

Application for Employment

General Information

Liverpool City Council's application form can be submitted either online or by hard copy. These guidance notes relate to applying for a vacancy online. To complete an online application form, please visit the Jobs and Training section on our website at www.liverpool.gov.uk.

Our online application form consists of three parts: personal information, questionnaire 1 and questionnaire 2. The personal information and questionnaire 1 parts are required steps and therefore need to be completed before your application can be submitted. Also, these parts will contain required fields which are highlighted by *. You are able to save your application at any stage however you need to ensure that all required fields are completed prior to saving.

Questionnaire 2 is optional as it relates to Equal Opportunities data. The information you provide on this form will assist us in monitoring the effects of our equal opportunities policy in recruitment and selection and will help us to develop and improve.

Your application is your chance to sell your skills and experience as well as demonstrating how you are right for the post. It will be assessed according to how you meet the essential (or 'key') criteria as identified on the Person Specification for the role, so it is critical that you provide adequate detail.

Also, take time to check your application to ensure that all sections have been completed and there are no spelling or grammatical mistakes. It is recommended that you prepare your evidence and examples for the Essential Criteria section in Notepad or Microsoft Word initially as there is a character limit of **3,000** per section (including spaces) and there are three sections available. Please note that any formatting used in your chosen document will have an impact on the character limit available therefore it is recommended that Notepad is used to minimise this.

A link to the job description and person specification can be found within the advert and these provide information about the job for which you are applying. Read these documents carefully and ensure that your application details the ways in which you meet the requirements of the role.

Please be aware we do not accept CVs for any of our positions.

The City Council will disqualify any applicant who directly or indirectly seeks the support of any councillor or officer for any appointment. Further information about the City Council's procedures and codes of practice can be found in the Constitution of Liverpool City Council at <http://councillors.liverpool.gov.uk/ecCatDisplay.aspx?sch=doc&bcr=1>

Equal Opportunities

Liverpool City Council is an equal opportunities employer and provider of services and welcomes applications from all members of the community. Our aim is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race,

gender, marital status, age, disability, religious beliefs, sexual orientation or employment status.

The information gathered on our Equal Opportunities Monitoring Form is used to monitor the effectiveness of our equal opportunities policy in recruitment and selection and help us to develop and improve.

When we receive your application, the Equal Opportunities Monitoring Form will be processed separately. This information will not be available to the panel members and will not be used to make any decisions about your application or suitability for employment. Please state if you would like any support or adjustments to be made in the selection process for reasons such as religion, disability, medical or maternity.

Guidance Notes for Completing an Online Application Form

The Candidate Homepage

- If you have applied for a vacancy with us in the past and have already set up your candidate homepage, there is no need to set up another. Please provide the User ID and Password that you originally set up to make an application.
- If you forget either your User ID or Password, you can select the 'Forgotten Password' link on the log in page. You will be required to input your last name, first name and e-mail address and your username and temporary password will be sent out to you so that you can reset your password and log in.
- If this is your first online application with us, you will need to set up a candidate homepage where you can complete, submit and track all applications that you make.
 - Please fill in all mandatory fields under the 'Candidate Homepage creation details' section and click on 'Create My Candidate Homepage'
 - To ensure that we are running a secure system, we require passwords to contain at least 8 characters. We would advise that you use both upper and lower case characters, numbers and symbols where possible.
 - You will receive an e-mail confirmation containing your candidate homepage details for future reference. Please keep these details in a safe place.

Personal details

Please ensure that you complete the information accurately as this section will be used for contact and identification purposes. Please provide the most appropriate email address that can be used for all correspondence.

Questionnaire 1

Education

- Please provide details of any qualifications you hold and any courses you have attended which are relevant to the position for which you are applying.

Current Membership of Professional Bodies

- Please give full details of your membership of any relevant professional bodies.

Teachers Only

- If you have a DfES number it should be entered here.

Most Recent Employment Details

- Please indicate your current employment status by selecting the appropriate category.
- If you are currently in employment, please provide your current employment details.
- If you are not currently in employment, please provide details of your most recent employment, including the date and reason for leaving.
- Please provide your employee payroll number. This will not affect your anonymity.

Work Permit

- Please indicate whether you have eligibility to work in the UK.

Employment / Education History

- Please detail a full employment history in chronological order since leaving secondary education, starting with your current (or most recent) employer and working backwards, listing all full and part-time employment, including voluntary work, periods of post-secondary education and training and any periods of unemployment.
- It is essential that any gaps in your employment history are explained.
- If you are applying for a post that involves working with children or vulnerable adults, please include the date that you left secondary school.
- Please note that a full employment history is a mandatory requirement and, if you are successful after interview, we will advise you in the conditional offer of employment of any outstanding information.
- The City Council may contact any of your previous employers to confirm the information provided in your application.
- Please be aware that if you have accepted a compensation payment from Liverpool City Council, you will be unable to apply for posts, including casual work or paid consultancy work, for a period of three years following the termination of your employment.

Guaranteed Interview Scheme

- Please select the appropriate 'self declaration' option. The impairment must meet the requirements of the Equality Act 2010 definition of disability.

Source

- Please provide details of where you saw the vacancy advertised.

Person Specification - Essential Criteria

- Please provide specific examples/evidence of your skills and experience which demonstrate how you meet the essential criteria. We use the criteria in the person specification to assess applications and determine a shortlist for interview.
- You may find it useful to use the essential criteria as headings to help clarify your examples/evidence.
- Remember that skills and experience gained outside work may also be relevant.
- Please be aware that there is a 9000 character limit for providing evidence over the three sections therefore you may wish to type out your response in Notepad or Microsoft Word in the first instance to ensure that it is within this limit.

References

- Please provide details of two referees, one of whom must be your current or most recent employer.
- Referees cannot be relatives or people writing solely in the capacity of friends.
- If you are applying for a post that involves working with children or vulnerable adults and you are not currently working with children or vulnerable adults, but have done so in the past, please provide details of the most recent employer of this type of employment.
- No offer of employment will be confirmed until satisfactory references have been received.

Criminal Convictions

- The Rehabilitation of Offenders Act 1974 does not require applicants to give details of any convictions that are spent, unless the post is exempt from the Act. However, it is a requirement to declare all spent / unspent convictions if the post is subject to a Disclosure and Barring Service (DBS) check. Where this applies it will be stated on the job description, person specification and job advert.
- Further information relating to DBS checks can be found on the Direct.gov website http://www.direct.gov.uk/en/Employment/Startinganewjob/DG_195809.

Declaration

- Please declare any family or close relationship to an elected member or chief officer of the council.
- You are required to confirm that the information you have supplied is accurate and true and to sign the declarations within this section of the form. Providing false or withholding information could result in your application being rejected, a conditional offer being withdrawn or lead to disciplinary proceedings which may result in your dismissal.

Questionnaire 2 - Equal Opportunities Monitoring Form

Cultural and Ethnic Origin

- Please select the appropriate category.

Religion / Belief

- Please select the appropriate category.

Gender Identity

- Please select the appropriate category.

Sexual Orientation

- Please select the appropriate category.

Disability

- Please select the appropriate category.

Age Group

- Please select the appropriate category.

Relationship Status

- Please select the appropriate category.

Pregnancy/Maternity

- Please select the appropriate category (if applicable).

Supplementary Information

- Please state if you would like any support or adjustments to be made to enable you to take part in the selection process. This could, for example, be for reasons relating to religion, disability, medical or maternity adjustments.

Vision, Aims, Priorities and Values

PURPOSE

Liverpool City Council exists to serve and represent the interests of its citizens and communities and to ensure the provision of the best possible services for its residents.

Liverpool City Council will provide strong, fair and trusted leadership for the City and for its people.

LCC will work with any organisations or people willing to improve the prospects of the City, its communities and its residents.

VISION

Liverpool - a Distinctive Global City.

AIMS AND PRIORITIES

We will make Liverpool the preferred choice for investment and job creation

By...

- Exploiting the national and international profile of the city and the vitality of its citizens.
- Enhancing the City's infrastructure, links and distinctive sense and quality of place.
- Encouraging business creation, growth and productivity.
- Supporting research, innovation and enterprise throughout the City.

We will empower people to enjoy the best possible quality of life and reach their full potential

By...

- Reducing inequalities by improving life chances and protecting and promoting good health.
- Giving children the best possible start in life.
- Raising skills and educational attainment for all age groups.
- Promoting independence and independent living.
- Protecting and supporting our most vulnerable residents.

We will make Liverpool a more sustainable, connected and attractive city

By...

- Promoting new 'green' industries and encouraging new generation technologies.

- Reducing carbon emissions from buildings, vehicles and operations.
- Ensuring the city has the best possible physical and virtual connectivity.
- Optimising the value of green and public space in the City.

We will build strong, attractive and accessible neighbourhoods

By...

- Developing a shared sense of identity and community pride.
- Encouraging more engagement with local people and groups.
- Improving the quality, range and choice of housing.
- Making all areas of the City clean, vibrant, accessible and safe.

We will ensure services are efficient, effective and offer value for money

By...

- Putting the customer first.
- Encouraging more innovation.
- Empowering our staff.
- Working with partners to improve service quality.
- Making the best use of our assets and resources.

VALUES

Leadership

- We lead by example.
- We believe in real partnership, together with partners we can be trusted to make a difference in everything we do.

Excellence

- We do everything we can to provide excellent services and encourage our partners to do the same.
- We take pride in our city and ourselves.
- We make the best possible use of what resources we have available.

Accountability

- We work for the customer not ourselves.
- We treat customers and colleagues with fairness and respect.

- We are open to change and to criticism in order to improve what we do and how we do it.

Performance

- We continually improve what we do and how we do it.
- We focus on outcomes rather than processes.
- As a city and a Council we will achieve success and celebrate it.

General Conditions of Service

Successful candidates will be issued with a more detailed Statement of Particulars of Employment. The following are key points that may be helpful to you:

1. General

Liverpool City Council applies the nationally negotiated conditions of service with some local variations.

2. Pay

Your salary will be paid monthly on the penultimate working day into your bank or building society account. Pay advices will be provided electronically to all employees with internal email accounts.

3. Working Hours

Full time employees work a 35 hour week that is organised to meet the needs of the particular service. This may involve shifts, rotas and weekend working. The days and hours that you will be expected to work will be specified to you. Some posts (up to and including Grade 7 may be included in our flexi scheme. Where this applies, up to one day may be taken as flexi leave in a four week period. Full details of the scheme will be made available to you upon appointment.

4. Annual Leave Entitlement – National Joint Council (NJC) Staff

The basic leave entitlement commences at 26 days rising to a maximum of 34 days, dependant on salary and length of service. Please note that this includes 3 days that you may be required to take at Christmas. In addition you will be entitled to 8 public holidays. All leave entitlement will be awarded on a pro-rata basis for part time employees.

Policy Statement on the Recruitment of Ex-Offenders

1. Introduction

Unless the nature of the position allows Liverpool City Council to ask questions about an applicant's criminal record, Liverpool City Council only asks about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

2. Equal Opportunities

Liverpool City Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, marital status, age, disability, religious beliefs, sexual orientation or employment status. Details of all ethnic origin categories are available on the equal opportunities monitoring form (online questionnaire 2).

Liverpool City Council actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. Liverpool City Council selects all candidates for interview based on their skills, qualifications and experience.

3. The Disclosure Process

Liverpool City Council, as an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, complies fully with the DBS 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 a conviction or other information revealed. Liverpool City Council makes every subject of a DBS

Disclosure aware of the existence of the DBS Code of Practice and makes a copy available on request.

Liverpool City Council has a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position 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 required.

Where a Disclosure is to form part of the recruitment process, Liverpool City Council encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. Liverpool City Council requests that information is sent under separate, confidential cover, to the Human Resource and Payroll Service and guarantees that this information will only be seen by those who need to see it as part of the recruitment process.

Having a criminal record will not necessarily bar applicants from working for Liverpool City Council. This will depend on the nature of the position and the circumstances and background of their offences. Liverpool City Council undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

4. General Information

Liverpool City Council ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Liverpool City Council also ensures 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.

Liverpool City Council ensures that an open and measured review takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could result in an application being rejected, a conditional offer of employment being withdrawn or disciplinary proceedings which may result in dismissal should the information come to light after employment has commenced.