



Cardiff Council Recruitment – Application Guidance

Cardiff Council is committed to a recruitment process which enables potential candidates to find the right job as quickly and easily as possible.

The Council recognises the critical role that recruitment plays in its commitment to the Welsh Language and, in pursuit of this, our recruitment process welcomes applications in either language with supporting documents being available in both languages.

All job vacancies (apart from posts based in Schools) can be applied for using our preferred **Online** Application Form, or alternatively you can ask for an application pack by telephoning C2C on 029 2087 2087 or e-mailing C2C@cardiff.gov.uk , quoting the job reference number.

Information for candidates applying online (Not applicable to Schools Based Posts)

The Online Application Form

To apply online you must first register on our website. By completing our application form using the online process, your application will be submitted directly to the Manager dealing with the vacancy. Simply select 'Apply Online' on the right hand side of the job advertisement and the application form will be displayed in your web browser.

Completing the form is easy, and if you wish to complete it in more than one session you can save your incomplete application and return to it later before submitting it to us.

The Online Application Form contains a variety of simple fields including drop-down menus and mandatory fields (indicated by an *) which must be completed prior to submitting your application.

You will be asked to provide information relating to your previous employment and education & training. By selecting “add another” button, you will be able to add as many entries as you need to ensure we have a full and accurate record.

You are advised to save a copy of the job description, person specification and any other job specific information relating to your job application, as these documents are not available from the website once the deadline for submission of applications has passed.

Please note the on-line application form contains a question about your sickness absence over the last twelve months. Due to changes in the law we no longer require this information so please do not complete this section.

Information for all candidates

Supporting Information

The Supporting Information Section of the form is the most important part of your application. Please pay particular attention to it. It is where you tell us what makes you suitable for the job and your application will be assessed against the Person Specification. You should refer to and address each point of the Person Specification in turn, giving evidence of the skills, experience and knowledge you have in each area by providing practical examples of your capability. Failure to complete this section in this way will considerably reduce the likelihood of you being shortlisted.



Equal Opportunities – Disability Symbol

The Disability Symbol is a recognition given by Jobcentre Plus to employers agreeing to meet five commitments regarding the recruitment, employment, retention and career development of disabled people.

What are the 5 disability symbol commitments?

Commitment 1 • Recruitment – interviewing disabled applicants who meet all the essential criteria for a job vacancy and considering them based on their abilities.

Commitment 2 • Consulting disabled employees – making sure there is a system in place to discuss what the Council and they can do to make sure they can develop and use their abilities.

Commitment 3 • Keeping people who become disabled – making every effort, when employees become disabled, to make sure they stay in employment.

Commitment 4 • Developing awareness – taking action to make sure that all employees develop the appropriate level of understanding about the effects of being disabled needed to make our commitments work.

Commitment 5 • Reviewing progress and keeping people informed – each year, reviewing the 5 commitments and what has been achieved, and planning ways to improve on them.

For more information on the Disability Symbol please click on the following link to the Jobcentre Plus website –

http://www.direct.gov.uk/en/DisabledPeople/Employmentsupport/LookingForWork/DG_4000314

Employment Procedure Rules

The Council fully recognises that its ability to recruit best quality employees has a direct bearing on the quality of services provided to the community. All appointments to the Council will be made on merit, and the appointments process is designed to ensure that the best person for the job is recruited. Unsuccessful shortlisted candidates have the right to appeal if they believe that the selection process was conducted in an improper manner or that an unfair practice was adopted. Such an appeal must be registered within 24 hours of the day of notification of the decision.

Your attention is drawn to the Council's Employment Procedure Rules Paras. 1a & 1b (below) which relate to attempts to influence an appointment and candidates related to any Member or Senior Officer of the Council. You are advised to read this section carefully before completing your application form.

In order to ensure the Council's continued development of Equal Opportunities in employment, please complete the ethic monitoring form, which forms part of this application. All the information provided will be treated as confidential and will be only used for monitoring purposes and not selection.

Recruitment and appointment

These rules do not apply to school-based employees, who are subject to separate procedures.

(a) Declarations

(i) With the intention of ensuring that employment processes are fully informed and transparent, the Council requires any candidate for appointment as an officer to state in writing whether they are related to or have close personal association with any member or senior employee of the Council.

(ii) Deliberate omission to make such a disclosure would disqualify the candidate, and if the omission is discovered after appointment, the candidate will be liable to dismissal.

(b) Seeking support for appointment

(i) Subject to paragraph (iii), the Council will disqualify any applicant who directly or indirectly seeks the support of any Councillor or employee for any appointment with the Council. The content of this paragraph will be included in any recruitment information.

(ii) Subject to paragraph (iii), no Councillor will seek support for any person for any appointment with the Council. A member or an employee will not try to improperly influence the choice of a candidate for any appointment.

(iii) The impartiality of employees must be preserved. Accordingly Members must not give written references to support a candidate seeking employment with the Council.

Criminal Convictions

When applying for a job with us the Rehabilitation of Offenders Act 1974 means that you do not need to tell us about any criminal convictions you may have which are "spent". Some jobs are exempt from the provisions of this act which means that you must state on the application form all criminal convictions, cautions, reprimands etc. you may have regardless of whether they are spent or not. The application form will clearly state what you need to disclose.

Relatives of elected Councillors or senior council officers

If you apply for a job with the Council you must tell us if you have any relationship with a Councillor or senior officer of the council. If you don't tell us, you may be disqualified from appointment. Councillors and senior officers must also tell us about any relationship they may have with someone applying for a post in the council.

Canvassing

You must not try to influence any Councillor or officer of the Council in relation to your job application, or you will be disqualified. This means you must not seek the support of a Councillor or officer, or attempt to ask them to influence the recruitment decision.

Pre employment checks

If you are successful following a job interview, we will need to undertake the following checks :-

- **References**

Two satisfactory references are required before we can confirm your appointment. At least one of these must be from your present or last employer.

- **Medical**

Your appointment will be subject to a satisfactory medical check.

- **Criminal Records Bureau (CRB) Disclosure**

Posts requiring CRB Disclosure fall into two categories i.e. Standard and Enhanced. Standard checks are primarily for posts that involve working with children or vulnerable adults. They may also be issued for professions such as legal and accountancy. Enhanced checks are for posts involving a far greater degree of contact with children or vulnerable adults. In general you will require this if you are regularly caring for, supervising, training or being in sole charge of such people. The job advert will tell you if a CRB check is required.

- **Asylum and Immigration**

The Immigration, Asylum and Nationality Act 2006 requires all UK employers to make basic document checks on every person they intend to employ. You will therefore be required to provide proof of your right to work in the UK prior to taking up employment. In order to check whether you are able to take up employment in the UK without a work permit please visit

<http://www.ukba.homeoffice.gov.uk>

If you do not meet the specified criteria you will require a work permit to enable you to work. The Council will ordinarily only apply for work permits when recruiting to posts in shortage occupations.

Data Sharing (Data Protection Act 1998)

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on your application form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see our Fair Processing Notice Condensed Text at www.cardiff.gov.uk/fraud and the Fair Processing Notice Full Text on the Wales Audit Office website www.wao.gov.uk/whatwedo/1252.asp Or contact: Phillip Bradshaw, Information Manager, CY4B County Hall, Cardiff CF10 4UW Telephone: (029) 2087 3346. Fax: (029) 2087 3349 Email: pbradshaw@cardiff.gov.uk

Help and Assistance

If you would like help in completing Cardiff Council's application form (on-line or paper copy), please contact Local Training and Enterprise:-

St Mellons Enterprise Centre
31 Crickhowell Road
St Mellons
Cardiff
CF3 0EX
Telephone number 029 20361581

Cardiff Central Enterprise Centre
32 City Road
Plasnewydd
Cardiff
CF24 3DL
Telephone number 029 20457871

Jasmine Enterprise Centre
Cowbridge Road
Ely
Cardiff
CF5 5BQ
Telephone number 029 20873800

Cardiff South Enterprise centre
172-174 Clare Road
Grangetown
Cardiff
CF11 6RX
Telephone number 029 20394929