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 relates to Equal Opportunities data. It is also a required step, but you are able to select a 'Prefer not to say' option for each question if you would rather not provide this information. The information you do 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. **It is also recommended that you save your progress regularly** when completing the online form to avoid loss of information in the case of system time-outs or loss of power.

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

Privacy Notice

This information details how Liverpool City Council uses the information provided on your application form.

The categories of information that we collect, process, hold and share include:

- personal information (including name and address)
- contact details (including telephone numbers and e-mail addresses)
- details of education, training and employment
- equal opportunities data (such as ethnicity, age, disability status)
- details of criminal offences where it is a requirement of the role

We use the data provided on your application form to:

- make contact with you regarding your application
- assess your application against the criteria required for the role which you are applying for
- undertake equal opportunities monitoring
- to protect vulnerable adults and children and to prevent fraud

If your application for employment is unsuccessful, your application is retained for a maximum of 12 months and then deleted. If you are successful in employment, your application form will form the basis of your employee personal file which we will hold throughout your employment and for a period of 6 years following you leaving the council. Equal Opportunities information is used for statistical monitoring purposes which is not related to named individuals.

Your Rights

Under data protection legislation, you have the right to request access to information that we hold about you. To make a request for your personal information, contact the Data Protection Officer at DPO@liverpool.gov.uk.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- right to data portability in certain circumstances

You also have the right to lodge a complaint with the supervisory authority (the Information Commissioners Office).

If you have any questions or concerns about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/.

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.

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. **Please note that depending on your e-mail settings, any correspondence may arrive in your Junk/Spam folder therefore be sure to check these folders.** If you are able to add @liverpool.gov.uk e-mail addresses to a ‘safe senders’ list, then please do so.

Questionnaire 1 – Application Form

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.

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

Please note that there is a ‘prefer not to say’ option within each category if you do not wish to provide this information.

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).

Vision, Aims, and Values

Vision
A strong and growing city built on fairness.

Purpose
Liverpool City Council exists to serve, safeguard 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 is committed to making Liverpool a strong city through inclusive and sustainable growth, and building a fair city through breaking the cycle of deprivation, improving health and tackling poverty.

We will provide trusted leadership and deliver our vision through three enablers:
• transforming our services by developing new ways of working that empower citizens and stakeholders to work alongside us to achieve our vision;
• investing our time, energy and resources on our priorities through a commercially minded approach to achieving outcomes, and
• strengthening our partnership working across the city and the city region to ensure everyone is working to the same end of improving outcomes for our residents.

Aims

1. **Investing in our children and young people**
   All our children and young people enjoy the best possible quality of life and are able to reach their full potential.

2. **People who live well and age well**
   Improve health and wellbeing for all, prevent ill health, promote independence and provide quality personalised care and support for those who need it.

3. **Quality homes in thriving neighbourhoods**
   All residents have access to quality housing and feel a sense of belonging and wellbeing living in a safe and sustainable neighbourhood.

4. **A strong and inclusive economy**
   Growing an increasingly modern, productive and fair economy where the benefits of growth are more equitably shared amongst all citizens.

5. **A connected and accessible city with quality infrastructure**
   Smart, clean, accessible and integrated infrastructure that meets the needs of a modern and productive city and its residents.

6. **Liverpool – the most exciting city in the UK**
   Growing Liverpool's reputation as a cultural and sporting capital and the most exciting city in the UK in which to live, visit, work, study and invest.

Our Core Values
Liverpool City Council's core values are underpinned by our shared ethos: **One Team One Council**.

Can Do Positive Attitude

- We lead by example
- We do everything we can to make a difference
- We are reliable and do whatit takes to deliver

Open to Innovation, New Ideas and Technology

- We look for new and better ways of doing things
- We are open to change and welcome new challenges
- We listen to other people's ideas and welcome feedback

Respectful and Accountable

- We are open, honest and trustworthy
- We do the things we say we will do
- We value and respect our customers and each other and will challenge discrimination and inequality

Enabling and Supportive

- We build relationships and work collaboratively with others to achieve the best outcome
- We encourage and empower people to build on their own strengths and abilities to achieve their potential
- We take pride in our own and others' achievements and celebrate success

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 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.