Recruitment and Selection
Important Information for Applicants
Version: 5.0
# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 1</strong></td>
<td>General</td>
</tr>
<tr>
<td><strong>Section 2</strong></td>
<td>Data Protection</td>
</tr>
<tr>
<td><strong>Section 3</strong></td>
<td>Equality &amp; Diversity</td>
</tr>
<tr>
<td><strong>Section 4</strong></td>
<td>Disclosure Scotland</td>
</tr>
<tr>
<td><strong>Section 5</strong></td>
<td>Criminal Convictions Declaration</td>
</tr>
<tr>
<td><strong>Section 6</strong></td>
<td>Qualifications and Certificates</td>
</tr>
<tr>
<td><strong>Section 7</strong></td>
<td>Health Questionnaire</td>
</tr>
<tr>
<td><strong>Section 8</strong></td>
<td>References</td>
</tr>
<tr>
<td><strong>Section 9</strong></td>
<td>Recruitment &amp; Selection Complaints Procedure</td>
</tr>
</tbody>
</table>

## Related Forms/Template Letters

- Reference Request Form (Word, 79kb)
- Reference Request Form for Teaching Staff (Word, 77kb)
- Reference Request Form for Principals, Deputies or Headteachers (Word, 84kb)
- Criminal Convictions Declaration - Non PVG Posts (Word, 44kb)
- Criminal Convictions Declaration - PVG Posts (Word, 40kb)
- Payroll Mandate - PVG Registration - (PDF, 84kb)
- Payroll Mandate - PVG Update - (PDF, 140kb)
- Health Questionnaire (PDF, 40kb)

## Related documents

- UK Asylum & Immigration Check - Document Guidance (Word, 32kb)
- ID PVG checklist (Word, 24kb)
- SNCT Code of Practice on Short Term Supply

## Version Number

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Effective Date</th>
<th>Details of Last Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>13.01.15</td>
<td>Updated onto new policy template Integrated Reference information Detailed information regarding Disclosure Scotland checks</td>
</tr>
</tbody>
</table>
1. General

1.1 Format of Application

North Ayrshire Council invites all applicants to apply on-line via myjobscotland.gov.uk, a recruitment ‘portal’ sometimes referred to as ‘TalentLink’. This system does require applicants to have access to an email account for correspondence in respect of the recruitment process.

A North Ayrshire Council standard application form may be accepted for some positions by exception and applicants need to be aware that any correspondence conducted by mail will slow down the recruitment process.

If an applicant does not have access to the internet at home then they are advised to use their local library. Where this is problematic for the applicant, for example, due to a disability, applicants are advised to contact the Resourcing Team (01294 324650) for support and guidance on how to apply.

CV’s will not be accepted in place of or supplementary to an application form and will be disregarded.

1.2 Behavioural Based Recruitment

North Ayrshire Council uses Behavioural Based Recruitment for the majority of posts. Where Behavioural Based Recruitment applies to the post you are applying for, you will be provided with a link within the job advertisement to online guidance and support to assist you with making your application.

1.3 Role Profiles

For every council vacancy, there’s a role profile. This gives a general overview of the post along with the skills, knowledge, qualifications and behaviours if required.

Recruitment Panels use the Role Profile to shortlist candidates and gather evidence of the applicant’s overall competence, therefore this should be used as a reference point in any application.

1.4 Feedback
Candidates who have been unsuccessful at interview may request feedback from the chairperson of the interviewing panel and this will normally be given by telephone.

1.5 Canvassing

Canvassing of elected members or employees of North Ayrshire Council directly or indirectly in connection with an appointment with the Council will disqualify you from applying for that position or for any subsequent appointment offered.

1.6 Immigration & Asylum

North Ayrshire Council will conduct an Immigration & Asylum Check.

All applicants must provide proof of eligibility to work in the UK. Find out what to use as proof in our UK Asylum & Immigration Check - Document Guidance (Word, 32kb). Your original ID along with a photocopy will be required to be verified at the interview. Please note that if you are an internal candidate then you will not be required to undergo this check.

2. Data Protection

2.1 Application Stage

The recruitment portal is operated and maintained by the Convention of Scottish Local Authorities (COSLA) and accessed by North Ayrshire Council. The information you supply on application will be processed in accordance with the 8 principles of the Data Protection Act (the Act) and used solely for the purposes of recruitment and the recruitment process.

2.2 Preferred Candidate and Conditional Offer of Employment

If you are successful in your application and are a ‘preferred candidate’ a conditional offer of employment will be sent to you. At this point, further personal data will be requested and used for purposes directly related to your employment including any contact via your personal email address.

2.3 In Employment

Additional personal information, such as bank data, is not held on the recruitment portal but on a separate Computerised Human Resource
Information System (CHRIS) for the purposes of employment. Any copies of identification or qualifications provided, references and data provided from Disclosure Scotland or criminal convictions are retained in paper copy only in a personal file held by the HR department. Health Questionnaires are logged by the Resourcing Team as received and sent unopened, directly to the Occupational Health Service and are kept on their records.

2.4 Retention of information

North Ayrshire Council and COSLA will hold the information for as long as it is required for the purpose for which it was submitted. Normally information is retained for 6 months after your last application was submitted for administrative purposes. After this time, we will retain de-personalised statistical information about applicants to inform our recruitment activities, but no individuals are identifiable from that data.

2.5 Viewing your details

North Ayrshire Council is as open as it can be in giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998. You may log back onto the system at any time to amend the information in your account.

3. Equality & Diversity

3.1 Diversity Questionnaire

As part of the online application form you will be asked to complete a diversity questionnaire.

The Council has a policy of promoting a culture that values diversity and equality in employment and in the services it provides. Achieving our aims on equality and diversity is, therefore, a key activity and employment monitoring is recognised good practice and supported by the Equality and Human Rights Commission.

Under the Equality Act 2010, the Council as a public body has specific statutory duties to eliminate unlawful discrimination and promote equality of opportunity. This includes annual reporting on progress to achieving equality and this means we have to monitor areas of employment such as recruitment through the collection of data from applicants and employees. Having
meaningful and accurate data on diversity is, therefore, most important to the Council and your co-operation in completing the form will be greatly appreciated.

For further information, please refer to The Equality & Human Rights Commission, 151 West George Street, Glasgow G2 2JJ, 0141 228 5910. Email: Scotland@equalityhumanrights.com

3.2 Data Protection for Equality & Diversity Information

Please be assured that the information you provide will be treated in the strictest confidence and will be handled in accordance with the requirements and obligations placed on us by the Data Protection Act, 1998.

The information provided will be used for statistical purposes only which is reported on a monthly basis to North Ayrshire Council from COSLA and will not be made available or seen by any person involved in the selection process.

3.3 Disability

The Council has a positive approach to employing people with disabilities and is proud to display the “Double Tick” symbol in recognition of its commitment to interviewing all disabled applicants who meet the minimum criteria for each vacancy. It is the responsibility of the applicant to provide this information within their application should they wish this information to be taken into account in their submission.

Please advise the named contact on your email/letter if there are any types of aids, adaptations, equipment or special arrangements that would require to be made available to support you at the interview.

3.4 Modern Apprentices

Applicants who have Additional Support Needs (ASN) or who are, or have been, in Looked After Care (LAC) and apply for an Apprenticeship opportunity based within the Council, will be guaranteed an interview provided they meet the essential criteria for the post. It is the responsibility of the applicant to provide this information within their application should they wish this information to be taken into account in their submission.
Any existing Council employed Modern Apprentices who meet the essential criteria for any advertised posts will also be guaranteed an interview for any substantive post for which they apply.

Any Apprentice is required to complete their Scottish Vocational Qualification (SVQ) Training Plan (or any other training which ensures completion of the apprenticeship), including those who obtain a substantive post within North Ayrshire Council. The offer of employment issued will include a clause that the individual will complete the Training Plan as a condition of their employment. The employing Service will allow adequate time for the employee to complete their Training Plan, which is a work-based assessed qualification.

4. Disclosure Scotland

4.1 Safer Recruitment

A Disclosure is a document containing impartial and confidential criminal history information held by the police and government departments which can be used by employers to make safer recruitment decisions. For more information regarding these checks please refer to Disclosure Scotland website.

This document is requested and obtained by North Ayrshire Council only if you are the preferred candidate for the post.

4.2 Baseline Personnel Security Standard (BPSS)

North Ayrshire Council is required to ensure that any personnel employed/engaged by them to work in their offices or on their systems, comply with the Baseline Personnel Security Standard (Baseline Standard) before they take up their post. The Baseline Standard is the minimum level of security clearance for all Council employees, and forms the basis of higher levels of clearances that may be required.

This standard involves verification of identity; nationality and immigration status; employment history (past 3 years to include all periods of unemployment, career breaks and time spent in education etc. without gaps between dates) and criminal record.

The Council is connected to the Government Public Services Network (PSN). If successful in reaching preferred candidate stage, for posts which require
access to this network and other relevant systems, applicants will be required to apply for a Basic Disclosure Scotland check.

Some posts may require a Standard or Enhanced Disclosure check and this requirement will be detailed as part of the additional information in the job advertisement.

4.3 **PVG**

North Ayrshire Council is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and expects all employees to share this commitment.

In line with our recruitment procedure, all roles involving contact with children, young people or vulnerable adults will undergo a number of pre-employment background checks including the relevant level of Disclosure Scotland check (basic, standard, enhanced or PVG membership), professional registration check (e.g. SSSC) and the requirement to have three references available at the short listing stage - please refer to the References section. Teachers are required to have two references available at the interview, and GTCS registration is checked.

If the post is considered Regulated Work with Children and Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act, 2007, it is an offence to apply if you are barred from working with children or protected adults.

Preferred candidates will be required to join the PVG Scheme, or undergo a PVG Scheme Update check, and the satisfactory outcome of the check is a condition of employment by North Ayrshire Council. For further information on the PVG Scheme please refer to the Disclosure Scotland website.

4.4 **Payment**

**Please note:** Disclosure Checks and PVG Scheme membership belong to the individual, therefore, successful candidates will be expected to meet the cost of the relevant Disclosure Scotland check (£25)/PVG check (£59 or £18 for update), which will be deducted in instalments from your salary following commencement of employment. A mandate form will be sent as part of the conditional offer pack.

5. **Criminal Convictions Declaration**
5.1 **Criminal Convictions**

You will be asked to complete a Criminal Convictions Declaration form either under the Rehabilitation of Offenders Act 1974 or the Rehabilitation of Offenders Act 1974 (Exceptions and Exclusions) (Scotland) Order 2003 and bring it to the interview in a sealed envelope. Only the successful applicant’s envelope will be opened and the others destroyed unopened.

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6. **Qualifications and Certificates**

6.1 **Educational Qualifications and Certificates**

You will be asked to bring your relevant original qualifications and membership certificate(s) of professional or occupational bodies to the interview. It must be the original(s) that you bring and we will photocopy the document(s) for retention.

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7. **Health Questionnaire**

7.1 **Health Questionnaire**

The preferred candidate will be asked to complete the ‘Preferred Candidate Health Questionnaire’ and return to Human Resources. Human Resources will then forward the unopened questionnaire to Occupational Health for review.

The purpose of the questionnaire is to establish whether there are any reasonable adjustments that require to be made prior to the person taking up employment with the Council. Where the content indicates the preferred candidate may have difficulty fulfilling the intrinsic conditions of the post/will require reasonable adjustments to complete the post, the candidate will be referred to Occupational Health.

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8. **References**

8.1 **Reference Checks**
Reference checks will be advised by the employing Service. At least one reference must be submitted prior to interview and it is the applicant’s responsibility to supply this using the relevant form:

Reference Request Form (Word, 79kb)
Reference Request Form for Teaching Staff (Word, 77kb)
Reference Request Form for Principals, Deputies or Headteachers (Word, 84kb)

Details of the Chairperson will be provided when you are invited for interview. All references must be returned directly to the Chairperson.

References will be obtained and scrutinised as part of the Council’s pre-employment checks for all candidates who are applying for a post. The purpose of this is to:

- provide a background history and valuable information on a preferred candidate for a post
- assist in assessing their performance in previous roles, their personal qualities and characteristics
- help maintain a safer and more secure standard of recruitment

The Council will obtain a satisfactory reference or references before offering a successful candidate a post. For guidance as to whom to approach for a reference please see the below table:

<table>
<thead>
<tr>
<th>Your Employment Status</th>
<th>Reference 1</th>
<th>Reference 2</th>
<th>Reference 3 (PVG Membership posts as required by employing Service)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currently employed</td>
<td>From current employer</td>
<td>From employer prior to current employer (if less than 5 years ago and the business still exists)</td>
<td>From previous employer or a character reference from a responsible person NOT a family member, partner or friend</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OTHERWISE</td>
<td>Character reference – school, university, voluntary organisation, NOT a family member</td>
</tr>
</tbody>
</table>

Reference Request Form (Word, 79kb)
Reference Request Form for Teaching Staff (Word, 77kb)
Reference Request Form for Principals, Deputies or Headteachers (Word, 84kb)
<table>
<thead>
<tr>
<th>Status</th>
<th>Reference Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Currently employed</td>
<td>From most recent employer</td>
</tr>
<tr>
<td></td>
<td>From previous employer (if less than 5 years and the business still exists) OTHERWISE</td>
</tr>
<tr>
<td></td>
<td>Character reference – school, university, voluntary organisation, NOT a family member or friend.</td>
</tr>
<tr>
<td>Never been employed</td>
<td>Character reference – school, university, voluntary organisation, professional, NOT a family member or friend.</td>
</tr>
<tr>
<td>Currently self-employed</td>
<td>From an organisation that can verify self employment dates e.g. Inland Revenue records.</td>
</tr>
<tr>
<td></td>
<td>From previous employer (if self-employed for less than 5 years).</td>
</tr>
<tr>
<td>Currently employed by North Ayrshire Council</td>
<td>From immediate line manager or work colleague within North Ayrshire Council</td>
</tr>
<tr>
<td></td>
<td>From another manager, NOT a family member, partner or friend.</td>
</tr>
<tr>
<td></td>
<td>From a responsible person NOT a family member, partner or friend.</td>
</tr>
</tbody>
</table>

**IMPORTANT NOTE:**

If the post involves working with children or vulnerable adults, at least one of the above references must be from a responsible person e.g. a manager with a current or previous employer who can confirm your suitability to work with children or vulnerable adults.
9. Recruitment & Selection Complaints Procedure

Complaints Procedure

In the event that you feel you have been unfairly treated the Council has a procedure to deal specifically with complaints. Complaints must be addressed to the Head of HR&OD in the first instance as soon as possible following a selection decision, but no later than 14 days of receiving notification of the Council’s recruitment decision.

The Head of HR&OD or nominated senior officer will acknowledge receipt of the complaint within 3 working days and will nominate an Officer within Human Resources to carry out an independent investigation.

Financial compensation will not be considered. Complaints will be dealt with in the strictest confidence.