



Please read the guidance notes and information carefully before completing your application. There is more information about Redbridge Council on our website site at: www.redbridge.gov.uk

The Application Form

The application form plays a key part in our selection process. We use this information to decide how you meet the job requirements and whether you will be invited for interview. We will not make assumptions about your achievements and abilities; you must, therefore, state clearly on the form how you meet the requirements set out in the person specification.

Completing your Application Form

In this recruitment pack you will find a Job Description and Person Specification setting out the duties of the job and the skills/competencies required. Please study the information carefully. It will help you to fill in your application form. Do not assume that the duties will be familiar to you either because you have done something similar in the past or because the job title is familiar to you. Sometimes jobs with the same title vary from one organisation to another.

Consider your current and previous employments - paid or unpaid, experience gained at home, in the community or through voluntary, leisure or college activities. Tell us everything from your previous experience that is relevant to the job you are applying for.

When listing your jobs ensure dates are correct starting with your most recent jobs first.

Explain any gaps in your employment history.

Recruitment Monitoring Form

You will also need to complete the recruitment monitoring form and return it with your application form. This information will be kept confidential and will only be used for monitoring purposes.


Interviews

We use various selection methods appropriate to the job to assess whether candidates meet the requirements in the Person Specification. If you are invited for interview you will be given details of the selection methods we will be using at the interview. If you require any assistance, please inform the Recruitment Team by e-mail jobs@redbridge.gov.uk.

References

References are normally taken for successful candidates before appointment is confirmed. You should give the names of two referees one of these must be your present and/or last employer, or, your last school, college or university, and they **must be satisfactory to the Council**.

It is our practice to contact the relevant personnel department to confirm that the person given as a referee has the authority to write a reference. For jobs that require Criminal Records Bureau check (police) we will cover a



minimum of 3 years of your career history. If further referees are required we will contact you.

Health

All job offers will be subject to satisfactory health clearance. We will ask you to complete a pre employment health questionnaire, which you will forward to our Occupational Health Medical Advisor. You may be asked to undergo a medical examination.

Disability

Please tell us if you have a disability – we can then ensure we consider any reasonable adjustments that may be required. It would help if you can inform us of any access requirements you might have so that we can ensure interviews are accessible for you if you are asked to attend one. The key requirements for the job are set out in the Person Specification. If you satisfy us that you meet these requirements you will be invited for an interview. If you would prefer to submit your application in an alternative format, please contact the Recruitment Helpline on telephone: 020 8708 3425.

Asylum and Immigration

All job offers will be subject to confirmation that you are permitted to work in the United Kingdom in accordance with the provisions of the Asylum and Immigration Act 1996 and the Immigration (Restrictions on Employment) Order 2004.

Under Section 8 of the Act it is a criminal offence to employ someone who is subject to immigration control, but who does not have permission to live or work in the United Kingdom.

All successful applicants will be required to provide originals of documents identified in the Immigration (Restrictions on Employment) Order 2004. You will be advised of the acceptable documents if an offer of employment is made.

The Rehabilitation of Offenders Act (1974) – Criminal Convictions

The Act recognises the principle that people who have been convicted of an offence should not, as a result, be discriminated against for the rest of their lives and therefore it prohibits discrimination in employment within defined limits.

For certain jobs there is a requirement to take into account any previous convictions. There are others where convictions which have not become 'spent' can be taken into consideration. The appropriate form will be displayed for you to complete, which you should return with your application form.

Safer Recruitment to Protect the Vulnerable

In relation to some posts, which involve working closely with children or vulnerable adults, we will require you to complete a

Disclosure form (Police check), normally after an offer of appointment is made. This will be forwarded to the Criminal Records Bureau to check for any criminal convictions. You will be given further information if this applies. Please note convictions will not necessarily mean a bar to employment to the Council. See our Policy for the Employment of People with a Criminal Record.

Data Protection Act

The information given in the application form and during the recruitment process will be processed in accordance with the above legislation.