



Application Pack

ONE COUNCIL. ONE TEAM

**Blackburn with Darwen
Borough Council**



Dear Applicant,

I am really pleased you have expressed an interest in vacancies with the Council. This pack contains all the information you should need to support you with your application.

We appreciate the time and effort involved in applying for jobs and we want to try and help you as much as we can, so in order to get the best out of your application form, we have an Information, Advice and Guidance Team who would be delighted to help you. In addition to application form support, our Guidance Officers can offer you advice on all aspects of employability matters, which includes job-search, interview skills, careers advice and much more. Better still, you can take advantage of this service at any time, so for more details, please turn to Page 10.

On completion of your application form, if you disclose that you have a disability, you will be asked to tell us about any arrangements we can make in order to ensure that if you are shortlisted, you are able to attend for interview. For example: car parking to be made available nearby; someone to meet you at the entrance to the building; a sign language interpreter to be present; preferred type of seating etc.

A shortlist of candidates will normally be drawn up within four weeks of the closing date and if you are selected for interview, we will write to you with the details. In order to keep expenditure to a minimum, individual letters to unsuccessful applicants unfortunately will not be sent, so if you have not heard from us usually within 4 weeks from the closing date, you can assume you have been unsuccessful.

If you require further information in relation to your application at any point, please do not hesitate to contact us on (01254) 585905 or email:
recruitment@blackburn.gov.uk

May I take this opportunity to wish you every success with your application.



Kind regards,

A handwritten signature in black ink that reads "Harry Catherall". The script is fluid and cursive.

Harry Catherall
Chief Executive

Blackburn and Darwen

Living in the Area

Blackburn and Darwen are vibrant towns surrounded by beautiful countryside and within easy reach of Manchester, Leeds, Liverpool and Preston, the Yorkshire Dales and the Lake District.

Local population

We have over 140,000 people living in the borough and are very proud to have a rich and diverse mix of people from all backgrounds including British, Asian, Irish and Polish heritage. We are also one of the youngest populations in the country, with over a third of our residents aged under 19. More information can be found about the population of the borough by visiting:

www.blackburn.gov.uk/Pages/Facts-and-figures.aspx

Investment

It's an exciting time to live and work here. Millions of pounds of investment has flowed and continues to flow into the borough to regenerate our town centres, refurbish buildings, improve roads and provide new facilities and opportunities for local people.

Transport

Blackburn and Darwen are at the heart of the motorway network. The M65 links to nearby towns and the M6 for the Lake District or the Midlands while the M61 and M66 motorways provide easy access to Manchester and the M62 for Yorkshire. Manchester, Blackpool and John Lennon (Liverpool) airports are all close by and London three hours away by train.

Facilities: shopping, entertainment and leisure

Over £66m is being invested in expanding and improving shopping in Blackburn town centre and £6m in our free re:fresh sports and leisure scheme.

King George's Hall, and Darwen Library Theatre host a wide range of performances by local and national artists or you can enjoy street theatre and music at our annual 'Celebrate Blackburn and Darwen Live' event.

You can go skating at Blackburn Arena which is close to the Vue cinema, the Bowlplex bowling arena and restaurant complex or enjoy our many other restaurants, parks and open spaces.

Education and childcare

The borough has a good mix of state and independent schools and superb schools for children with special needs. Our two colleges provide a wide range of professional, vocational and degree qualifications up to MBA level.

Housing and accommodation

From Victorian villas and traditional terraces in the town to historic country cottages, modern new homes or converted barns on the edge of the moors, you'll find a wide range of affordably priced housing to suit all tastes across the borough.

General Information

Top performing and ambitious

We provide more than 800 different services to people who live, work and study in the borough. The Council is officially rated as one of the top councils in the country. The Audit Commission, which checks local government performance, gave us the top rating in 2009. We are one of only 25 councils to keep this top rating since 2002. You can find out more about the Council on:

www.blackburn.gov.uk

The Council has six priorities:

1. Creating more jobs and supporting business growth
2. Improving housing quality and building more houses
3. Improving health and well-being
4. Improving outcomes for your young people – education and skills
5. Supporting and helping the most vulnerable people
6. Making your money go further – supporting households in difficult financial times through efficient and effective use of council tax.

Partnership working

We recognise that the Council alone can't tackle some of the key issues in the borough, such as keeping people healthy, keeping communities safe and tackling crime.

By working in partnership with other organisations including Lancashire Police, the NHS and local voluntary and community groups and private companies we can achieve more and tackle these key issues. We call this partnership working the Local Strategic Partnership (LSP). You can find more information about the LSP on www.blackburn.gov.uk

We're fair, equal and care for our customers

We want our workforce to reflect the wide mix (diversity) of people who live locally and we expect our employees to value the many different people who make up our borough for who they are.

Our customers are the people we come into everyday contact with inside or outside the Council and we expect the highest standards of customer care.

We aim to serve our customers, as we would wish to be served ourselves. We will be polite and positive and deliver excellent customer service.

Benefits of working with us

Employees are at the heart of our organisation. We know we cannot deliver our services and achieve the results we do without hard working, enthusiastic and happy employees. That is why we strive to ensure everyone, regardless of personal circumstances, is treated fairly, equally and have the same opportunities as everyone else.

Working for the Council offers:

Flexitime

In most cases, flexible working hours will make it possible to vary your start and finish times to balance work and home life. Standard working hours are 37 per week.

Childcare

We have a Family Information Service which provides detail of the range of services available in the Borough, this includes nurseries, children's centres, pre-schools, registered childminders, out of school clubs, parent and toddler groups, holiday activities and early years free entitlement. The Family Information Service can be contacted via the on-line directory www.urbwd.com

Childcare vouchers

We take part in a childcare voucher scheme which saves parents money and support with finding childcare.

Local Government Pension Scheme.

We offers a final salary pension scheme to all employees.

Training and development opportunities

We positively encourage and support personal and professional development

Staff discount scheme

Employees are able to receive staff discount in local shops and cafes.

Free sports

Access to free sports including swimming and exercise classes (under the re:fresh scheme) and discounts on gym membership.

Benefits of working with us

Annual Leave

Employees are entitled to 25 days annual leave per full year, rising to 30 days after five years continuous service.

Car mileage allowance

We will pay car mileage allowance if you use your car for business purposes at the request of the Council.

Salary scales

Employees are paid according to locally agreed pay grades using national spinal column points. You will receive an increment (salary increase) on April 1 each year (in addition to any national pay rise) or when you have completed six months' service if appointed between October 1 and March 31 provided you are not at the top of the pay scale for your job.

Sick Pay

We currently pay sick pay in line with national conditions.

Guidance notes

We welcome your interest in working for the Council.

Guidance on completing your application form

Please read through these notes carefully before completing the application form, doing so may save you time in the long run. We ask that you submit your application online. If you have declared a disability, which means you are unable to apply online, but you would be able to make an application using a different format, please contact us.

Completing the form – useful tips

It is essential that you read the job description and person specification and have them to hand before completing the application form. If you have to break off from completing the form, make sure you save the work you have done as you will then be able to return to it later. We recommend that you save your application before continuing to the next page to prevent any loss of data from the completed application form.

Please read your application form carefully before submitting it to ensure that it is fully completed and that all information is accurate.

If, after reading the guidance notes, you still require assistance, please contact the HR Service.

All fields marked with an (*) asterisk, must be completed.

Personal and contact details

Please complete this section fully,

Education, qualifications and training

List all schools, colleges or universities attended and all relevant qualifications achieved. You should include any qualification for which you are currently studying. Please complete this section as fully as possible and we will require evidence of your highest and/or relevant qualification before confirming an appointment and may check your qualifications with the awarding body.

Qualifications are not always essential for all posts; you may have undertaken other training that is just as relevant, therefore, please provide details of any training you have had which is relevant to the job. This may include any on-the-job training as well as formal training courses.

Current and previous employment:

Complete this section in date order, starting with your most recent job and list all work undertaken since leaving school or college/university. You must include all previous employment including periods of voluntary work. Any breaks between employment or education and employment should be entered as a separate entry and fully explained.

Guidance notes

Referees

The Council requires a minimum of 2 references and you must provide your most recent/current employer as a referee.

When providing more than one reference, you should use a previous employer, wherever possible. For any gaps in employment, you will need to provide a reference which may be personal or from a job centre if you are registered as unemployed. If you are a school/college leaver, please provide details of your head teacher/tutor and also the manager of your most recent work placement, if applicable. You should not be related to your referees.

You can obtain further advice on who is a suitable referee from the HR Service. The Council may ask for an alternative referee if the one you have provided is not thought to be suitable.

Equal Opportunities Monitoring

The Council is committed to equal opportunities in employment and appoints on merit. As part of that commitment, we monitor the diversity of applicants and our workforce. Therefore, we ask for your co-operation in completing the monitoring section of the form. This information will be used for statistical purposes only and will not be reproduced in a way that enables individuals to be identified. All information supplied by job applicants is treated in the strictest confidence.

Are you related to a Councillor or an officer of Blackburn with Darwen Borough Council?
Please provide details, if applicable. Canvassing of or failing to disclose a relationship to a Councillor/Officer may disqualify your application.

Vacancy Source

Please let us know where you first saw the post advertised so that we can monitor the effectiveness of our recruitment advertising.

Professional Associations:

Please let any professional associations to which you belong.

HCPC Registration

If you are applying for a post requiring a social work qualification, please enter your personal HCPC (Health Care Professions Council) registration number.

If you are applying for a teaching post, please enter your DFE registration number.

Right to Live and Work in the UK

You will be required to produce evidence of your right to live and work in the UK before you commence employment. All employers are required to check this information.

Guidance notes

Applicant Declaration

A false declaration, which results in your appointment to the Council, may render you liable to dismissal.

If you are invited to interview you may be required to answer formal questions as to whether or not you have unspent criminal convictions or summonses pending against you. Spent convictions must be disclosed for certain posts e.g. Social Workers and Teachers as these are exempt from the provisions of the Rehabilitation of Offenders Act 1974. Some posts are subject to political restrictions. If any of the above applies to the post you are applying for, further details will be made available to you.

The information you have provided should be true and accurate and in particular, you should not have omitted any material facts which may have a bearing on your application. Any contract of employment with the Council will be offered on the basis of the information you have provided. Information which you give on this form will be processed in accordance with the Council's registration under the Data Protection Act 1998.

The information you provide to us on this form may also be used in the prevention of crime and fraud or shared with other bodies administering public funds solely for this purpose.

Read through and check your completed application form carefully, making sure you have fully answered all of the questions to the best of your ability, before you submit it.

Your completed application form will be used to decide whether or not you are selected for interview. Generally, you should hear within 4 weeks of the closing date. If you have not heard from us within 4 weeks of the closing date, please presume that you have been unsuccessful on this occasion.

For any general enquiries or assistance, please contact the HR Service at:

recruitment@blackburn.gov.uk

Good luck with your application

Recruitment process

Appointment

If you are successful, once satisfactory references have been received, we will send you a letter giving you a conditional job offer. This means certain conditions, such as medical clearance, DBS check (if applicable), have to be met before the job can be confirmed.

You should not resign from your current job until these conditions have been met and the job offer has been confirmed.

Medical assessment

All appointments to employment with the Council are subject to the successful applicant satisfying the Council that they are medically fit for the post or able to do it with reasonable changes.

Probationary period

There is a minimum probation period of six months for all new starters with Blackburn with Darwen Borough Council.

Do you need help?

Do you need help with your application form?

Free, confidential help and advice is available from the centres listed below which can also help you with looking for other jobs, training or getting back into education, careers advice and preparing for job interviews.

Audley & Queen's Park Neighbourhood Learning Centre
Pringle Street, Blackburn, BB1 1SF
Tel (01254) 588891 (Central Contact)

Bank Top Neighbourhood Learning Centre
Arthur Way, Blackburn, BB1 1QP
Tel (01254) 588891 (Central Contact)

Darwen Town Hall,
Croft Street, Darwen, BB3 1BQ
Tel (01254) 588891 (Central Contact)

Blackburn Town Hall Reception
King William Street, Blackburn, BB1 7DY
Between 1pm and 3pm ONLY on Fridays

If you are deaf or have sight difficulties, you can also get help from:

East Lancashire Deaf Society
8 Heaton Street, Blackburn, BB2 2EF
Tel (01254) 844550

Blackburn and District Society for the Blind
1-2 Thwaites House, Railway Road, Blackburn, BB1 5AX
Tel (01254) 54143



Thank you