



# Guidance notes

**Please read these notes carefully  
before you start to fill in the  
application form.**

Visit our website at  
[www.rotherham.gov.uk](http://www.rotherham.gov.uk)



2002-2003  
*Fostering Business Growth*  
2003-2004  
*Removing Barriers to Work*  
2005-2006  
*Supporting New Businesses*



2005-2006  
*Asset Management*  
2006-2007  
*Valuing People  
Delivery of Quality Services  
Through Procurement*

Rotherham  
Metropolitan  
Borough Council   
Where Everyone Matters

## About Rotherham

Rotherham is a metropolitan borough in South Yorkshire comprising a diverse and vibrant blend of people, cultures and communities.

The borough covers an area of 118 square miles of which around half is rural in nature. The town centre is surrounded by attractive villages and rolling countryside. It is well-connected to all areas of the country by its closeness to the M1 and M18 motorways and inter-city rail network. In 2005, the opening of the Robin Hood Doncaster/Sheffield Airport has brought facilities for international travel to the borough's doorstep.

Around 250,000 people currently live in the Rotherham borough, but that figure is increasing steadily as more people are attracted by the quality of life and economic opportunities on offer.

Rotherham is changing – and changing fast for the better. Evidence of this is provided by the plan for regeneration of the borough which describes a number of projects that will transform what it means to live, work and learn in Rotherham. These include:

- Rotherham Town Centre Renaissance – 20 year vision for future developments
- The Advanced Manufacturing Park – A new build seeking to secure £650 million of investment from both the public and private sectors
- The Transform Schools Partnership – includes the construction of 10 new schools
- A New Generation of Leisure Facilities – Schemes include 4 new swimming pools and new sports centres.

The quality of life in Rotherham is good, and is significantly less expensive than the UK average. House prices are reasonable and far more affordable than the national average. A terraced house costs around £73,000 and a large detached house around £205,000. Those with children will benefit from the £240m investment in school buildings, and the impressive track record of improvement in our education service.

When it comes to leisure, Rotherham has a wide range of activities and facilities. The area is a haven for walkers - we hold one of the biggest walking festivals in the country every year. There are numerous historical attractions, including the award-winning Clifton Park Museum.

The Millennium science and adventure park Magna, has received many awards and accolades for innovation. Sport and recreational facilities are also excellent with virtually all tastes and interests catered for.

## About us

We are responsible for all aspects of local government, for example, roads, schools, libraries, leisure facilities and social services. The Council is made up of 63 members and has a tradition of Labour control. We are a major employer, with around 13,500 employees who are responsible for delivering a wide range of services.

Our recent achievements include the following:

- Beacon awards for:
  - Fostering Business Growth (2002/03)
  - Removing Barriers to Work (2003/04)
  - Asset Management (2004/05)
  - Supporting New Business (2004/05)
  - Learning Disability Services (2005/06)
  - Procurement (2005/06)
- Local Government Chronicle Award for the Environment
- Re-accredited with the Investors in People standard in August 2005
- Municipal Journal award for the Best Public Private Partnership Achievement 2006.

## Employee benefits

As a Council, we are continually working towards being a better employer. We offer wide a range of benefits which are featured in our booklet 'What else can we offer you...?'

## Smoking at work

We have a duty to provide a safe working environment. We recognise that both smoking and passive smoking can damage people's health so we have a no-smoking policy in all our workplaces.

Visit our website at [www.rotherham.gov.uk](http://www.rotherham.gov.uk) for more information.

## Applying for a job with us

The application form is the first step in the process we use to choose employees. It plays an important part in deciding whether or not we invite you to come for the selection process. Our decision on who to invite will be based on the information you give on your application form, which we will compare with the person specification. If a lot of people meet the essential shortlisting requirements of the person specification, we may use other assessment methods such as tests or other desirable requirements listed on the specification.

We do not make any assumptions about you or your abilities. If you do not tell us we will not know.

### Before you start

- Read all the information first to make sure that the job and the conditions are suitable for you
- Please use extra sheets if you need to
- Check the closing date and allow time for your application form to reach us. We will not normally consider application forms we receive after the closing date.

## Completing the application form

### General pointers

- Read the application form carefully before you write anything. It may help to make some rough notes so you can organise your thoughts
- Please write or type your application in black ink so we can photocopy it if necessary
- Fill in all the parts of the application form. If some parts do not apply to you, write 'N/A' (not applicable) in the space provided
- Use extra sheets if you need more space for your information. Don't forget to put your name on each sheet. Remember that it is quality that counts, not quantity
- It is a good idea to keep a copy of your finished application form
- Your application form should be geared to the job you are applying for – don't send the same one for different jobs, unless it is suitable

- Make sure the information you give us is clear, precise and easy to understand
- If you are an internal applicant, you must not take it for granted that the shortlisting panel will know your details. You must make sure that you give full details on your application form
- We will consider CVs instead of an application form but you must include all the information we ask for on the application form and in the person specification.

## The application form

### Section 1 – Job details

Please indicate the title of the job you are applying for and the job reference number. Also enter the Service in which the job is based and the closing date – all this information can be found in the job advert and the job description.

### Section 2 – Personal details

Please include all your details so we can, if necessary, contact you to arrange attendance at the selection process. Also enter your National Insurance number. If you are invited to the selection process we will need to see proof of this.

### Section 3 - Education and training

If we ask for a qualification in the person specification, make sure that you give us all the information we ask for, for example, grades, level and length of qualification/study. If we ask you to come to the selection process, we will need to see your original certificate(s) or proof from the examining body. You can also include any other qualifications you consider relevant to your application.

**Professional and Technical organisations** - please provide details of any organisations that you are a member of which you feel are relevant to your application, again we may ask to see your membership documents.

**Other training** - include any short courses, seminars or workplace training you have done that you feel are relevant to your application. Indicate the length of course/training.

## Section 4 - Employment history

Enter the names and addresses of **all** your employers both past and present. Start with the your most recent or current employment. Don't forget work experience and voluntary or unpaid work. If there are any gaps in dates, please tell us why, for example, if you were unemployed.

Give brief details of the duties you undertook for each of your jobs. For your current or most recent job we also need your salary/wage, and if you are still employed, the period of notice required by your employer:

## Section 5 - References

You need to give details of two people (not relatives) to act as referees. If you have worked before or are currently working, one referee **must** be your present or last employer. If you are a student, your referee should be your college tutor. Your work referees should be people who know about your experience, skills and abilities, and have acted as your direct line manager. We may also need to get references from any of your past employers and may follow up written references over the phone. We will only contact your referees if you are offered the post.

**Please note that as well as asking your referee for their comments on your experience, skills, abilities and so on, we will also ask for details about your recent sickness, absence and current disciplinary record.**

## Section 6 – Skills and experience

Using the person specification, explain how your experience, skills, knowledge and personal qualities meet the requirements of the job. It is not enough just to say that you are able to do the job, give examples of how you have used your skills and experience, showing successful results.

Use extra sheets if you need to but do remember quality not quantity!

## Section 7 – Criminal convictions

Having a criminal record will not necessarily bar you from working for us as we do not discriminate against ex-offenders. We will only take account of previous convictions if the nature of the offence is relevant to the type of work you would be doing. In your application tell us about any 'unspent' convictions you may have as defined in the Rehabilitation of Offenders Act 1974. All Council employees who are involved in the recruitment process have been suitably trained to identify and assess relevance and circumstances of offences.

However, if a risk assessment of the post has indicated that the post is exempt from the act, you will need to tell us about all 'spent' and 'unspent' convictions and cautions as part of your application. If successful at the selection stage, we will conditionally offer you the post while we contact the Criminal Records Bureau (CRB) Disclosure service to assess your suitability for the position.

The advert and the person specification (section 5 Personal Circumstances) will tell you whether the job is exempt and if a disclosure will be requested.

If details given in your application or from the disclosure indicate any offences that are cause for concern we will discuss this in detail with you either at interview or in a separate discussion. The outcome of this discussion may result in us not progressing your application any further or withdrawing a conditional offer of employment.

You need to be aware of the Criminal Records Bureau Code of Practice. This is available on request from the Council or from [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

If you would like advice or guidance regarding a conviction please telephone the HR Service Centre on (01709) 334141. All enquiries will be dealt with in confidence.

Failure to declare a conviction, caution or pending police action which later comes to light could result in dismissal.

**Our policy statement on the Recruitment of ex-Offenders is available at the back of this booklet.**

## **Section 8 – Eligibility to work in the UK**

The Asylum and Immigration Act 1996 requires all employers in the UK to make basic document checks on every person they intend to employ to ensure they are eligible to work in the UK. We will need to see proof of your National Insurance number and a passport or birth certificate.

If you are not able to produce these documents there are alternative documents we can look at which prove that you are eligible to work in the UK. Contact the HR Service Centre on (01709) 334141 for further advice.

If you do not have the right to work in the UK, we may be able to help you apply for a permit (if appropriate).

## **Section 9 – Further information**

**Current driving licence** – you only need to complete this section if there is a requirement in the person specification for you to hold a driving licence.

**Disabled** – we need to know if you consider yourself disabled as all disabled applicants who meet the essential shortlisting criteria are guaranteed an interview.

## **Section 10 - Declaration**

You must not try and get support from, or try to influence, any Councillor or senior employee of the Council. For school vacancies, you must not approach governors or head teachers for support. This action will disqualify your application.

We need to know if you are related to a Councillor or senior Council employee, so please fill in this section of the application form.

### **Finally sign the form to:**

- agree to us storing and using your personal information for this recruitment exercise
- confirm all details supplied in the form are correct.

**Please return your application form on time to the address shown in the letter within your application pack.**

## What happens next?

We will contact you shortly after the closing date if we want you to come to the selection process. However, if you don't hear from us within 15 working days of the closing date, please assume that you were not successful this time. We hope an unsuccessful application will not stop you from applying for another job with us in the future.

## Equal opportunities

We are committed to working towards equal opportunities and aim to make sure that everyone is treated fairly no matter what their:

- sex
- marital status
- disability
- religion
- age
- race
- sexuality

It is our policy to make sure that everyone is given an equal opportunity in both access to employment and employment practices. Nobody will receive less favourable treatment, or be placed at a disadvantage by conditions or requirements which are not necessary.

A full copy of our Equal Opportunities in Employment policy is available on request from the Council or from our website [www.rotherham.gov.uk/jobs](http://www.rotherham.gov.uk/jobs)

## Monitoring

We want to make sure that our equal opportunities policy is working so we need you to fill in the equal opportunities monitoring form. We hope you don't mind us asking for this personal information but we have a legal duty to monitor information on equal opportunities. Please note that the shortlisting and interview panel **do not** see this information.

Please tell us if you consider yourself to be disabled. We recognise and welcome our responsibility to remove any barriers in our recruitment process for disabled applicants.

## Data Protection

We will only use the information on your application form for our recruitment and selection process, and also to check the effectiveness of this process. As we will be able to identify you from the personal details you have given us, we will treat this information as confidential.

If you are unsuccessful, we will confidentially destroy your application form within six months of the date the post was filled.

## Complaints procedure

You have the right to complain if you feel that you have been unfairly discriminated against in any stage of the recruitment and selection process because of your sex, marital status, age, race, disability, sexuality or religion, or if you feel that we have not dealt with your application fairly. You should first contact the HR Service Centre on (01709) 334141 who will look into the matter for you. All enquiries will be dealt with in confidence.

If you still feel that you have a cause for complaint, you may use our complaints procedure. You can make a complaint in person, over the phone, in writing, by fax, by e-mail [complaints@rotherham.gov.uk](mailto:complaints@rotherham.gov.uk) or by visiting our website [www.rotherham.gov.uk](http://www.rotherham.gov.uk)

You can get a standard complaint form from our offices and from public buildings if you want to put your complaint in writing, but written complaints do not have to be on the standard form.

## Policy Statement on the Recruitment of ex-Offenders

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Rotherham Metropolitan Borough Council 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 conviction or other information revealed
- Rotherham Metropolitan Borough Council is committed to the fair treatment of its employees, potential employees or users of its services, regardless of race, sex, religion, sexuality, marital status, age, disability or offending background
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience
- A disclosure is only requested after a risk assessment has indicated that one is both proportionate and relevant to the post 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 part of the recruitment process, we require all applicants called for interview to provide details of their criminal record at an early stage in the application process
- Unless the nature of the position allows Rotherham Metropolitan Borough Council to ask questions about your entire criminal record, we will only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974
- We ensure that all those in Rotherham Metropolitan Borough Council who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure 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
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position sought which could lead to withdrawal of an offer of employment
- We make every subject of a CRB disclosure aware of the existence of the CRB Code of Practice and a copy is available on request
- We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position, the nature of the offence, how long ago and what age you were when it was committed and any factors which may be relevant.

Failure to declare a conviction, caution or pending police action, will disqualify you from appointment or result in summary dismissal if the discrepancy comes to light.

If you would like to discuss whether a conviction you have would prevent you from working with children, or vulnerable adults telephone Human Resources on (01709) 334141 in confidence, for advice.

## Finally

If you need any help or advice in applying for a job, filling in the application form, preparing your CV, or if you need this document in your language or in alternative formats such as Braille, large print, electronic and audio-tape versions

Contact us at:

Tel: **(01709) 334141**

Minicom: **(01709) 823536**

E-mail: **hrpgeenq@rotherham.gov.uk**

Web: **www.rotherham.gov.uk**

This publication is available in other languages and formats. Please contact (01709) 334141

یہ اشاعت دیگر زبانوں اور صورتوں میں دستیاب ہے۔ معلومات کیلئے براہ مہربانی  
رادرہم کے اس نمبر پر فون کریں: (01709) 334141

هذا المطبوع متوفر في اللغات والصيغ الأخرى.

للمعلومات الرجاء الاتصال برظهام (01709) 334141

این اعلامیہ بہ زبانها و در اشکال و طرح های دیگر موجود است.  
لطفاً با شماره تلفن (01709) 334141 تماس بگیرید.

這份刊物可採用其他語文譯本及型式版本提供。

查詢詳情請致電羅賽蘭 (01709) 334141

Si vous desirez parler avec quelqu'un de ce document dans une autre langue, veuillez contacter (01709) 334141

## Thank you for applying and good luck!