

Milton Keynes Council Applying for a Job Guidance

Thank you for your recent enquiry about working for Milton Keynes Council.

These notes are intended to help you complete the enclosed application form and to provide you with general employment information.

How you complete your application form is of vital importance, as it provides the only information on which we base our decision as to whether you will be invited to interview.

Action for Equality

Milton Keynes Council is an equal opportunities employer. The aims of the Equalities Policy are to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, gender, sexual orientation, marital status, age, religion or any disability nor disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Equalities Monitoring Form

As a major employer in Milton Keynes, we aim to ensure that individuals are selected regardless of any factor other than the ability to do the job. The Council operates an Equalities Policy and we need to continually monitor our recruitment and selection process to ensure that unfair discrimination is not taking place in recruitment. To help us to ensure that our Equalities policy is fully and fairly implemented (and for no other reason), you are asked to complete the monitoring form attached to the application form.

Confidentiality – who has access to the monitoring information gathered?

Information provided on this form is kept strictly confidential at all times, with restricted access in Human Resources, and used for monitoring purposes only in line with our employer commitments. Data will not identify individuals and will be in statistical format only.

Please be assured that the monitoring form is separated from the application form when it is received, and will not be included in the selection process.

What happens to the monitoring information gathered?

The information is put on to our recruitment database and used for recruitment and selection purposes. This ensures that all applicants are treated fairly and appointed solely on their suitability for the post irrespective of race, gender, sexual identity, disability, religion or belief, age or unrelated criminal conviction.

If you are appointed, the information will be transferred on to your computerised personal record to enable us to meet our workforce monitoring requirements, and to assist us in responding to anti-discrimination legislation and any discrimination or inequality in the workplace.

Why does the Council monitor its recruitment and workforce?

We have specific duties as an employer to monitor our workforce, with data being published each year. This assists us in responding to potential discrimination or inequality in the workplace.

IF YOU HAVE DIFFICULTY IN COMPLETING OR READING THE FORM PLEASE CALL THE RECRUITMENT TEAM (01908 253436) WHO WILL BE HAPPY TO HELP.

- Read all the information carefully before completing the form
- The form needs to be legible
- The form should be completed in black ink or typed
- CVs are not acceptable. They will not be considered
- Read through each section of the application form carefully and use these guidance notes to make a rough copy
- Use additional sheets as necessary and make sure they are securely attached to your form
- Information should be written in a concise, organised and positive way
- Return your form to us before the closing date
- If you are applying for more than one position, submit a separate complete application form for each

Post Applied For

You should fill in the post title. The reference number will already have been completed.

Personal Details

All applicants must complete this section. If you do not wish to be contacted at your workplace, please indicate this on the form.

Right to Work in the UK (Asylum and Immigration Act)

In order for the Council to comply with the Asylum and Immigration Act, you will be asked to confirm on the application form that you are able to supply evidence of your eligibility to live and work in the UK. This could be a passport showing that you are a British Citizen, a resident permit issued by the Border and Immigration Agency as a national from a European Economic Area country (or Switzerland), or a permanent National Insurance number with supporting documentation (i.e. a full birth certificate). If you are invited to interview you will be asked to bring original documents with you on the day as evidence of your right to work in the UK. Copies of original documents will not be accepted.

Refer to www.ukba.homeoffice.gov.uk for further information, or contact your nearest visa bureau office.

Workers Registration Scheme:

Under the scheme, nationals from the following European Union member states are required to register with the UK Border Agency.

Czech Republic; Estonia; Hungary; Latvia; Lithuania; Poland; Slovakia; Slovenia; Romania and Bulgaria.

If you are offered employment you must register immediately with the Border and Immigration Agency. It is important to note that even if you have registered with another employer, you will be required to register once again, but with Milton Keynes Council by submitting a registration application form available from the Border and Immigration Agency. A copy of the registration certificate will be held by Human Resources.

Points-Based System for non-EEA Nationals:

The points-based system has been introduced by the UK Border and Immigration Agency for migrant workers from outside the *European Economic Area (EEA) and Switzerland who want to come to work and study in the UK. Any prospective non-EEA National who is intending to apply for a post must self-assess their eligibility under the scheme before submitting an application. Where appropriate to the post a sponsor certificate will then be issued by the council to any successful candidate. This must then form part of the points-based application that the non-EEA National will need to submit to the UK Border Agency. For full information and guidance contact the UK Border Agency direct at www.ukba.homeoffice.gov.uk

EEA Countries:

Austria; Belgium; Bulgaria; Cyprus; Czech Republic; Denmark; Estonia; Finland; France; Germany; Greece; Hungary; Iceland; Ireland; Italy; Latvia; Liechtenstein; Lithuania; Luxembourg; Malta; Netherlands; Norway; Poland; Portugal; Romania; Slovakia; Slovenia; Spain; Sweden; United Kingdom

Current or Last Employment Details

Please give specific details of your current position, your reason for leaving and a brief summary of the duties.

Previous Employment

Please complete this section in date order, beginning with the most recent first. You may also wish to include unpaid or voluntary work, particularly where you have developed relevant skills.

Education and Qualifications

If you are successful in being offered a position, you will be required to produce copies of all relevant qualifications stated on your application form.

Job Related Training / Professional Qualifications

As well as any relevant courses you have attended and professional qualifications, please also and membership of professional institutes.

Supporting Statement

This section is very important. It gives you the opportunity to explain why you are the best person for the job and why you are applying. You should think very carefully before completing this section of the form. Use the job description/person specification as your guide and give specific examples, where possible. Do not forget to outline experience you have gained outside work, including relevant experience gained prior to breaks in employment, as well as skills gained through voluntary and community work, trade union membership, caring responsibilities, managing a home or leisure activities.

If you have insufficient space, use an additional sheet of paper and fix it firmly to the application form.

References

Your employment by the Council is dependent on satisfactory references. If the “Reference” section of the application form is not completed this may cause a delay in the confirmation of your appointment.

One of your two references you provide must be your current (or most recent) employer. If this is your first job, your Head Teacher or College Tutor is acceptable. Please note, members of your family are not acceptable as referees.

For certain posts connected with the provision of Social Services, the Council reserves the right to take up references from any of your previous employers.

Equality Act 2010

Under this Act, employers have a duty to make reasonable adjustments where, compared to a non-disabled person, a disabled person is substantially disadvantaged by either working arrangements (which include the recruitment process) or the working environment. You need to be aware that the duty to make reasonable adjustments will not apply unless we know that you have a disability.

The Act defines a disabled person in the following way:

A disabled person is anyone who has had a **physical** or **mental impairment**, which has a **substantial** and **long-term effect** on their ability to carry out **normal day-to-day activities**.

Impairment - a physical impairment includes sensory impairments e.g. blindness or deafness; mental impairment includes learning disabilities and any mental illness which is clinically well recognised.

Substantial - the impairment has to have more than a minor effect on the time it takes to carry out an activity or on the manner in which the activity is carried out.

Long term - the impairment must have lasted, or be expected to last, at least 12 months after the first occurrence.

Normal day-to-day activities - this covers manual dexterity, physical co-ordination, ability to lift or move everyday objects, speech, hearing, eyesight, memory or ability to learn, concentrate or understand perception of risk.

We have made a commitment to improve employment opportunities for people with disabilities and have adopted the Employment Service’s two-tick system symbol - ‘Positive about disabled people’. This includes an undertaking to interview all applicants with a disability who meet the essential shortlisting criteria for a job vacancy and consider them on their abilities.

Disclosure of Criminal Convictions (Rehabilitation of Offenders Act 1974)

What is meant by an UNSPENT conviction? If you have ever been convicted of an offence for which a sentence of more than 2 ½ years was imposed (regardless of the amount of time you actually spent in prison) then this conviction can never become spent and you must disclose it when asked.

Is this the only time a conviction is ‘unspent’? No. If you have received a sentence of 2 ½ years or less, whether that conviction is spent or unspent will depend on the length of time that has elapsed since the date of the conviction. This time is called the **rehabilitation period** and differs according to the type of sentence passed. Please see the table below for examples of rehabilitation periods.

Having an 'unspent' conviction will not necessarily bar you from employment. We will look at any 'unspent' convictions in relation to the post you have applied for, before making any decision.

Working with Children or Vulnerable Adults

What about SPENT convictions? The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become 'spent' (or ignored) after the appropriate rehabilitation period - see the table below. You do not have to disclose information on spent convictions unless you are applying for a post which is exempt from the Act, in which case all convictions must be declared.

What do we mean by EXEMPT? There are a number of posts within the Council which are exempt from the Rehabilitation of Offenders Act 1974. These posts normally involve working with children or vulnerable adults (e.g. social workers, teachers) and also some posts in finance and the law. If the post for which you are applying is an exempt post you must declare all convictions - spent and unspent - and any cautions or bindovers.

You should note that if you are applying for an exempt post and fail to disclose any 'unspent' or 'spent' convictions, then this may result in any offer of employment being withdrawn or, your dismissal if already appointed.

Criminal Record Check for Exempt Posts

If you are invited for interview for a post which is 'exempt' you will be required to provide us with proof of your identity - further information will be provided at the time.

If appointed, a criminal record check will be done via the Criminal Records Bureau - this is also known as a disclosure check. An offer of employment will not be confirmed unless this check is satisfactory to the Council.

Rehabilitation Periods

Type of Sentence Imposed	Rehabilitation period for those aged over 18 when convicted
Prison sentence (including suspended sentences) or detention in a young offenders institution (previously known as youth custody) between 6 months and 2 years	10 years
Prison sentence (including suspended sentences) or detention in young offenders institution (previously known as youth custody) for 6 months or less	7 years
A fine or other sentence for which a different rehabilitation period is not provided e.g. community service order, probation order received on or after 3 February 1995	5 years
Order for detention in a detention centre	3 years
Borstal (abolished in 1983)	7 years
Absolute discharge	6 months
Probation order, conditional discharge or bound over	1 year or until order expires (whichever is the longest)

Except for an absolute discharge, all of the above periods are halved if the person convicted was under 18 at the time. If you were under 18 and received a probation

order on or after 3 February 1995, the rehabilitation period is 2 ½ years or until the order expires - whichever is longer.

Remember: custodial sentences of more than 2½ years can **never** become spent.

Further Information and Declaration

Please make sure you complete this section.

Declaration

It is essential that you read and sign the declaration paragraph.

Continuation Sheet

This sheet is for you to add any additional information that you can not fit in other boxes on the application form.

Returning the Form

Please ensure that your application form is returned to us by the closing date indicated in our advertisement.

Email to: jobs@milton-keynes.gov.uk

If you have chosen to complete a paper application form, then please post to:

Recruitment Team

Milton Keynes Council, Saxon Court, 502 Avebury Boulevard, Central Milton Keynes, MK9 3HS

Additional Useful Information

Complaints Procedure

Milton Keynes Council is committed to:

- dealing with complaints and comments quickly, fairly and politely
- making good use of the information received and improving our services

If you feel you have been unfairly treated or discriminated against, you have the right of complaint. If you wish to take up this right, you must write to the Head of Human Resources within 21 days of the act.

Equalities

Milton Keynes Council is an equal opportunities employer. The aims of the Equalities Policy are to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour or nationality, gender, sexual orientation, marital status, age, religion or any disability, nor is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Selection criteria and procedures will frequently be reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equal access to training and development opportunities and, where appropriate, special training to progress within the organisation. The Council is committed to a programme of positive action to make this policy fully effective.

Employees will be afforded equal opportunities in employment irrespective of race, colour or nationality, gender, sexual orientation, marital status, age, religion, disability or number of hours worked.

Job Sharing

The Council recognises that many Council jobs may be suitable for job sharing.

Politically Restricted Posts

The Local Government and Housing Act 1989 places certain criteria on certain Local Government employees that prevents them from taking part in political activities. You will be advised if the post comes under this category.

Probation

All employees new to local government are required to complete a satisfactory probationary period; this is normally for 26 weeks but may be longer for particular groups of staff.

Medical Fitness

All appointments are subject to you being medically fit to undertake the duties of the post. You will be asked to complete a medical questionnaire and in some cases a medical examination may be necessary.

Annual Leave

Your entitlement is dependent on length of service:

- less than 5 years' continual local government service - 27 days
- more than 5 years' continual local government service - 31 days

Sickness Pay Scheme

National conditions apply with local arrangements regarding notification of absence. Entitlement is dependent upon length of continuous Local Government service. During the first year 1 month's full pay and after completing 4 months' service, a further 2 months' half pay.

Pension

You have the option to join the Local Government Pension Scheme. Contributions are based on your gross salary; the Council also makes a contribution. Further details will be given to you if you are appointed.

Hours of Work

The standard working week is 37 hours.

Salary

Your salary will be paid directly into your bank/building society account on the last working day of each month.

Relocation Expenses

Assistance with relocation expenses may be given in appropriate cases and should be discussed at interview. Assistance is conditional on your remaining with the Council for two years after receiving the assistance.

Car Allowance

You will be reimbursed when required to use your own vehicle for official business. National rates apply. You will need to be insured for business use if you use your vehicle for official business.

You will also be required to produce your driving licence if appointed.

Maternity Leave

All employees are entitled to 52 weeks maternity leave, regardless of length of service or hours worked. Entitlement to maternity pay is subject to length of service. The Council also

operates an extended maternity leave scheme, whereby eligible employees can extend their maternity leave by a further 11 weeks, giving a total of 63 weeks maternity leave.

Adoption Leave

Employees with 26 weeks service with Milton Keynes Council by the end of the notification week are entitled to 52 weeks adoption leave. Employees who qualify for adoption leave also have the right to request extended adoption leave which is unpaid and allows employees up to a further 2 weeks' leave. This gives eligible employees up to a total of 54 weeks' adoption leave.

Paternity and Maternity Support Leave

Employees with qualifying service will be entitled to two weeks paternity leave for birth or adoption purposes. Employees not eligible for paternity leave may be granted maternity support leave, comprising of 5 days with pay. Where employees are also eligible for Statutory Paternity Pay, the maternity support leave should be taken under the Council's Paternity Leave.

Childcare Subsidy

The Council has a childcare subsidy scheme for children that meet the current eligibility criteria. This scheme will apply for staff up to and including grade 6.

These guidance notes do not form part of any contract of employment.

The Council is committed to the continuous development of its staff. One of our aims is to improve the performance of the Council by improving the well-being and performance of all employees. We are doing this by:

Improving Training and Development

Training and development is closely linked to the Council's objectives. Corporate frameworks for training are in place, including:

- Management Development (at all levels of management)
- Human Resources Management
- Employee Assistance
- Equalities
- Best Value
- Health & Safety
- Social Care
- Young People

These frameworks facilitate personal and organisational development through the provision of relevant and timely training and development opportunities.