

Recruitment Commitment

Dealas Fastaidh

Our Aim Is:

- To treat you in a polite, helpful and friendly manner at all times.
- To provide on request, a large print, Braille, computer disk, audio tape, or suitable language version of the application form.
- To give you sufficient notice of the date of the interview and details of any presentations or assessments required.
- To make reasonable arrangements to enable you to attend the interview e.g. ramp access, signer, induction loop etc.
- To advise you within 2 weeks of the closing date if your application has been shortlisted.
- To ensure that any disabled applicant who meets the essential criteria for the job will be invited for interview.

www.highland.gov.uk

The Highland Council is committed to providing the best possible recruitment service and is working to remove any barriers to equality of opportunity at all stages of the recruitment process.



Data Protection

Dìon Dàta

Under the 1998 Data Protection Act, The Highland Council is required to advise applicants about the use of personal information which we ask you to provide during the recruitment process.

■ **The Application Form**

The information you provide will be used by the selection panel to draw up the shortlist for interview and as part of the evaluation process at interview. If you are appointed, the application form will be placed in your personal file.

The application forms of all candidates, references and a summary of the decisions made are securely stored for 6 months. All other papers are destroyed confidentially after a decision has been made.

■ **Equal Opportunities Form**

This information will not be taken into account in the recruitment process. It will be held on a computer database and used to produce reports to monitor that our employment policies and practices promote equal opportunities and eliminate discrimination.

■ **Criminal Convictions Declaration Form**

Where applicants are asked to complete this form it will be held securely and confidentially. If you are appointed, this information will be held in your personal file and should the declaration you have made be untruthful, this may lead to disciplinary action being taken against you.

Guidance for Completing Application Form

Stiùireadh air Foirm-iarrtais a Lìonadh

■ Please complete all sections of the application form fully and truthfully. CVs are acceptable if you have a visual impairment.

■ Please type or print using dark ink.

■ A separate application must be made for each position applied for.

■ Please make certain that your application form is received by the closing date.

■ If you receive an invitation to interview and are unable to attend, we would ask you to advise us immediately as it may be possible to make alternative arrangements.

■ **Personal Details**

We guarantee to interview any disabled applicant who matches all the essential attributes required of the job. A disability is a physical or mental impairment which has a substantial and long-term adverse effect upon your ability to carry out normal day-to-day activities.

If the post you are applying for requires extensive travelling between various work locations within the Highlands, you will be expected to fulfil this requirement efficiently and effectively whilst meeting the operational requirement of the Service.

■ **References**

Please provide details of two referees, one of whom must be your present or most recent employer unless you have never worked in paid employment. If this is the case, you may give the name of a person who can confirm the information that you have provided and comment on your suitability for the job. References must **not** be provided by partners or relations. References will be requested automatically if you are shortlisted for interview.

■ **Qualifications**

Please give details of any relevant qualifications obtained at school or through further or higher education. Also provide details of your membership of any appropriate professional bodies.

■ **Employment**

Please provide details of your current employment including your gross salary and a summary of the main duties of your job. Also provide details of your previous employment including a short description of the purpose of each job and the reason that you left. List your previous employment details in date order with the most recent first. Include periods of voluntary, home-based or casual work accounting for any gaps in employment not spent in further or higher education.

■ **Statement in Support of Application**

Please use this section to provide evidence and examples of how you meet the attributes detailed in the person specification. You should provide details of your skills, abilities, experience (both within and outwith work), training, continuous professional development and qualifications and explain how these are relevant to the person specification. If you have never been in paid employment or have not worked for a long time, provide

evidence of your experience outside work including voluntary/community work, leisure activities, domestic responsibilities or student placement. You should continue your statement on an attached separate sheet if necessary.

■ **Criminal Convictions**

Applications for most jobs do not oblige you to mention spent convictions when applying for a job.

A spent conviction is one that can be ignored after a rehabilitation period that is a set length from the date of conviction.

Under the Rehabilitation of Offenders Act, 1974 (Exclusions and Exceptions) (Scotland) Order 2003 applications for certain jobs, (generally where you will have substantial access to children or vulnerable adults) require you to declare all criminal convictions that you have had or any criminal convictions still pending. If you are applying for such a job you must declare all convictions including those that are 'spent' for other purposes under the Rehabilitation of Offenders Act, 1974.

The application form that you receive will guide you as to what type of convictions you are required to declare but if you have any doubt about the information you are required to provide, please contact Personnel Services.

Telephone: 01463 702060

Email: recruitment@highland.gov.uk

■ **Relationships to Council Staff/ Elected Members**

Please give details of any elected member or employee of the Council to whom you are related. Deliberately omitting to make such a declaration may disqualify an applicant, or lead to dismissal if discovered after appointment.

Serving the Highland Community - Employee Values

A' Frithealadh na Gàidhealtachd - Luachan Luchd-obrach

We expect the highest standards of personal integrity from our staff in serving the Highland Community as employees of the Council. The following Seven Principles are a summary of those standards. A full copy of our staff Code of Conduct is issued to every new employee and a briefing on its contents and how it is to be applied is provided as part of the induction process.

- **Selflessness** **Gu maith chàich**
You should not take decisions which will result in any financial or other benefit to yourself, your family, your friends, Council elected members or other employees. Decisions should be based solely on the Highland Council's best interests.
- **Integrity** **Ionracas**
You should not knowingly place yourself under any financial or other obligation to an individual or an organisation which might influence you in your work with the Highland Council.
- **Accountability** **Cunntachalachd**
You are accountable to The Highland Council as your employer. The Council, in turn, is accountable to the public.
- **Objectivity** **Gun taobhadh**
Any decisions which you make in the course of your work with the Council, including making appointments, awarding contracts, or recommending individuals for rewards or benefits, must be based solely on merit.
- **Openness** **Fosgarrachd**
You should be as open as possible in all the decision and actions that you take. You should give reasons for your decisions and should not restrict information unless this is clearly required by Council policy or by the law.
- **Honesty** **Onair**
You have a duty to declare any private interests which might affect your work with the Council.
- **Leadership** **Ceannardas**
If you are a manager, you should promote and support these principles by your leadership and example.

Alternative Formats

To request this information in an alternative format e.g. large print, Braille, computer disk, audio tape, or suitable language, please contact:

Personnel

Telephone: 01463 702060

Fax: 01463 702062

Email: recruitment@highland.gov.uk