



Application for Employment Guidance Notes

Please Read Before Completing The Application Form

Please do not submit a CV or submit the same application form for more than one job. Applications received after the closing date will not be accepted.

GENERAL

1. Information Pack

All information packs contain an application form, covering letter, job description, equal opportunities monitoring form and person specification and where applicable, additional information on the area and the post.

2. Equal Opportunities Policy & Monitoring Form

The Partnership is committed to offering equality of opportunity in employment regardless of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion/belief, sex, sexual orientation.

We would therefore ask you to please complete the monitoring form to help us ensure that we are reaching all sections of the community, and to check the effectiveness of our recruitment practices.

The form will be parted from the application form and is not used in any way for selection purposes. All information will be treated in the strictest confidence, in line with requirements of the Data Protection Act 1998, and will not affect your application.

3. Job Sharing

Job sharing is the voluntary sharing of the duties and responsibilities of one full-time job. General posts may be considered suitable for job sharing unless the Partnership demonstrates that it is not practicable to share a particular post.

1. Applications for Job Sharing can be made by 2 candidates applying jointly for a vacant post and both may be successful.
2. One successful candidate appointed to a vacant post on a job share basis and the remaining portion advertised; and
3. Two candidates applying independently of each other appointed to a vacant post on a job share basis subject to both satisfying the requirements of the job.

4. Relocation Package

In relation to qualifying posts, removal expenses and lodging allowance may be payable. Details are available from the Resources Section.

5. Smoking Policy

The Partnership operates a 'No Smoking Policy' which means smoking is only allowed in designated areas.

6. Shortlisting

The information provided on the application form will be assessed against the criteria on the Person Specification and used to decide who will be shortlisted and invited for interview.

Shortlisting will normally take place within 2 weeks of the stated closing date. You will be contacted by letter regarding the outcome of the shortlisting process. Applicants will only be shortlisted if they demonstrate that they can meet the essential requirements of the Person Specification.

7. Interview

You will normally be given 2 weeks notice of the interview date, unless, in exceptional circumstances, interview arrangements cannot be changed.

Interviewees will be required to take with them to the interview evidence of any appropriate qualifications or diplomas referred to in the Person Specification. This also applies to membership of any professional associations.

8. Complaints

Applicants for posts with the Partnership have the right to complain if they feel they have been unfairly treated or discriminated against during the recruitment process. Any complaints must be lodged in writing with the Chief Executive. Your complaint will be investigated thoroughly and a statement on the outcome of the investigation will be made available to you.

APPLICATION FORM

1. Disabled Applicants (Section 3)

A disability or health problem does not preclude prospective applicants for consideration for a job and applications are encouraged from disabled persons. You are asked to indicate in Section 3 of the main application whether your disability prevents you from undertaking any of the duties of the post and why. Disabled applicants who meet the essential criteria of a vacant post are guaranteed an interview. You are also asked in Section 3 to indicate any arrangements which may need to be made in order for you to attend an interview. The Partnership recognises its legal obligation not to discriminate unfairly against people with disabilities and to make a 'reasonable adjustment' if the work premises or working arrangements place a disabled person at a substantial disadvantage compared to a non-disabled person.

2. Referees (Section 5)

Referees will not be approached prior to a conditional offer being accepted.

3. Education & Training (Section 7)

If you are selected for interview you will be required to bring with you the original certificate(s) of all qualifications referred to in your application. This extends to membership of professional bodies.

4. Employment Record (Section 8)

Please ensure your employment details and dates showing periods of unemployment, domestic activities or voluntary work are continuous. Document your major responsibilities, starting with your current employer.

5. Employment with Hebridean Housing Partnership (Section 10)

This Section offers you the chance to promote yourself and demonstrate the relevance of your application against what is required in the Person Specification. Please make sure your answer is clear and legible and continue on two sides of an A4 sheet, if necessary.

6. Criminal Convictions (Section 13)

Convictions Not Spent

You must list any convictions that are still current under the Rehabilitation of Offenders Act (1974). These will not be taken into consideration unless they are relevant to the duties of the post. Please tick 'YES' and list any convictions if you have any. If you have no current convictions or cautions tick 'NO'.

Spent Convictions

If the post you are applying for involves the following activities it is exempt under the Rehabilitation of Offenders Act. This means that you must tell us about all convictions and cautions - even from a long time ago.

These posts are those with regular, unsupervised access to: _

- **Children and/or Vulnerable Adults**

If you are applying for this type of post and are successful, you will be asked to join the PVG (Protection of Vulnerable Groups) Scheme. If you are already a member of this you will be asked to apply for a Scheme Record update.

Disclosure

A standard disclosure will be carried out for all successful candidates. If an enhanced disclosure is required you will be informed of this at your interview.

How long is a Rehabilitation Period?

This depends on the sentence given. For a custodial sentence, the length of time actually served is irrelevant. The rehabilitation period is decided by the original sentence and commences on the date of conviction.

- **Sentences of more than 2 ½ years can never become spent.**

Other sentences become spent after a fixed period from the date of conviction. Detailed below are some examples:

Sentence	Rehabilitation Period	
	Aged 17 or over when convicted	Aged under 17 when convicted
Prison (immediate or suspended sentence) or youth custody more than 6 months and not exceeding 2 ½ years	10 Years	5 Years
Prison (immediate or suspended sentence) or youth custody 6 months or less	7 Years	3 ½ Years
Fine or community service order	5 Years	2 ½ Years
Absolute discharge	6 Months	6 Months
There are sentences for people under 21 for which there is no variation in the rehabilitation period according to the age when convicted. These are:-		
Borstal (replaced by youth custody in May 1983)	7 Years	
Detention Centres	3 Years	

7. Relationship to Board Member/Senior Officer (Sections 15 & 16)

You are asked to indicate whether you are related to a Board Member/Senior Officer. A Senior Officer is a Director or above. This is so that any persons listed will not take part in your possible appointment and that, in terms of the appropriate Standing Order, any relationships to a successful postholder are reported to the appropriate Committee.

8. Canvassing (Section 17)

Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment you will be liable to dismissal.