

Applicant Charter

Apply to join us, and we promise that during the application process we will;

- Deal with your application confidentially and objectively and in a timely manner.
- Strive to take account of any circumstances which you tell us about, for example, assistance with access, sign language requirements, large print, taped information etc
- Contact you if you have been shortlisted. (We deal with very large numbers of job applications. We will not acknowledge receipt of your application form nor contact you if yours is unsuccessful. The recruitment and selection process can take up to 6 weeks. Therefore, if you have not heard from us by this time, you should consider your application as unsuccessful. However, should you have any queries on the progress of your application, you may telephone us on 01792 636876)
- Exclude any person with whom you have declared a personal relationship from the selection process.
- Make decisions in line with The City and County of Swansea's recruitment and selection policies and procedures.
- Tell you at the interview when you will know the outcome.
- Provide feedback on your application form and/or interview if requested.
- Confirm your appointment, (If you are successful), in writing, within 10 working days.
- Ensure your application is dealt with in accordance with the City and County of Swansea's Equal Opportunities Policy.

We guarantee an interview to applicants with a disability who meet the minimum criteria of the Job Specification as identified by the recruiting department.

Selection

Your Application Form

Your application form is the most important document in the decision as to whether or not you are selected for an interview. It is important that you complete the form clearly and include all relevant information. Please do not send a C.V. The Shortlisting Panel will only use the information included on your application form which will be compared with a pre determined set of criteria agreed at the point that the post was advertised.

Protection of Children & Vulnerable Adults

The City and County of Swansea carries out a Criminal Records Bureau Disclosure on all new employees. Where employees work directly or indirectly with children (school based staff, day nurseries etc) and / or vulnerable adults (residential and day care establishments, sheltered housing etc), then an enhanced level check is undertaken. This involves the Disclosure & Barring Service checking the Police National Computer, the Department of Health Consultancy List and the Department of Education and Employment List 99.

References

We take up references on all employees. You can, if you wish, request that a reference is not taken up unless you are to be offered a post, however you must indicate this on your application form. References approached during this process may go beyond your current or last employer

Appointment

As a new employee with us you will be subject to a 6 months period of probation. In some jobs your probation will be for a 12 month period. In both cases your employment will be confirmed as permanent following satisfactory completion of your probation period.

Relocation

The City and County of Swansea has a generous Relocation Scheme which applies to a successful candidate who would be relocating to Swansea from an area over 30 miles away from the Authority`s boundaries. Details will be discussed with you at interview if appropriate.

Applicants with a Disability

The City and County of Swansea is " Positive about People with a Disability " and has a range of initiatives in place to promote positive action. Any applicant with a disability who can demonstrate that they are a suitable person for the post for which they are applying by meeting the agreed minimum criteria for that position stated on the Person Specification, will be guaranteed an interview.

Asylum & Immigration Act 1996

It is a criminal offence to employ someone who is not entitled to live and work in the United Kingdom. If you are invited to attend an interview with us you will be asked to bring with you appropriate proof of your National Insurance Number. We cannot offer you or confirm your appointment to a post until this has been verified.

Equal Opportunities Policy

We are an Equal Opportunities employer. This means that our Recruitment and Selection Process is designed to ensure that all candidates for jobs with us are given the same opportunities and that appointments are made on merit only.

Medical

You will be asked to complete a medical questionnaire for consideration by our occupational health advisor. The questionnaire is confidential and may result in you being asked to attend for a medical examination prior to an offer of appointment being made to you

Interview Expenses

If you live more than 30 miles away from the boundaries of the City and County of Swansea we will pay your travelling expenses and, where appropriate, your subsistence and overnight stays. If this is the case, then an expenses claim form will be sent to you with the letter inviting you to attend an interview.

And finally.....

Once again, thank you for the interest you have shown in working for the City and County of Swansea and for your time in reading the documentation which we hope has been of use to you in the completion of your application form. Good Luck with your application.

