

Dear Applicant,

Thank you for your enquiry and interest in employment with Birmingham City Council. You will find further job details provided online, including a job description and person specification for this vacancy.

You may apply for this vacancy by:

- Completing a Word Version Application Form (accessible online to download and save to your own computer to complete this form off-line).
- Alternatively, if you prefer to handwrite your form, you can print either the Word or PDF version also accessed online.

These options are found in the job advertisement and include application form guidance notes.

When completing your application form, may I draw your attention to the guidance notes provided especially in relation to completion of Section 12. Please also note, with regard to references you are asked to give two referees. If you are employed or have been employed in the past, the first referee should be your present or most recent line manager/supervisor. However, if in your organisation another named person is responsible for providing references, then this person may be given as an alternative. For further guidance on references please refer to Section 11 of the Guidance Notes.

At shortlisting stage, candidates will be assessed on the information provided on their application form, matched against the essential requirements on the person specification form. It is important, therefore, that every opportunity is taken to demonstrate in your written submission, the degree to which you meet the criteria. If you decide to make a firm application, **please return the form as soon as possible, no later than the closing date.**

You can return your application form either by email or post as detailed below:

Return Email: ApplicationsPRI@birmingham.gov.uk

Postal Address: **People Resourcing and In-Source, Human Resources (WS Area 12),
Birmingham City Council, PO Box 16320, Birmingham B2 2XU**

If you return your application by post, please ensure the correct postage is paid. Application forms without the correct postage will regrettably be returned to sender.

In the interest of economy, no further correspondence will be sent to you unless you are invited for an interview. I therefore take this opportunity of thanking you for your interest in this vacancy and I look forward to receiving your application.

If you would like to find out more about Birmingham City Council, visit our website at www.birmingham.gov.uk

People Resourcing and In-Source

Human Resources (WS Area 12)

Birmingham City Council, PO Box 16320, Birmingham B2 2XU

Telephone: 0121 675 7070 **Facsimile:** 0121 303 1370 **Email:** Corporate_Recruitment_Team@birmingham.gov.uk



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Birmingham City Council, the largest council in the country, employs around 50,000 people in a number of directorates which provide a vast range of key services to the citizens of Birmingham.

The City Council has an Equal Opportunities in Employment Policy. This means that we welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, responsibility for dependants, religion, trade union activity and age. One of the City Council's main aims is that all levels of its workforce should reflect the City's population and that everyone seeking jobs and promotion within the City Council has an equal chance. Some of the ways in which we do this are by:

- advertising jobs widely to enable all sections of the community access to our jobs;
- making sure that we only ask for particular qualifications or experience if they are essential.

The Equal Opportunities and Employment Policy is here to ensure that both present and future employees are treated fairly. If you become a Birmingham City Council employee, you will in turn be obliged to follow this policy.

The application form

Completing the application form is the first step in the recruitment process which may lead to an interview and the possible offer of a job. It is therefore most important that you complete ALL sections of the application form which are relevant to you as clearly and fully as possible. If you are unable to complete the form, you may ask someone to do it on your behalf. If you have a disability and would prefer to submit your application on tape or in another format - you may do so. Your recording should follow the format of the application form.

Criminal records bureau (CRB) disclosures

For posts where there is contact with, or access to personal records relating to children, young people and vulnerable adults, a CRB Disclosure will be required. The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 does not allow employees with access to children, young persons under the age of 18 and vulnerable adults the right to withhold information regarding previous criminal convictions, cautions and bindovers, including those regarded as 'spent' - all must be declared. You should be aware that we have a policy on the recruitment of ex-offenders, and a copy is available on request. A criminal record will not necessarily be a bar to obtaining a position.

Section 1: vacancy details

This section may have already been completed by Contact Birmingham, but please check that all the details are complete and correct. If they are not included please refer to the job advertisement to fill in this section.

Section 2: personal details

Please enter your personal details fully and clearly so that we may contact you about your application.

We only need to know if you have a driving licence if this is a requirement of the job.

If you do not currently have an National Insurance Number, please leave this blank.

Please provide eligibility of your Right to Work in the UK. Please note: original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment the copy of your identification documents will be retained on file under the regulations governed by the Immigration, Asylum and Nationality Act.

Section 3: general information

If you are related to a Councillor or an employee of the City Council we ask you to tell us so that we can make sure all applications are treated fairly. Canvassing any Councillor or employee of the City Council (i.e. seeking to gain an unfair advantage through personal contacts) will disqualify your application.

As part of the City Council's Equal Opportunity in Employment Policy most of the City Council's vacancies are open to job sharing. This normally means that two people can voluntarily share one full time job.

They share the pay and other benefits in line with the hours worked; the split need not be 50/50. It is not necessary to apply with a partner. If you would like to job share the job you are applying for, please tick the relevant box. Further information is available online.

Section 4: arrangements for interview

If you have a disability, please complete this section so that we can make suitable arrangements if you are called for an interview and/or a work based exercise.

Section 5: education/qualifications

We are interested in any form of education you have followed, including any courses which did not lead to an examination or qualification. We will take full note of any education or qualifications gained overseas or as part of an employment training scheme. Successful candidates will be required to provide proof of qualifications.

Section 6: training

Please include any training gained through work or other activities, which you feel, is relevant to the job you are applying for.

Section 7: membership

This section refers to membership of institutes or organisations relevant to the job you are applying for, such as Professional, Occupational or Trade Membership.

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Sections 8 & 9: past & present, or most recent employment

We require information on past or present employment. If you have recently left school or college, or a training programme and have not yet had a full-time or permanent job, please give details of any other employment that you may have had such as work experience, part-time, holiday work or voluntary work.

Section 10: retirement/dismissal

Please ensure you tick the appropriate box.

Recruitment monitoring

All applicants are requested to complete this section including those that submit a CV.

You are asked to complete this section to enable us to monitor the effectiveness of our Equal Opportunity in Employment Policy. To do this we need to know:

- your ethnic origin
- whether you are male or female
- whether you have a disability
- your employment status
- your sexual orientation
- your religion
- how did you first find out about this job?

Please help us by ticking or completing the appropriate boxes in this section. Any information gathered will not identify individuals, but will only be used to measure how we are progressing. Some of the information may also be used because we have a policy of guaranteeing an interview to people with disabilities who meet the essential requirements of the job.

Section 11: references

References will be taken up before appointment. In any instance the references will only be considered once interviews have taken place to support the Selection Panel's decision. Please give the names and addresses of two referees. If you are employed or have been employed in the past, the first referee should be your present or most recent line manager/supervisor or other person in your organisation designated to provide references.

For posts where there is contact with or access to personal records relating to children, young people and vulnerable adults, the panel will ask for references at the short list stage. All references will be taken up before the interview. This is so the panel can explore any issues of concern the references raise with the candidate at the interview.

For jobs where you will be responsible for money or stock including Computer Systems Analysts and Programmers, you must ensure you provide details of former employers to cover the last twelve months. If you are unable to provide an employer reference for reason of unemployment or where your employer no longer exists, you are asked to name referees who are able to verify your good character. School or college leavers should give a Head Teacher or their College Principal as the first referee. "Job Title" (if applicable) refers to the referee, e.g. Manager, Head Teacher. "Relationship to you" refers to how they know you, e.g. immediate supervisor, neighbour etc. If you have changed your name, e.g. by marriage or deed poll or are

known by a nickname, please indicate the name that your referee(s) know(s) you by.

Section 12: other information in support of you're application

When completing this section you can mention any experience gained through work, school, college, at home, in voluntary work, on work experience or through hobbies. Think about how you can draw upon your skills and experience, and then match these against the criteria set out on the person specification. You should avoid bland statements such as "I have all the skills and abilities mentioned in the person specification" and fully explain how you meet the requirements e.g. if the person specification asks for "experience of working with elderly people", you need to explain when, where and what was involved, e.g. "I helped to care for my grandmother for 3 years. She lived in the family home and I helped her to wash and dress each morning. I also helped with personal care including..."

For Section 12 only, you may enclose a Curriculum Vitae (CV). You should ensure it contains sufficient information to assess whether you possess the essential requirements for the job when the selection panel is shortlisting. Should you choose to provide a CV for this section you must complete all other sections on the application form.

Section 13: data protection act 1998

Please make sure that you have signed and dated the application form to confirm that your details are correct and complete. The falsification of information on the form will result in the application not being pursued or your contract being terminated if you have already been appointed.

What happens next?

After the closing date, shortlisting will be conducted by a Panel, who will match your skills/experience(s) against the criteria in the Person Specification.

If you meet all the essential criteria for the job and have a disability you will be guaranteed progression to the next stage of the selection process. The selection process may involve an interview(s), a short presentation or other work-based exercise.

The Person Specification indicates how the criteria will be assessed, e.g. 'AF' = application form, 'I' = interview, 'T' = test, 'P' = presentation and 'E' = exercise.

You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

Each application is given equal consideration. The selection panel treats all applicants fairly and makes no assumptions about you. We look at what you tell us about yourself on the application form.

In the interest of economy we only acknowledge receipt of your application if you include a stamped addressed envelope.

We look forward to receiving your application.

EMPLOYING DISABLED PEOPLE - OUR COMMITMENT TO APPLICANTS

We value the contribution made by disabled people in planning and delivering services to Birmingham's citizens.

We are striving to develop a workforce that reflects the population we serve and, unfortunately, disabled people are currently underrepresented amongst our employees. Therefore, we actively welcome applicants from disabled people.

Our employment practices for disabled people are based on the social model of disability and seek to go beyond legal minimum. The social model recognises that society, and not an individual with impairment, creates disability. People with impairments are disabled by, for example, an environment that is not accessible and the 'problem' or issues to be addressed rest with society and not with the individual concerned.

Our language seeks to reflect our commitment to this social model. We therefore use the term 'disabled people' in order to describe our view that people are disabled by society.

We aim to eliminate unlawful and unfair discrimination from all our policies, procedures and practices and our commitment to you is to:

- Take appropriate positive action to increase the number of disabled people applying and being interviewed for vacancies.
- Make 'reasonable adjustments' to the recruitment and selection process, the job or the workplace to accommodate the needs of disabled applicants and employees e.g. by using fully accessible interview venues and providing suitable aids or equipment.
- Ensure that disabled people are able to reach their full potential as employees and receive equal consideration for training and other development opportunities.
- Ensure that disabled people are treated fairly and equitably during recruitment and at work. Procedures are in place to support this process and to assist applicants and employees to seek redress if they feel that they have been treated unfairly.
- Endeavour to retain and retrain as necessary employees who become disabled or whose disability deteriorates.
- Regularly review policy, procedures and working practices in consultation with disabled employees and other organisations in order to develop good practice.

Disabled people have a great deal to offer the Department in delivering quality services to the people of Birmingham. We readily acknowledge this and, through the above actions, will work to ensure that our workforce is truly reflective of the people we serve.

If you have any queries or comments, please telephone us on the contact number included in the job application pack.

We look forward to receiving your application.

People Resourcing and In-Source

