**Guidance to the Job Application Process**



**Introduction**

Thank you for requesting an application pack for a post within Nottingham City Council.

Before you start to complete your application form, please check you have all of the documents listed below:

* Job Description
* Person Specification
* Additional Information (If Applicable)

**The Application Form**

The main points to remember when filling in your application form are:

* **You need to clearly show how your skills and experience meet the requirements marked in Column “A” of the person specification by giving examples of your skills and experience.**
* If you do not do this you will not be short-listed and therefore we will not be able to offer you an interview.
* Fill in **all** sections of the form as fully as possible as we will not be able to make assumptions on your abilities.
* CVs will only be considered alongside fully completed forms.
* Use dark ink if completing a paper application form.
* It would be useful for you to make a copy of your completed form for future reference.
* By submitting a completed and signed application form, you will have accepted the statement on confidentiality and disclosure (please see application form).
* If you have a green wheelie bin (not a recycling bin) then you are classed as a Nottingham City Resident.

**Alternative Formats**

If you need us to send you the application form and job details in a different format e.g. Braille or if you wish to send in your application in a different format then please contact The Recruitment Team on 0300 30 30 222 option 2.

**What Next?**

Due to the large number of applications we receive, unfortunately we can not acknowledge receipt of your application form.

If you have been short-listed for an interview you will receive confirmation (by letter/mail/telephone) of the details of the interview including the date, time, location etc. if you require any adjustments or equipment to enable you to fully participate in the interview process please do not hesitate to call or email the Recruitment Team providing details.

**Equality and Diversity**

The City Council has a leading role to play in promoting equal opportunity and valuing diversity – in the community, as an employer and as a provider of services to the people of Nottingham and its visitors.

However, if you feel you have been discriminated against at any stage of the recruitment process you have the right to complain under the Recruitment Complaints Procedure. You should contact the Recruitment Team in the first instance.

**City Council’s Equality and Diversity Policy**

We have a Equality and Diversity Policy, copies of which can be obtained by contacting the Equality & Diversity Team, Loxley House, Station Street, Nottingham, NG2 3NG. Telephone: 0115 915 6736. E-mail: [www.nottinghamcity.gov.uk/social\_issues](http://www.nottinghamcity.gov.uk/social_issues).

Upon request, copies of the Equality and Diversity Policy can be provided in community languages, large print, Braille and text for use on text recognition software.

**The Equality Act (2010) – Disabled Applicants**

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society.

You are considered disabled under the [Equality Act 2010](http://www.legislation.gov.uk/ukpga/2010/15/section/6) if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.

* ‘substantial’ is more than minor or trivial – e.g. it takes much longer than it usually would to complete a daily task like getting dressed.
* ‘long-term’ means 12 months or more – e.g. a breathing condition that develops as a result of a lung infection

On your application form we ask whether you consider yourself to be a disabled person and to give details of any aids you may need to enable you to attend an interview e.g. loop system, wheelchair access, sign language interpreter, support dog etc. we need this information to make sure that you have every opportunity to demonstrate your true abilities at the interview.

All disabled people who meet the requirements for the post at application form stage are guaranteed an interview.

**Policy Statement on the Recruitment of Ex-Offenders**

Nottingham City Council is committed to the protection of al those people who use its services and of its employees. The City Council is also committed to the promotion of Equality & Diversity and welcomes applications from people who have a criminal record as long as that does not affect its duty of care to others.

The employment and management of people with criminal records has to be approached in a balanced and responsible way, whilst not unfairly discriminating against people with a criminal record.

The Disclosure & Barring Service (DBS) will provide a Disclosure giving details of a person’s criminal record and information held by the Department of Health and the Department for Education and Skills. The City Council will use the DBS to assess an applicant’s suitability for employment in certain occupations and will comply with the DBS Code of Practice whilst undertaking to treat all applicants fairly.

The City Council will:

* Undertake to not discriminate unfairly against any subject of a disclosure check on the basis of conviction or other information revealed.
* Actively promote equality of opportunity for all and welcome applicants from a wide range of candidates, including those with criminal records.
* Only request a disclosure check where it is necessary,

Having a criminal record will not necessarily bar anyone from working with the City Council. This will depend on the nature of the position and the circumstances of the background of the offence.

**Information for Applicants**

On the 29th of May 2013, legislation came into force that provides that certain old and minor cautions and convictions will no longer be subject to disclosure under the Exceptions Order. In addition employers will not be able to take certain old and minor cautions and convictions into account when making decisions about any individual. Under these provisions all cautions and convictions for specified serious violent and sexual offences and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence will remain subject to disclosure. Job application forms will need to reflect the filtering changes so that a) employers ask the right questions and b) employees give the right (legally accurate) answer.

**What does ‘filtering’ mean?**

Filtering is the term that the DBS is using to describe the process which will identify and remove convictions and cautions which should no longer be disclosed on DBS certificates due to changes to legislation.

**What will be shown on a DBS certificate?**

Standard and Enhanced DBS certificates will include details of convictions and cautions (including youth cautions, reprimands and warnings) recorded on the Police National Computer (PNC).

In addition to information from the PNC, an Enhanced certificate may also include information taken from police records that a chief officer of a police force considers relevant to the application and/or details of whether an individual is included on one or both of our two lists barring people from working with children and/or vulnerable adults.

Some PNC information will now be filtered and will not appear on the certificate. Cautions and convictions filtered out are set out in legislation.

**What PNC information will be filtered from inclusion on a certificate?**

The rules as to when a conviction or caution will be filtered are set out in legislation. This states that a certificate must include the following:

* Cautions relating to an offence from a list agreed by Parliament– see below
* Cautions given less than 6 years ago (where individual over 18 at the time of caution)
* Cautions given less than 2 years ago (where individual under 18 at the time of caution)
* Convictions relating to an offence from a prescribed list - see below
* Where the individual has more than one conviction all convictions will be included on the certificate (no conviction will be filtered)
* Convictions that resulted in a custodial sentence (regardless of whether served)
* Convictions given less than 11 years ago (where individual over 18 at the time of conviction)
* Convictions given less than 5.5 years ago (where individual under 18 at the time of conviction)

The list includes a range of offences which are serious and which relate to sexual offending, violent offending and/or safeguarding. It would never be appropriate to filter offences on this list. A list of offences which will never be filtered has been derived from the legislation and is available here <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

This is not the complete list as the legislation also extends to cover similar offences committed under the law of Scotland and Northern Ireland or under laws relevant to the armed services.

**When did the rules change in relation to information being filtered?**

Changes have been made to the legislation that determines which convictions and cautions can be taken into account by employers and other bodies and what is included on a DBS certificate. These have been implemented as a result of a judgment of the Court of Appeal. These changes will come into force on 29 May 2013.

**What are the changes?**

The changes made to legislation impact both what an employer can ask an individual in relation to convictions and cautions (for example a self-declaration on an application form of ‘do you have any convictions’) and what is released on a DBS certificate.

**Can an employer ask an individual to declare details of all convictions and cautions?**

An employer can only ask an individual to provide details of convictions and cautions that they are legally entitled to know.

Where a Standard or Enhanced certificate can legally be requested (this is where the position is one that is listed in the Rehabilitation of Offenders Act 1975 (Exceptions) Order 1975), an employer can only ask an individual about convictions and cautions that would fall under the rules described above. That means only those convictions and cautions that would be disclosed on a DBS certificate.

If an employer takes into account a conviction or caution that would not have been disclosed they are acting unlawfully under the Rehabilitation of Offenders Act 1974.

When completing the DBS application form, a question will be asked whether you have ever been convicted of a criminal offence. The response to this question should only be in relation to convictions which would not be subject to filtering.

There are a small number of defined positions where details of all convictions and cautions may be taken into account. These positions do not come through the DBS process. Examples are national security and police vetting.