducted in instalments from your salary following commencement of employment.

5. Criminal Convictions Declaration

5.1 Criminal Convictions

You will be asked to complete a Criminal Convictions Declaration form either under the Rehabilitation of Offenders Act 1974 or the Rehabilitation of Offenders Act 1974 (Exceptions and Exclusions) (Scotland) Order 2003 and submit it as part of your pre-employment checks. Only the successful candidate's criminal convictions form will be requested.

6. Qualifications and Certificates

6.1 Educational Qualifications and Certificates

You will be asked to upload your relevant qualifications and membership certificate(s) of professional or occupational. Original(s) will be required to be verified in person should you be successful.

7. Health Questionnaire

7.1 Health Questionnaire

The preferred candidate will be asked to complete the 'Pre-Employment Health Questionnaire'. A link will be issued to your email address provided on your application form for your completion.

Your personal details will be shared with our occupational health contractor who will assess your fitness for work.

The purpose of the questionnaire is to establish whether there are any reasonable adjustments that require to be made prior to the person taking up employment with the Council. Where the content indicates the preferred candidate may have difficulty fulfilling the intrinsic conditions of the post/will require reasonable adjustments to complete the post, the candidate will be referred to Occupational Health for a face to face appointment.

Recruitment and Selection Important Information for Applicants v.9

8. References

8.1 Reference Checks

Reference checks will be advised by the employing Service. At least one reference must be submitted prior to interview and it is the applicant’s responsibility to supply this using the relevant form:

[Reference Request Form \(Word, 79kb\)](#)

[Reference Request Form for Teaching Staff \(Word, 77kb\)](#)

[Reference Request Form for Principals, Deputies or Headteachers \(Word, 84kb\)](#)

Details of the Chairperson will be provided when you are invited for interview. All references must be returned directly to the Chairperson.

References will be obtained and scrutinised as part of the Council’s pre-employment checks for all candidates who are applying for a post. The purpose of this is to:

- provide a background history and valuable information on a preferred candidate for a post
- assist in assessing their performance in previous roles, their personal qualities and characteristics
- help maintain a safer and more secure standard of recruitment

The Council will obtain a satisfactory reference or references before offering a successful candidate a post. For guidance as to whom to approach for a reference please see the below table:

Your Employment Status	Reference 1	Reference 2	Reference 3 (PVG Membership posts as required by employing Service)
Currently employed	From current employer	From employer prior to current employer (if less than 5 years ago and the business still exists)	From previous employer or a character reference from a responsible person NOT a

Recruitment and Selection Important Information for Applicants v.9

		OTHERWISE Character reference – school, university, voluntary organisation, NOT a family member or friend.	family member, partner or friend
Not Currently employed	From most recent employer	From previous employer (if less than 5 years and the business still exists) OTHERWISE Character reference – school, university, voluntary organisation, NOT a family member or friend.	From previous employer or a character reference from a responsible person NOT a family member, partner or friend
Never been employed	Character reference – school, university, voluntary organisation, professional, NOT a family member or friend.	Character reference – school, university, voluntary organisation, NOT a family member or friend.	Character reference – school, university, voluntary organisation, NOT a family member, partner or friend.
Currently self-employed	From an organisation that can verify self-employment dates e.g. Inland Revenue records.	From previous employer (if self-employed for less than 5 years).	From a responsible person NOT a family member, partner or friend.
Currently employed by North Ayrshire Council	From immediate line manager	From another manager or work colleague within North Ayrshire Council	From a responsible person, NOT a family member, partner or friend.
IMPORTANT NOTE:			
If the post involves working with children or vulnerable adults, at least one of the above references must be from a responsible person e.g. a manager with a current or previous employer who can confirm your suitability to work with children or vulnerable adults.			

9. Recruitment & Selection Complaints Procedure

9.1 Complaints Procedure

In the event that you feel you have been unfairly treated the Council has a procedure to deal specifically with complaints. Complaints must be addressed to the Head of People and ICT in the first instance as soon as possible following a selection decision, but no later than 14 days of receiving notification of the Council's recruitment decision.

The Head of People and ICT or nominated senior officer will acknowledge receipt of the complaint within 3 working days and will nominate an Officer within Human Resources to carry out an independent investigation.

Financial compensation will not be considered. Complaints will be dealt with in the strictest confidence.