



**Broxtowe
Borough
COUNCIL**

About Broxtowe



The Borough of Broxtowe lies to the west of the City of Nottingham, and is bounded by the River Trent to the south and the River Erewash to the west.

There are four main towns - Beeston, Stapleford, Kimberley and Eastwood - each with its own character and individuality.

There is a wide choice of employment, housing amenities and countryside, which makes Broxtowe a very pleasant place to live and work. Nearly two thirds of the land in Broxtowe is open countryside, with a number of areas noted for their particular charm preserved as conservation areas.

Benefits of working for our Council

Holidays

The annual leave entitlement is:

Grade 1 – 7: 27 working days, rising to 30 days after 5 years continuous Local Government Service and then to 32 days after 10 years continuous Broxtowe Borough Council Service.

Grade 8 and above: 30 working days, rising to 33 days after 5 years continuous Local Government Service and then to 35 days after 10 years continuous Broxtowe Borough Council Service

In addition there are 8 public holidays a year.

Pension

You will automatically be brought into the Local Government Pension scheme from the first day of employment.

Flexible hours of Work

A flexible system of working is operated. Certain categories of employees due to the nature of their work will be excluded from the full flexible hours arrangement but may be able to arrange their normal working day in such a way as to allow some flexibility.

Professional Fees

This Council supports membership of professional bodies and will pay one fee per year where such membership is essential to the post, or 50% when it is desirable.

Car User Allowance

Certain posts carry a designated car user status. It is not necessary for you to provide a car for use on Broxtowe Borough Council business; however you will need to make provision to discharge your duties and responsibilities in an effective manner. Disabled employees who are unable to drive because of their disability, but who occupy posts within a designated car user status, are allowed to use taxis to carry out their duties where no other forms of transport are appropriate.

Car Parking

Free car parking will be provided in one of the Council's nominated parking zone locations for employees in posts which carry designated car user status. For employees whose posts do not have designated car user status, reduced cost car parking permits are available through applications to the Parking Services Section.

Car Loan Scheme

This Council operates a car loan scheme for employees with posts that carry designated car user status. Please note that terms and conditions apply.

Sustainability

The Council endeavours to make a significant contribution to achieve sustainable development. In addition, the Council promotes sustainable travel to all employees through its Travel Plan.

Sports and Social Activities

We have a thriving sports and social club that offers a wide variety of events, competitions, outings throughout the year and shopping discounts.

Family Friendly Policies

The Council has developed a range of flexible, family orientated, working related policies and practices, which are designed to provide pro-active support to members of staff and assist employees in managing their work life balance.

Brocks Benefits

The Council is pleased to be able to offer its employees a lifestyle benefits scheme which includes a wide range of discounts not available on the high street and which focus on the areas of travel, home and motoring, food and entertainment, green and ethical and high street vouchers.

Childcare Vouchers

The Council uses the Childcare plus scheme to give working parents significant tax breaks when paying for all or part of their childcare costs.

Cycle Plus

Cycle2work is a government backed scheme to help increase access to a more sustainable means of transport. The scheme enables employees to get a brand new bike at significantly reduced costs due to tax and NI savings.

Employee Assistance Programme

The Council is proud to provide a free 24/7 counselling and support service to all its employees. The scheme provides telephone and one-to-one support on a wide range of personal or work related issues.



Guidance Notes for Applicants

Dear Applicant

Thank you for your interest in a position with Broxtowe Borough Council. Please read these guidance notes carefully as they will help you to complete the application form correctly and will also give you information about working for us.

Also attached, or available on the Council's website, www.broxtowe.gov.uk are:

- Benefits of working for Broxtowe Borough Council
- Person Specification
- Job Description

The Council values the diversity of its workforce and welcomes applications from all sections of the community.

1. Applications in different formats

Should you wish to receive this information or the application form in a different format, please contact the Human Resources Division at the earliest opportunity.

Applications are welcome on tape or video where you are unable to complete an application form. A friend or relative may complete the form on your behalf however, this should be stated on the application.

2. Recruitment Charter

The Council operates a Recruitment Service Standard, which confirms the process for applications of employment. A copy of the Service Standard is available on the website or from the Human Resources Division.

3. If you have a complaint

If you feel that you have been unfairly treated at any stage of your application, you should write to the HR Manager, Broxtowe Borough Council, Town Hall, Foster Avenue, Beeston, Nottingham, NG9 1AB.

4. Completing the Application Form

The application form can be accessed via Broxtowe Borough Council website, [Broxtowe Borough Council](http://www.broxtowe.gov.uk) and you are able to apply on line. Alternatively you can download the form, complete and return either by email or post. Email is the preferred option. You must complete all sections of the application form as clearly and fully as possible, in **black ink** or **type**.

Curriculum vitae will not be accepted as a substitute to your application or as part of your response to any section. The purpose of the form is to provide information in a standardised order. This will assist the shortlisting officers to easily find their way to specific information and eliminate discrimination.

The shortlisting officers will only take into account information that is included on the application form and where appropriate, any additional sheets that are attached. This information needs to be based on your skills, abilities, experience, knowledge and qualifications that match the requirements set out in the person specification.

Applicants who already work for the Council must ensure that the details provided clearly show how they meet the requirements of the post. Only the information contained on the application form will be considered and assumptions about skills and abilities will not be made.

Other general points to help:

- Gather all the information together from the advert, job description, person specification and any other information contained in the information pack or from any other source.
- Read the job description and person specification carefully and decide whether you meet the requirements of the post.
- Make a rough draft of your application. This allows you to make alterations, check spelling and punctuation before completing the final version. Check that any dates are correct and in the right order. You may want to ask someone (a colleague or a friend) to check it for you.
- You will not be excluded on the basis of poor handwriting, spelling or punctuation, unless they are essential criteria on the person specification. The shortlisting officers do however, need to be able to read what you have written.

Please note that Sections 1 to 4 (pages 1 & 2) of the application form will be detached prior to shortlisting to eliminate any possibility of discrimination occurring and to ensure that all applications are considered on merit.

SECTION 1. PERSONAL DETAILS

- Your personal details are needed to enable us to contact you. Fill in your name, address, contact telephone number and e-mail address (if appropriate) clearly. The Council welcomes applications from all sections of the community including those persons who are over 65 years of age.
- You must confirm whether you are related to, or are the partner of, any Councillor or employee of the Council. If you are, you must state if you are their parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece. This will not prevent you from being appointed however, the canvassing of any elected member or employee of the Council, either directly or indirectly (i.e. seeking to gain unfair advantage through personal contacts) will disqualify your application.

- All appointments are subject to medical clearance and if successful in gaining employment, you will be asked to complete a confidential medical questionnaire.
- If you require a permit to work in the UK you must state this and produce this document if invited for interview.
- **Declarations.** Your application should be signed and dated. If you are completing your form online you will be asked to sign this should you be successfully appointed. Any information found to be false will disqualify you from appointment, or if appointed could render you liable to dismissal without notice. If you are unsuccessful the information contained on your application form will be retained for a maximum of six months and used for recruitment purposes only and in accordance with the Data Protection Act 1998. Further information on the Council's responsibilities regarding Data Protection is available on the Website or from the Human Resources Division.

SECTION 2. EQUALITY ACT 2010

Under the Equality Act in order to ensure good recruitment practice the Council has a Disability Equality duty and is required to do the following:

- Make sure disabled people receive fair treatment when applying for jobs and whilst working with us;
- Make reasonable adjustments to allow disabled applicants to compete to the best of their ability during the recruitment process and to help them in their work for us.

The Equality Act defines disability as 'a mental or physical condition which has a substantial and long-term adverse affect on the employee's ability to carry out normal day-to-day activities'. For the purposes of the Act, these words have the following meanings:

- 'substantial' means more than minor or trivial
- 'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions)
- 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping.

People who have had a disability in the past that meets this definition are also protected by the Act.

The Council is the holder of the 'Two Ticks' symbol which guarantees interviews for candidates who are disabled and meet the essential criteria detailed in the person specification. At section 2, you should declare any disability and advise the Council of any relevant information in order to assist us during the interview process and on appointment, if you are successful.

SECTION 3. REHABILITATION OF OFFENDERS ACT 1974

The Council is committed to the protection of all those people who use its services and of its employees. It is also committed to equal opportunities and

welcomes applications from people who have a criminal record as long as that does not affect its duty of care to others. Its employment and management of people with criminal records is approached in a balanced and responsible way, whilst not unfairly discriminating against people with a criminal record.

You are asked to provide details about previous convictions for criminal offences. You should read the following guidance notes before answering Section 3 of the application form.

Under the Rehabilitation of Offenders Act 1974, you do not need to provide details about previous convictions that are 'spent'. A conviction becomes 'spent' after a certain length of time, which is dependent upon the sentence and your age at the time of the conviction. This means that after a certain period of time (which depends on the seriousness of the punishment) the individual concerned is assessed on their suitability for employment as if the conviction had never taken place.

Guidance on spent convictions is available on the following link:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/299916/rehabilitation-of-offenders-guidance.pdf

Note: A sentence of more than 4 years imprisonment (including a suspended sentence) can never be spent.

Should you have any doubts about whether a conviction is 'spent' or not you should take advice from either your local Probation Office, Citizens Advice Bureau or a solicitor before completing the application form.

Failure to disclose a conviction under this Act will disqualify you from employment. If you gain employment and at a future date it is found that you falsified your application, disciplinary action and/or dismissal may result.

Any information you give us will be kept confidential and only used in connection with your application.

Disclosure and Barring

Should the post for which you are applying involve access to children this information will be provided in the advertisement and in the further particulars of the post. If you are successful at interview, you will be required to complete a DBS (Disclosure and Barring) form, for which clearance must be received before commencement in post.

Copies of your documents will be taken then destroyed after they have been checked. You will be required to undertake a recheck every 3 years and should your circumstances change in relation to a criminal conviction you will be required to disclose this to Broxtowe Borough Council immediately.

SECTION 4. EQUALITIES MONITORING

Broxtowe Borough Council welcomes applications from all sections of the community and in accordance with its Equal Opportunities Policy and legislative requirements the ethnic make up of its employees is monitored. The information you are asked for in this section will only be used for equal opportunities monitoring purposes and these details will not be available to the shortlisting officers.

SECTION 5. EMPLOYMENT HISTORY

In this section, you are required to provide information on your present employment. If you are unemployed, then include the information on your last employment. We would like a brief description of your duties and responsibilities. Include your reason for leaving if applicable. Employment prior to present employment should be listed with correct dates with your most recent employment first. It may be relevant for some posts to list the experience and skills gained outside work through community, voluntary or leisure activities or work that you have done at home. It is also important not to undervalue unpaid work experience. You must ensure that you enter all dates (month/year) – failure to do so will be incomplete and will mean your application cannot be accepted.

SECTION 6. EDUCATION AND TRAINING

We would like general information about your education in this section. If you have a university degree it would be useful to list the subjects covered that are relevant to the post for which you are applying. Where relevant, quote further education courses undertaken for example:- typing/computer literacy or NVQ qualifications. Please also tell us about any relevant training courses you have attended. If you are a member of a professional body, please include this information as it reflects your level of knowledge or experience in that field. You will be required to produce the original certificates/documentation at interview stage of any qualifications that you state you have achieved.

SECTION 7. ADDITIONAL INFORMATION

This should be information you consider to be relevant to your application that expands on your skills, abilities, experience, knowledge and qualifications and which relate to the essential criteria contained in the person specification. If you attach additional sheets, please ensure that they are numbered on the top of each sheet.

SECTION 8.

- **Referees**

You should give the names and addresses of two referees, one of whom **must** be your current or last employer. If this is your first job then a referee from your school, college or university would be appropriate. If you are offered a position it is a condition of any offer of employment that satisfactory references must be received prior to the commencement of employment. The Council may wish to approach your referee(s) for a verbal reference also. In these circumstances, your permission would be gained first. A written record of the verbal reference would then be made by the appropriate officer.

- **Proof of Identity**

Under the Act the Council is required to check your eligibility to work in the UK **before** you start work. All candidates must bring proof of their right to work to the interview when a copy will be taken. If you do not currently have the right to work, and need to apply for a work permit or a certificate of sponsorship please note this on your application form and raise it at the interview.

If you are successful at interview this documentation will be kept on your personnel file. If you are not successful following interview, the documentation will be shredded and securely disposed of. If you forget to bring this documentation you will be asked to bring the original to Human Resources before an offer can be made and a contract issued.

- **Driving Licence**

If the position you are applying for requires you to have a current driving licence you will be required to produce the relevant documentation. This will be confirmed to you in the letter inviting you to interview.

- **Qualifications**

Applicants invited to interview will be required to bring with them any original qualification certificates that are relevant to the position applied for.

- **Dates/times you are unable to attend for an interview**

We will seek to accommodate a suitable date for candidates indicating unavailability, however we cannot guarantee being able to offer you an alternative date.

- **Where you saw this vacancy.**

We need this information to help with our recruitment monitoring.

SUPPORTING INFORMATION:

The following documents may assist you with your application and are available either on the Council's website or by contacting the Human Resources Division:

- Equal Opportunities Policy
- Equalities Statement
- Recruitment Standard

9. RETURNING YOUR APPLICATION FORM

Please note that applications received **after the closing date will not be considered** and it is not possible for this deadline to be extended. It is your responsibility to ensure that your application is received on time. If you have not received an e-mail within an hour of submission for a saved or completed online application form after checking your junk and/or spam e-mail folders please contact the Human Resources Division.

Completed application forms should be sent to:

**Human Resources Division, Broxtowe Borough Council, Town Hall,
Foster Avenue, Beeston, Nottingham. NG9 1AB**

or emailed to hrd@broxtowe.gov.uk

If you would like to contact the Human Resources Division please telephone:
0115 917 3372/3342

Please note if you are posting your application:

- Write the job reference in the bottom right hand corner of the envelope
- Affix a first class **large** stamp, failure to do this may result in your application not being received by the closing date

ADVISORY NOTE

Following an interview, please note that any offer of employment with the Council is subject to receipt of satisfactory references, medical clearance and DBS check (if required).

You are strongly advised NOT to tender your resignation with your present employer until you have been advised that these particulars have been cleared.

If you do not hear from us within 4 weeks of the closing date you can assume that your application has been unsuccessful

Human Resources Division
April 2014