

The City of Edinburgh Council

Recruitment information for candidates



Content

1. Applying for a job with The City of Edinburgh Council	2
2. Equality	2
3. Applications from candidates with a disability	2
4. Alternative methods of applying	2
5. Application	2
6. Communication	3
7. Job description and person specification	3
8. Gaps in employment history	3
9. Declaring criminal convictions	3
10. References	3
11. Council relationships and canvassing	4
12. Proof of your right to work	4
13. Good luck	4

1. Applying for a job with The City of Edinburgh Council

Firstly, thank you for taking the time to apply. To progress your application, you need to complete an application form and will be asked to complete an equal opportunities form.

The City of Edinburgh Council is committed to attracting the best candidates and recruiting the highest calibre of employees. We're committed to safeguarding and promoting the safety and welfare of children and vulnerable adults.

As an equal opportunity employer, we recognise the benefits of having a diverse workforce with different values, beliefs, experience, and backgrounds. We're committed to building an inclusive recruitment culture where all people feel valued, included and able to be at their best.

You'll be given the opportunity to demonstrate your ability regardless of your age, disability, sex, gender, race, marital status, sexual orientation, religious or political beliefs.

2. Equality

We're committed to equal opportunities. Our aim is to build an environment where you feel valued and respected, free from discrimination, bullying or harassment.

To help make sure that our recruitment and selection process is fair to all, we'd like you to complete an equal opportunities form (along with your job application).

We would ask you to consider answering all of the questions and can assure you that this information will be treated in the strictest confidence. This information does not form any part of the decision-making at any stage of the recruitment and selection process. Giving us this information is voluntary and if there's something you don't want to answer, you can choose not to disclose that information.

3. Applications from candidates with a disability

As a Disability Confident Employer, we welcome applications from disabled candidates. If you declare that you have a disability and meet the minimum essential criteria in the employee specification, you'll be guaranteed an interview. If you have a disability, let us know of any reasonable adjustments you require before you attend your interview.

4. Alternative methods of applying

To apply, log on to our job website, myjobscotland, and complete the online application form.

However, if you're unable to apply online and would like a copy of a Microsoft Word version of the application form, call our askHR team on 0131 469 5555. We can also offer other accessible formats of the application form such as large print, braille and audio (CD) where necessary.

5. Application

The information that you provide in your application will be the only information used to determine whether you're invited for interview. To help us decide, please complete all sections.

Late applications won't be accepted by the recruiting manager (unless there are exceptional circumstances).

6. Communication

Unless you tell us otherwise, all communication regarding your application will be by email. Remember and check your junk mail and spam folders, just in case you miss something important!

If you don't have access to email, we'll communicate by post.

7. Job description and person specification

Take time to read the job description and person specification. They contain detailed information about the job's responsibilities and selection criteria, as well as information about the department the job's in. Make sure the role's a good fit for your skills and experience before you apply.

8. Gaps in employment history

We ask for a comprehensive employment history so that we meet our commitment to safeguard and promote the safety and welfare of children and vulnerable adults. You must explain all gaps in your employment history (long or short) since first leaving secondary education.

Use the 'Employment history' section of the application form when providing this information.

9. Declaring criminal convictions

Having a criminal record isn't necessarily a barrier to employment, as each case will be dealt with on its own merit. The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences if they're deemed to be 'spent'.

However, for certain posts we will need you to become a member of the PVG (Protecting Vulnerable Groups) scheme before starting in the role. Disclosure Scotland carry out criminal record checks and share the results with both you and the Council. The information provided on the PVG certificate includes all unspent convictions and cautions, information which the police consider relevant and depending on the offence, spent convictions.

10. References

References are requested so we can have objective, verifiable information to support appointment decisions. We will always ask for these from the referee and not from you.

External candidates

- For permanent, temporary, casual and volunteer appointments, we require a minimum of two written references. At least one referee must be from your current or most recent employer.
- If you're not currently in employment, or your last employer cannot provide a reference because the organisation no longer exists, then a character reference can be accepted.
- If you've just left school, the reference could be from your head or guidance teacher.

Internal candidates

- In most cases no reference is required. However, two references will be requested for posts that are regulated by the SSSC or Care Inspectorate or if a new PVG membership check is required for your new post.

11. Council relationships and canvassing

To ensure fairness, if you have any relatives already working with us, they'll not be allowed to take part in the selection process.

The canvassing of Councillors or employees of the Council in relation to your application will disqualify you from the recruitment process.

12. Proof of your right to work

If you're successful following your interview, you'll receive a conditional offer of employment subject to the successful completion of pre-employment checks.

You will need to provide documents that prove your right to work in the UK.

- For UK citizens this is normally your passport, but if you don't have a passport then a copy of your birth certificate along with a document with your National Insurance number is required.
- For all other citizens normally, a copy of your passport and or a work visa issued by the Home Office will be required.

The link below to the www.go.uk site provides more detailed information on what documents are acceptable.

Acceptable right to work documents: an employer's guide:

<https://www.gov.uk/government/publications/acceptable-right-to-work-documents-an-employers-guide>

13. Good luck

Finally, the very best of luck with your application.