

NOTES TO APPLICANTS

Application Form Completion

Please complete the application form in black ink (for photocopying purposes) and return it to the HR Section at the address given on the application form. Alternatively you may apply on line by logging on to www.tayside-contracts.co.uk.

Please note that Tayside Contracts receive a high number of applicants for the majority of our vacancies. The more information you provide in your application, particularly the 'Experience' section, the more likely it is that you will be shortlisted for interview. Job Descriptions are available for every vacancy and the likelihood of you being shortlisted for interview will be increased if you use your application form to detail how you meet the requirements of the vacancy as described in the Job Description.

Application Acknowledgement

With the current volume of applications it is not possible to acknowledge every application by personal letter. There is, however, an automatic acknowledgement of your application if you apply on line. Please note that if you have been shortlisted for interview you will be sent a letter to inform you of this. If you have heard nothing within 4 weeks of the closing date, you should assume that you have been unsuccessful.

Referees

If you have worked, at least one of your referees must be your present/most recent employer. If you are a school leaver please give details of a teacher/ work experience tutor, who would have a knowledge of your competencies, skills and abilities. If you have not been employed in paid work, your referees can be from someone who employed you to undertake unpaid or voluntary work. Please avoid using friends or relatives.

Criminal Convictions

You will be asked in your application form to declare if you have any convictions. Please note that all driving convictions should be declared, unless spent. Under the Rehabilitation of Offenders Act 1974 you may be entitled to exclude convictions even if you have been subject to criminal proceedings provided that your caution or conviction has become spent. However, certain types of employment are excluded from this entitlement under the Rehabilitation of Offenders Act 1974 (Exemption) Order 1975.

If you are applying for a post that requires Protection of Vulnerable Groups Scheme membership you should leave this section blank. Applications for these posts are subject to a disclosure check in the form of PVG membership. All relevant convictions will be detailed on your PVG Scheme Record and therefore do not need to be disclosed at the time of applying.

National Insurance Number

Under the Immigration Asylum & Nationality Act 2006 and sections 34 and 35 of the Immigration Act 2016 employers must ensure that any prospective employee is legally entitled to live and work in the UK. Documentary evidence of a passport showing that the holder is entitled to live and work in the UK, or a document showing a permanent National

Insurance number (e.g. P45, P60, payslip etc) along with a birth certificate will require to be produced prior to commencement of employment. If you have any queries, please contact the HR Section on (01382) 812721.

Equality and Diversity in Employment

Tayside Contracts is an inclusive organisation fully committed to eliminating unlawful discrimination and harassment, promoting equality of opportunity and encouraging good community relations both in employment and in the delivery of our services.

When selecting applicants for employment we will base our decision solely on merit, potential and competence.

Applicants will not be treated less favourable because of their gender, sex, marital status, pregnancy, gender reassignment, race, colour, ethnic or national origin, disability, sexual orientation, civil partnership, religion or belief, age, trade union affiliation, political beliefs, irrelevant criminal conviction, responsibility for dependants or employment status. We oppose all forms of unlawful and unfair discrimination.

Equality Employment Monitoring

In order to fulfil our equality monitoring duties we request all applicants to complete a confidential equality and diversity monitoring form.

This form is detached from your application form and is used solely by our HR Admin Team. The information you disclose will not be seen by individuals involved in the selection process.

Job Sharing

Tayside Contracts views job sharing as a way of increasing the number and range of opportunities for people who find full-time work impracticable. The job advertisement will indicate whether or not the job is suitable for such an arrangement. If so, the duties and responsibilities may be shared by two or more employees. Pay and other benefits will be shared in proportion to the hours that each person works, the general principle being that job-sharers have the same conditions of service pro-rata, as full-time employees.

Guaranteed Job Interview Scheme

Tayside Contracts is fully committed to the recruitment of people with disabilities.

We have been awarded Disability Confident Employer Accreditation by Jobcentreplus, which highlights our commitment to interview any disabled candidate who meets the essential criteria for a position.

If you have a disability please ensure that you complete the Guaranteed Job Interview Scheme section of the application form, disclose what your disability is, how it may affect you at work and whether you believe reasonable adjustments are required.

This allows us to take account of your disability and, if necessary, make reasonable adjustments either at interview, during selection tests, or, if you are successful at interview, adjustments to your role or place of work.

Employment Unit

The Employment Unit creates employment opportunities for disabled people and assists people with disabilities to find and retain work.

The Employment Unit offers Job Clubs specifically for disabled people and people with health problems and Work Experience Placements to enable disabled people to develop their skills. In addition, they have a Support Team who provide ongoing assistance and support to people with brain injuries, physical disabilities, sensory impairments, learning difficulties or mental health problems.

The Employment Unit also offers a Workstep programme that provides employers with support for disabled employees in addition to a consultancy and advisory service.

For further information please contact the Employment Unit:

Website: www.dundee.gov.uk/socialwork/employmentsupportservice

Email: employmentsupportservice@dundee.gov.uk

Telephone: 01382 436377

National Fraud Initiative

Key payroll data may be provided to bodies responsible for auditing and administering public funds for the purposes of preventing and detecting fraud. Further information is available on our website:

http://www.tayside-contracts.co.uk/assets/user/File/NFI_tay_contracts.pdf

Complaints Procedure

If you believe at any stage in the recruitment/selection process that you have been unfairly disadvantaged or discriminated against, please write to the HR Manager or to the Head of the Unit to which you applied for employment. You can be assured that your complaint will be investigated thoroughly and that a statement of the outcome of the investigation will be made available to you.

General Enquiries

If you require any further advice about completing the application form or about our recruitment/selection procedures, please contact the HR Admin Team, Tayside Contracts, Contracts House, 1 Soutar Street, Dundee, DD3 8SS. Telephone (01382) 834085.