



# Guidance Notes for Applicants on Completing Application Form

## General Information

The following information is designed to help you complete the application form as effectively as possible. If you require assistance in completing the form, or need the form in an alternative format contact a member of HR Express.

The fundamental principle of Recruitment and Selection in Islington Council is that all appointments are made on merit, based on fair and open competition. This ensures that the best person is selected for the job regardless of race, gender, disability, ethnic origin, sexual orientation, age, religious or political beliefs, and HIV status. We guarantee to interview all applicants with a disability who meet the minimum criteria for the job.

Applicants are appointed on the basis of their experience, knowledge, skills, and abilities needed to do the job. The Council has a duty to ensure the integrity of the selection process and that the correct procedures have been followed.

All those involved in recruitment and selection receive appropriate training.

Applying these principles in practice means that:

- all appointments are above suspicion of patronage.
- all job opportunities whether full-time, part-time, job-share, temporary or secondments are publicised.
- selection is fair, transparent and objective.
- those appointed have the necessary experience, knowledge, skills and abilities for the job.

Islington Council follows a policy of valuing diversity and has an equal opportunity policy called Dignity for All. We understand that our workforce consists of individuals who are unique and different and by harnessing these differences we will create an environment where every individual feels valued and encouraged, where talents are recognised, developed and utilised.

# Completing your application form

Please read the following carefully before completing your application form paying particular attention to the Job description and Person Specification.

- It is vital that you take care in completing the application form as fully as possible. We cannot make assumptions about your experience, knowledge, skills, and/or abilities.
- We will use the information on your form to assess whether you have the right experience, knowledge, skills and/or abilities needed to do the job.
- We do not accept CVs in lieu of application forms as a CV on its own is unlikely to demonstrate that you fully meet the job requirements.

## Section 1 Contact Details

Please complete this section fully.

If you are currently working, please make sure you indicate if you do not wish to be contacted at work.

## Section 2 Asylum and Immigration Act 1996 – Eligibility to Work

Please read and complete this section fully, relevant documentation will be checked for the successful candidate. Please note that having restrictions will not automatically exclude you from employment with the council. If you require any further assistance or information, please contact HR Express.

## Section 3 Employment Record

Please complete this section in date order, beginning with your most recent job and listing all work undertaken since leaving school/college. You must include all previous employment.

In accordance with Islington Council's Safe Recruitment policy. All gaps since leaving school should be accounted for. This is particularly important for posts that require working with or access to children and/or vulnerable adults.

Please continue this section on a separate sheet if necessary.

## Section 4 Education & Training

Please complete this section as fully as possible, we will require evidence of your highest and/or relevant qualifications before confirming an appointment and may check your qualifications with the relevant body.

Qualifications are not always essential for all posts: you may have undertaken other training that is just as relevant to the post.

## Section 5 Knowledge, Skills, Abilities & Experience

This is the most important section and must be completed fully.

During the short-listing process your skills, experience and knowledge will be assessed against the selection criteria outlined on the person specification.

*It is therefore very important that you address all the areas identified in the person specification separately and in the order given (E1, E2, E3 etc.), give specific examples as to how you meet the selection criteria.*

You may have gained relevant experience through paid employment, or voluntary work in the community or in a school environment etc.

## Section 6 Driving

Please only complete the questions about holding a driving licence if driving is a duty of the post.

## Section 7 References

All offers of appointment depend on receiving references satisfactory to the Council. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer.

If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor.

Further advice on who is suitable as a referee is available from HR. The Council reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

Requests for references will normally, but not always, be sought after the interview when a provisional job offer has been made. However, for posts with substantial access to children and/or vulnerable adults, the request for references will normally be made prior to interview.

We will specifically enquire if disciplinary action has ever been taken against you or was pending, and details of your sickness record.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- The third party has consented for it to be released

Or

- Your right to know this information and its source outweighs the right of privacy of the third party.

## **Section 8 Conflicts of Interest**

Failure to disclose this section will disqualify you from being appointed to a post in Islington Council.

## **Section 9 Declarations of Criminal Offences**

You must give details of any warnings, offences, convictions, cautions or binding orders you have, or any court cases pending. Under the Rehabilitation of Offenders Act 1974, you do not have to disclose information on spent convictions.

Jobs that involve access to persons who are disabled or addicted to drugs or alcohol or under 19 or over 65 are exempt under the Rehabilitation of Offenders Act 1974 by virtue of the Exception Order. In this case, you must reveal details of all conviction spent or otherwise.

These posts are also subject to the Disclosure And Barring Service – If an offer of employment is made, you will be required to attend a DBS meeting and apply for disclosure. Confirmation of appointment will be subject to satisfactory clearances from the DBS bureau.

## **Section 10 Declarations Statement**

Please read this section carefully before signing your application form.

Failure to disclose this section will disqualify you from being appointed to a post in Islington Council.

## **Section 11 Personal Details**

In order to make sure that the Council's policy on valuing diversity is working effectively, monitoring information needs to be collected and analysed. This information is confidential and is monitored by Human Resources. It will not be used for selection purposes. The provision of monitoring data is voluntary.

## **Section 12 Disability**

The Council is committed to ensuring that employees who have a disability are given every possible assistance in the workplace and has achieved the 'Positive about Disabled People' award, which gives all disabled applicants who meet the essential criteria in the person specification the opportunity to be interviewed.

If you answer YES to the question asking if you have a disability or medical condition and require any specialist arrangements at interview please add these to section 13 in the boxes provided under Disability.

You will be asked at interview stage if you require any adjustments that would assist you at work if you were to be successful.

## **Section 13 Health Record**

All successful applicants will be required to complete a medical questionnaire at offer stage.

## **Section 14 Advertising Monitoring**

This information is required to ensure that the Council can monitor the effectiveness of its recruitment advertising.

## Checklist

- Read through your completed application form carefully, making sure you have fully answered all questions.
- If you have completed separate sheets, make sure that these are numbered and clearly marked with your name.
- Keep a copy of your application form for reference.
- Make sure you return the application form in plenty of time before the closing.  
**We will not accept faxed copies.**

## What Happens Next

Your completed application form will be used to decide whether or not you are selected for an interview.

If successful, you should normally hear within 3 weeks of the closing date.

If you do not hear from us within 3 weeks you must assume that you have not been successful.

Regrettably, due to the high volume of applications currently being received, we are unable to contact you again unless you are successful.

If you need any further information, staff in HR Express will be able to help you. Please give them your name, the job title and reference number of the job you are applying for.

Thank you very much for your application and recruitment monitoring form. We appreciate the time and effort you have taken to complete it.

## Human Resources Contact Details

Address:

Application Form  
HR EXPRESS  
Islington Town Hall  
Upper Street  
London N1 2UD

If you have any queries, then please refer to the advertisement for contact details or telephone HR Express on 020 7527 2155 or e-mail [recruitment@islington.gov.uk](mailto:recruitment@islington.gov.uk)

## Dignity for All - promoting equality & valuing diversity

### POLICY STATEMENT

The council is committed to respect for human rights. We believe that diversity benefits and adds value to the council's business. Having a diverse workforce better represents the people we serve. The differences in culture and range of different life experiences bring creativity, vitality and greater innovation to the organisation.

We shall use all methods to ensure that all:

- Staff experience fairness and equity of treatment in the workplace
- Customers receive fair and equal access to council services
- Staff and customers are treated with dignity and respect

Islington Council will be active in removing barriers that can prevent certain groups from obtaining:

- Employment and advancement within the council
- Access to council services

It is the council's policy that everyone should be treated fairly and without discrimination in relation to their human rights regardless of sex, race, colour, age, disability, sexuality, language, HIV status, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.

The council has adopted the Stephen Lawrence Inquiry definition of Institutional Racism and will apply this definition in its widest sense, extending it beyond racism, to all individuals, when working to remove discrimination on any grounds.

The council will not tolerate processes, attitudes and behaviour that amount to discrimination, including harassment, victimisation and bullying through prejudice, ignorance, thoughtlessness and stereotyping. We will demonstrate this commitment from top management and throughout the council.

### For our staff at work - this means in practice that we will:

- Target recruitment to strengthen under represented groups through campaigns, advertising and analysis of recruitment processes and policy
- Make reasonable adjustments and provide necessary equipment and facilities for members of staff with disabilities
- Ensure procedures and practices are fair so that the council workforce can better reflect the community it serves



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- Run training and development schemes to underpin positive action initiatives, awareness of human rights and to educate staff about equalities issues
- Consult with representative groups to gauge the working practices of the council, test out strategies and receive feedback on policies and initiatives
- Support staff through clear policies and procedures on complaints (including harassment, victimisation and bullying), proactive training, local harassment Advisors and trained mediators
- Ensure monitoring arrangements are sufficiently accurate to direct future policy development and target management action

#### Managers will:

- Ensure the working environment is free of discrimination, including harassment, victimisation and bullying
- Make it clear to staff that discrimination is unacceptable and will be treated as a serious matter and a disciplinary offence
- Deal promptly and thoroughly with any complaints of discrimination including harassment, victimisation and bullying
- Ensure fairness and equity of treatment in all employment practices
- Work towards fair representation within the council and individual departments, for example, for minority ethnic staff, women and staff with disabilities, etc.
- Assess the performance and potential of any individual on merit, and without regard to stereotypes and assumptions
- Ensure that policies and strategies are communicated to staff and provide management and staff with monitoring information related to equalities

#### Staff will:

- Ensure that they treat everyone fairly, equitably and with respect
- Not use discriminatory practices in the work place or elsewhere

We shall know that we have succeeded when we all work in an environment where we feel valued and where we believe that we are treated fairly and with dignity and respect.

#### **For our customers - this means in practice that we will:**

- Monitor and analyse how effective services are at meeting the needs of Islington's diverse community and use the information obtained to develop future policies and services



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- Consult the community about service provision
- Continue to improve the accessibility of council buildings and make reception areas "user friendly", especially for those people with disabilities, older people and carers with children
- Actively promote race equality to ensure policies and services are fair and put things right when they are unfair
- Work with local people to provide a safe environment within council buildings and other council facilities
- Provide information on council services in a variety of formats and advertise the availability of translation facilities
- Explore the equalities implications of the key decisions taken by the council
- Address equalities within the council's performance review programme where all services will be reviewed over a five year period

For any of our services we will consider any comments, criticism or suggestions and:

- Provide clear information about where, and to whom, customers should complain
- Listen to complaints and comments and act upon them
- Use complaints to improve awareness of equalities
- Ensure that any complaint of harassment from a customer about another customer or member of staff is investigated and resolved promptly and fairly
- Monitor all complaints to check whether there are any underlying equalities issues
- Implement changes that the complaint and investigation show to be appropriate

All staff at the Council will:

- Ensure that customers are treated fairly and equally
- Identify training needs of staff at the Council, to prevent a lack of skill being a barrier from equality in service provision
- Not use discriminatory practices when providing services
- Take appropriate action against any customer who harasses or acts in a discriminatory way towards other customers or members of staff



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