

Information pack for applicants

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Applying for a job

Important advice on completing the application form

Thank you for showing an interest in this post.

Your application form plays an essential part in all stages of the selection process: it determines whether or not you will be shortlisted for an interview and acts as a basis for the interview itself.

The following information contains simple guidelines to help you to complete the application form as effectively as possible. **Please note that the council does not accept CVs.**

1. Obtain the full job description and person specification

Every post advertised is supported by a job description and person specification; these will be available from the council's job site so ensure you read each item carefully as they list the duties, skills, knowledge, qualifications and experience required.

2. Think about

What job you are applying for.

Why you are interested in the job.

What the job entails – can I provide relevant examples?

Would it be a good career move.

3. Before filling out the form

Read it through.

Look at your experience and make a list of all your skills and experiences that are relevant for this job. What evidence do you have that you meet the criteria on the person specification? Consider any relevant experience or skills/abilities that you have acquired outside work through community/voluntary/leisure interests.

4. Do a rough draft

Tell us your strengths. Write your career history. Do not give too much detail but make sure you explain the main features of each relevant job you have had. Check that dates are in the right order.

Complete the form in draft format to avoid mistakes and repetitions. This gives you the opportunity to clarify your ideas. Make sure your reasons for applying for the job are as relevant as possible. Make sure you address each separate requirement on the person specification with examples.

5. Complete the form

Complete all sections on the form. Your form should be concise. Ensure it is well presented to create a good impression. For example, does it contain any spelling errors? Check that there are no questions you have left unanswered. If you are unable to recall specific dates or details then please record this in the section entitled 'Periods of Non-Employment'. Explain reasons for any gaps in employment.

The supporting statement (Section 6 of the application form) is very important. Always use relevant examples to explain how you meet the criteria.

Do not use bullet points or other symbols if/when copying information from Word and pasting into the online application form (due to formatting problems).

Make sure that you complete the form or the person specification form, where supplied; include examples of how you meet the selection criteria. On most online application forms the selection criteria has been embedded into the document which you must address in full.

Online applications are preferred.

Please note:

National Insurance Number

If you do not have or are currently applying for a National Insurance Number please leave this field empty.

Qualification certificates

In section 4 which is headed "Education, training and qualifications", you are reminded that shortlisted candidates will be required to provide evidence of ALL qualifications and memberships listed on the application form. You are advised to list qualifications if:

- (i) they are relevant for the job and
- (ii) listed in the person specification and/or
- (iii) you can produce original copies of them

We will not be able to proceed with your application until this requirement has been met. If you have lost a certificate for an academic or vocational award, you can request a replacement copy or you may prefer to only list those qualifications for which you are able to provide proof.

Replacement certificates

Duplicates or lost certificates can be obtained from Edexcel on 0845 618 0440, website www.edexcel.org.uk.

Replacement copies of damaged certificates and/or Statement of Results can be obtained from AQA on 01483 506506, website www.aqa.org.uk.

Relationship

In section 9 which is headed "Relationship", you are asked to declare if you are related i.e. the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing councillor or officer of the council, or the partner of such persons. You are also asked to declare if you have a friendship with, or a business connection with any councillor or an employee of the council.

If you take the answers to the following questions together, this might help you to decide whether or not a friendship exists:

- Do you meet often/regularly?
- Where do you meet?
- Do you regularly attend the same social functions?
- Do you meet at each other's houses?

You must answer honestly. Providing any misleading or false information to support your application or canvassing councillors or senior officers of the council directly or indirectly for an appointment will disqualify you from appointment or if appointed will render you liable to dismissal without notice.

6. Send your form

Send or submit online your completed form on time.

If sending by post, make sure you have returned it to the correct address.

Always keep a copy for your record.

Equal opportunities and what it means in Wandsworth

Wandsworth Council is an Equal Opportunity Employer

This means:

- That the council is committed to ensuring that every employee is treated fairly: in day to day work, promotion and training.
- That every job applicant is given an equal chance when they are considered for jobs.
- That the council aims for its workforce to reflect the composition of the local community.
- That the council will not accept discrimination in respect of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sex and sexual orientation in its workplaces.

What action is being taken?

The council is already doing a number of things to make equal opportunity a reality. They include:

- Monitoring the way jobs are being advertised and filled by examining procedures regularly to make sure that people are selected, promoted and treated on their individual merits and abilities.
- Standard recruitment procedures across all departments.
- Delivering training courses in skills and personal development to improve opportunities and to help managers and employees gain the skills and knowledge to be able to meet effectively the needs of the community.
- Running courses and events for managers and staff on cultural awareness, equality and diversity.
- All job advertisements carry an equal opportunities declaration.
- Offering job share, term-time employment and flexible hours of working where appropriate.
- Ensuring the council's workplaces are accessible for people with disabilities.
- Using encouragement wording on all posts graded PO5 and above.
- Ongoing review of existing policies and procedures to meet with new legislation.
- Carrying the 'two ticks' disability symbol on all job advertisements (both paper media and website) which means:
 - interviewing all applicants with a disability who meet the essential criteria and considering them on their abilities;
 - making every effort when employees become disabled to make sure they stay in employment;
 - regular discussions with employees with a disability to explore development and progression;
 - disability awareness training is available to all employees; and
 - reviewing commitments annually to progress future plans.

Safeguarding

Wandsworth is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all its staff and volunteers to share this commitment. This also applies to contractors, agencies and organisations that might not work with children, young people and vulnerable adults directly but, could come into contact through their daily duties.

For further information about Safeguarding visit www.safeguardingchildreninwandsworth.org.uk or www.wandsworth.gov.uk/Home/CommunityServices/SocialServices/safeadults.htm.

Recruitment and Selection Checks

Our selection process is based on good practice in selecting the best candidate for the job; ensuring equality of opportunity for all applicants whilst deterring and rejecting those who may be unsuitable to work with our service users.

It is expected that candidates should be aware and understand their duties and responsibilities in relation to child protection and safeguarding children, young people and vulnerable adults as it applies to the duties and responsibilities of the post applied for. All council employees must ensure their line manager is made aware and kept fully informed of any concerns they may have in relation to safeguarding/protecting vulnerable groups.

Please note that volunteers and casual and temporary appointments are subject to the same pre-employment checks as those made for permanent positions. These checks include:

- Your identity will be confirmed by sight of original, official documents such as a Birth Certificate, Passport etc in line with the Asylum and Immigration Act 1996.
- Original documents relating to all the qualifications you have listed on your application form must be supplied.
- Your education and employment history will be thoroughly examined and clarification will be sought where there are gaps and other discrepancies arising from information provided either, by you as the candidate or, your referee.
- References will be used to check dates of employment and your relevant experience. A minimum of two written references will be taken up and, for some posts, these references will be requested before the interview. References should cover between 3-5 years as a minimum.
- The identity of referees and information relating to disclosures will be verified.
- All shortlisted candidates are required to provide details of any relevant unspent convictions. However, under the "Rehabilitation of Offenders Exemption Order" all "Spent" convictions must be disclosed for certain posts. Further guidance will be provided as appropriate.
- For posts working with children, young people or vulnerable adults, a Criminal Records Board (CRB) check will be requested. This check will be cross referenced against the Protection of Vulnerable Adults list (PoVA), the Protection of Children Act (PoCA) list and List 99. These lists contain details of people deemed unsuitable to work with children or vulnerable adults.

Please note that it is an offence to apply, offer or accept to do any work with children (paid or unpaid) if disqualified from working with children.

Applicants will be challenged where inconsistencies exist. Please be aware that an offer of appointment will only be made after receipt and verification of satisfactory checks.

Some background facts

Our aim is to deliver high quality services at a competitive price.

The council is a £900 million a year business operation and looks after £3 billion of public assets. We have achieved many awards for excellence - achieving more than any other council in the country since the scheme began.

And we match this with the lowest average council tax bills anywhere in the UK.

Wandsworth is a unitary authority with major responsibilities in education, social services, housing and leisure. It tackles key urban issues of planning, traffic, crime and regeneration and works closely with its partners in the police and the local NHS.

Many of our services are delivered directly through a workforce numbering 5,979 staff. We also work extensively with the private sector and other agencies. There is no dogma that says private or public provision is better.

What matters for us is what works best for our residents and our businesses.

The borough is the biggest in inner London with a growing population of approximately 290,000. It varies from the leafy avenues of Putney to the high rise, high density estates of north Battersea. We enjoy five miles of Thames river frontage and 1600 acres of parks and commonland and suffer from some of the busiest roads in the capital. There is a vibrant ethnic and cultural mix. Around one in five residents are black or Asian with the biggest minority communities in the south of the borough in Tooting.

Wandsworth also has a great record in creating an environment where businesses can set up and prosper. Wandsworth was once in the UK's 10 most deprived boroughs, but has become one of the country's top places for business formation. Moreover, our workforce is one of the best qualified in the country and has one of the highest economic activity rates in London. Thanks to the council's work in town centres, we have five thriving and vibrant town centres. We are exceptionally proud of our reputation and track record in town centre management – after all this where the communities come together to shop, work and enjoy themselves.

It's a borough with a buzz – and that makes it a great place to work. Accommodation as in most parts of London can be expensive but there are still affordable areas for first time buyers and good public transport connections. You can get to almost anywhere from Clapham Junction!

The council consists of 60 Members who are elected every four years representing 20 Wards. The full council meets about every six weeks. The council currently has 47 Conservative and 13 Labour members. The parties hold group meetings to decide on strategy. These meetings are party political and council officers do not attend. A body called the Executive is then responsible for implementing these policies. The Executive consists of the Leader of the Council and currently seven other members appointed by the Leader. The Overview and Scrutiny committees have been appointed to scrutinise the decisions of the Executive and to assist in policy development. The General Purposes Committee is responsible for determining the council's HR policies. It also approves changes to the council's staffing establishment and has a number of sub-committees reporting to it with staffing responsibilities including making appointments and hearing appeals.

Some of the council's committees, Education and Standards, include some co-opted members. For further details of the composition and function of the Executive and the various committees appointed by the council, please see how decisions are made on the council's website www.wandsworth.gov.uk.

The council's Corporate Business Plan (CBP) contains information which tells all residents, service users, partners and businesses how the council is performing and how it compares to other London boroughs. It also looks forward to the year ahead and shows what the council hopes to achieve. All this information is backed up by performance indicators and targets which allow residents to monitor our success or otherwise. Some of these indicators are set nationally by the Government, others reflect local priorities. All councils are required to publish their results and Wandsworth is traditionally one of the first.

Wandsworth Challenge

The council has set itself an ambitious two-fold challenge to transform the way it works and to help local communities do more to help themselves. This 'Wandsworth Challenge' is about us creating new and innovative ways to improve the quality of life in the borough by taking full advantage of the freedoms offered by the Government to the country's best-run councils. For more information on the Challenge see www.wandsworth.gov.uk/challenge.

Corporate objectives

The council has 5 strategic objectives that reflect the council's priorities and its ongoing corporate ambition to deliver high quality, value for money services, including keeping the council tax amongst the lowest in the country:

- Delivering high quality, value for money services
- Improving opportunities for children and young people with an emphasis on early intervention and preventative work
- Making Wandsworth an attractive, safe, sustainable and healthy place
- Providing personalised and preventative care and support for adults in need - including those in housing need
- Building a prosperous, vibrant and cohesive community

Further detailed information on these objectives can be found on the council's website:
www.wandsworth.gov.uk/cbp

The Chief Executive and Directors' Board

The Chief Executive is Paul Martin. He is also the Director of Administration.

As head of the paid service, the Chief Executive is in overall charge of the services provided by the council.

The Directors' Board comprises the Chief Executive and the other five departmental Directors (Adult Social Services, Children's Services, Environment and Community Services, Finance and Housing). The Director of Finance is also Deputy Chief Executive. The board meets fortnightly to discuss key corporate issues and is responsible for overseeing the discharge of council policy.

The council's structure and staffing

The council employs 5,979 full time equivalent employees organised into six departments, brief details of which are given below. The Administration Department is headed by the Chief Executive.

Administration Department

The department is divided into four divisions as follows:

Policy:	Policy Unit, Community Safety.
Information Technology:	Corporate ICT, Telecommunications, Website.
Professional Services:	Legal Services, Valuation Services, Home Ownership, Property Audit, Land Charges, Corporate Communications, Facilities Management Service.
Support and Democratic Services:	Human Resources, Support Services, Executive and Committee Services, Register Office and Electoral Services.

Adult Social Services Department

The department is structured both to support the mainstreaming of self-directed care and to meet national and local programmes to integrate the planning and delivery of community based health and care services. The three divisions are:

Operations:	Community Adult Teams, Integrated Learning Disability Social Work and Health Team, Community Mental Health Team for Older People, Service Standards and Leadership Improvement, Statutory Review and Project Team.
Commissioning, Partnerships and Procurement:	Seconded Mental Health Services, Commissioning, Procurement, Policy and Performance.
Business Resources:	Business Support, Finance, Information Systems, Access and Information Team, Provider Services.

Children's Services Department

The department is structured into five divisions, as follows:

Children's Specialist Services:	This division carries the bulk of the responsibility associated with Children's Social Services but with the addition of Special Educational Needs, Special Services Planning and the Educational Psychology Service. The division comprises Children Looked After services, Family and Community Services, Special Needs, Learning Difficulties and Disabilities, Educational Psychology Service (including Parent Partnership Service).
Planning and Resources:	Essentially back office functions, e.g. Contracts, Planning & Capital Development and Administration.
Young People and Learning:	Focusing both on universal and targeted services for adolescents and comprising Integrated Youth Service (Youth, Connexions, YOT), Family Recovery Project, 14-19 and Lifelong Learning.

Standards and Schools: Focusing primarily on school improvement and standards, (including Link inspectors, Ethnic Minority Achievement and Excellence in Cities), Curriculum, Professional and Governor Leadership Development, the Inclusion Service, which incorporates Children Looked After Education Support Service (CLAESS), the Education Welfare Service and Pupil Services.

Policy and Development: This division comprises the co-ordination of the department's planning and review function, including work associated with the CYPP, APA and JAR. It incorporates the Research and Evaluation Unit, which collects and analyses pupil performance and schools' data, Children's Trust developments, the Early Years, Play Services and Extended Schools, Safeguarding, Monitoring and Review and Complaints.

Environment and Community Services

This multi-disciplinary department is organised into the following divisions:

Engineering Services: Client responsibility for engineering and highways works, parking policy, notice processing and enforcement, road safety education, school crossing patrols, advice on planning matters, architectural and energy management.

Finance and Support Services: Responsible for supplying full range of financial, technical and staff management advice and support.

Leisure and Culture: Leisure and sports facilities and the management of parks, commons, open spaces and cemeteries, the parks police and dog control service, public halls, arts, filming and events and Pump House Gallery, the library service and Putney School of Art and Design.

Operational Services: The council's engineering consultant and the council's contractor for building maintenance and highways works; and the vehicle fleet. Also acts as a primary interface with the emergency services.

Planning and Environmental Services: The promotion and management of development and building work in the borough and the conservation and improvement of the environment. It is also responsible for food safety, the environment including noise issues, health and safety, licensing and pest control.

Waste and Contracts: Street cleansing, refuse and recycling collections, street trading and public conveniences.

Finance Department

The department's Director also acts as the council's Deputy Chief Executive. The department's main functions are as follows:

Benefits Service: Responsible for calculation and payment of housing and council tax benefit and Finance Customer Services.

Revenues Service: Responsible for income collection arrangements including rents, council tax, business rates, service charges, mortgages, education recoupment and home and day care charges.

Pensions, Payments and Support: Responsible for the provision of payroll and pension services across the council and for the administration of the council's pension fund. The service also provides support services and office management.

Corporate Finance:	Responsible for the council's corporate budget and accounts, general government grants, liaison with the External Auditor and the development of IT strategy for the council's financial information system. The service is the client for the Accounting Services contract, which is operated by an in-house team. Council insurance matters are arranged and monitored through the service, which also advises the council's Directors' Board on Risk Management issues. Also responsible for treasury management, capital accounting, investments, banking and financial references. A small team of Finance Consultants, providing financial services across the council, reports to the Head of Corporate Finance.
Audit:	Responsible for anti-fraud and anti-corruption measures, corporate standards and ethics.
Service Finance:	Responsible for budget preparation and monitoring, financial appraisals, service accounts and VAT.
Economic Development:	Responsible for local business support and liaison, neighbourhood renewal together with co-ordination of voluntary sector relationships.
Design Service	Responsible for maintaining all of the council's non school operational property and for procuring and managing all of the council's energy requirements. They also act as a professional building consultant winning work in competition with the private sector for major projects.

Housing Department

The department is organised as follows:

The Directorate:	This office performs specialist systems and support to the Department as a whole.
Housing Strategy and Resources Division:	The Division's responsibilities include preparation of housing strategies, policy development, housing advice, lettings and homeless persons. It also liaises with Housing Associations over new housing provision. The Division also has responsibility for strategic housing technical matters including meeting Decent Homes standards for all council housing stock and private housing as well as responsibility for enforcement action and renovation grants in relation to private housing, together with adaptations of vacant and occupied properties for disabled service users.
Housing Management:	The council's housing stock is managed by the Housing Management Division, except those run by Resident Management Organisations (RMOs) where residents have voted to take over the management of their homes. Area Housing Teams are the first point of contact for most enquiries and they are responsible for the day to day management of the housing stock. This includes all repairs and tenancy matters. The division also manages Wandsworth Emergency Control, Warden Services, the Wandsworth Alarm Telephone Care Helpline (WATCH), major works, engineering services and leasehold services.

Terms and conditions

Thank you for the interest you have shown in working for Wandsworth. Below is information that we hope will answer some of the many questions you may have about your terms and conditions of employment with us. **Terms and conditions for certain posts e.g. residential workers may vary and will be supplied separately.** If you require any further details, please contact the relevant HR section.

Salary

You will be paid monthly – usually the 15th – and your pay is credited direct to your bank or building society account. An annual incremental advance within the grade is given on 1st April, subject to satisfactory attendance and an assessment of your performance after six months' service. If you commence work with us between October and March, your first increment may be given on completion of six months' service.

Hours

A 36 hour week 9.00am to 5.12pm is worked in most of the council's offices, although hours of work may vary between groups of staff. A scheme of flexible hours is in operation, where appropriate.

Annual Leave

The annual leave year commences on the 1st of the month in which you were born. Your entitlement is dependent upon grade and length of service.

Childcare Vouchers

Wandsworth Council has introduced Computershare Childcare Vouchers. These can provide a significant saving. The vouchers can be used to pay for most types of childcare and are non-taxable and exempt from National Insurance Contributions. Further details will be available at your induction or by contacting Computershare Voucher Services on freefone 08000 430 860.

Pension

The Local Government Pension Scheme (LGPS) provides a pension (or by choice, a reduced pension and a tax-free lump sum) on completion of three months membership. The pension is paid at retirement, which is normally at age 65. Employees with a contract of employment for at least three months pay pension contributions automatically on commencement unless an election to opt-out is made before commencement. Contributions are paid as a percentage of pay and qualify for tax relief. Contributions are between 5.5 per cent and 7.5 per cent of pay depending on the rate of salary.

Membership normally results in lower employee National Insurance contributions. The council is required to contribute whatever is necessary to ensure that the pension scheme is properly funded. The pension scheme actuary establishes this every three years. For the period from 1st April 2008 this is 19% of a member's pay.

Further details about the LGPS are available in the scheme booklet, "Local Government Pensions Scheme – Employees Guide" which is available on request from HR sections and will be provided automatically to successful applicants.

Probation

New entrants to Wandsworth Council service are subject to a nine month probationary period which, if appropriate, the council may extend.

Sick Pay and Attendance

For absence due to sickness, you will be paid in accordance with the relevant Sickness Scheme.

The council does not pay occupational sick pay for the first day of sickness absence on each occasion.

Occupational sick pay is made at 80 per cent for the second and third day of each occasion.

The maximum sick pay is three months of full pay and three months of half pay.

The council also operates a scheme which applies when an employee reaches a set level of absence in any period of 12 months. Should this level be reached some of the hours the employee has been absent will be recovered, either by working additional hours, using annual leave or deduction of pay.

Rehabilitation of Offenders Act 1974

Certain criminal convictions may be relevant to the job you are applying to do for the council. For this reason, it is important that the council is aware of any convictions which may affect your work; subject to the over-riding provisions of the Rehabilitation of Offenders Act 1974. Further details can be found later in this pack.

CRB Disclosure checks

In accordance with the council's legal obligations if the post you are applying for requires a CRB disclosure check, a copy of the council's policy will be supplied to you. A copy of the CRB's Code of Practice can also be made available on request or can be viewed at www.disclosure.gov.uk

Politically Restricted Posts

Under legislation certain posts have been identified as being politically restricted. As a result of which certain council employees have been disqualified from becoming or remaining a member of any local authority in Great Britain (except a town parish or community council) as from the 1st May 1990 and from becoming MP's and MEP's, in addition these employees may not canvass for, act as agents or officers of, or speak or publish material on behalf of political parties.

The terms and conditions of employment will include a statement as to whether or not the post is politically restricted.

The two main categories are as follows:

1. Specified posts and; and
2. Sensitive posts, in that they involve either of the following:
 - (i) giving advice on a regular basis to the council itself, to any committee or sub-committee of the council or to any joint committee on which the council is represented or where the council are operating executive arrangements.
 - (ii) speaking on behalf of the council on a regular basis to journalists or broadcasters.

Smoking

The council operates a policy of 'No Smoking' in its places of work.

Promotion

Promotion is based on merit and ability. Vacant posts are normally advertised internally and externally. A Job Vacancy List is circulated each week.

Training

A variety of training courses are available via the council's Learning and Development Centre. Assistance may also be given to you if you want to study for a professional qualification.

Conditions of offer

If you are asked for interview, we may wish to take up references beforehand. However, if you write "NO" in the boxes in section 7 of the application form, we will not do so without first talking to you. You must not give the names of friends or relatives as referees.

Offers of employment will be made subject to satisfactory references, medical clearance and other checks.

Interview expenses

Interview expenses may be paid in certain cases (receipts should be produced). Claim forms can be obtained from the relevant HR sections.

No expenses will be paid in the event of a candidate withdrawing his/her application or refusing an offer of appointment.

Expenses will not be paid on the day of interview.

Staff car parking and the Council Services Transport Plan

There are very few parking spaces at the Town Hall and a Controlled Parking Zone covers the Wandsworth Town area. Access to free on-street and off-street parking is therefore severely limited.

The council operates a car parking charge scheme for staff car parking. If you are offered a car parking space it will be subject to a charge.

The purpose of the Council Services Transport Plan is to assist and encourage staff who normally use their car to get to work to adopt alternative travel arrangements. Cycling, use of public transport, car sharing, motorcycling and walking are encouraged. Interest free season ticket loans are available to staff who are not in a probationary period.

Please note that these general details do not set out the terms and conditions of any contract of employment you may subsequently be offered. If you are successful you will be given an official statement of particulars defining your terms and conditions of service.

Immigration, Asylum and Nationality Act 2006

The Immigration, Asylum and Nationality Act 2006 builds on the provisions of the Asylum and Immigration Act 1996, and is intended to ensure that only those people legally entitled to live and work in the UK are offered employment. Sections 15-25 of the 2006 Act set out the law on the prevention of illegal migrant working.

Responsibility of Employers

Under changes to the law on 29 February 2008, we have revised our arrangements whereby the immigration status of all successful applicants will be checked and copies made. Under the changes potential employees will be asked to provide:

- **one** of the original documents alone, or **two** of the original documents in the **specified combinations** given in **List A** (see page 15); **or**
- **one** of the original documents alone, or **two** of the original documents in the **specified combinations** given in **List B** (see page 16)

Additionally, nationals from Bulgaria and Romania (A2 countries) will be required to produce a worker authorisation document.

List A

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland.
4. A permanent residence card issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.
5. A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
6. An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card, letter from a Government agency).
7. A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card, letter from a Government agency).
8. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card, letter from a Government agency).
9. A birth certificate issued in the Channel Islands, the Isle of Man, or Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card, letter from a Government agency).
10. An adoption certificate issued in the Channel Islands, the Isle of Man, or Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card, letter from a Government agency).
11. A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card, letter from a Government agency).
12. A letter issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card, letter from a Government agency).

List B

1. A passport or other travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question.
2. A Biometric Residence Permit issued by the UK Border Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
3. A residence card or document issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.
4. A work permit or other approval to take employment issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency, **when produced in combination with** either a passport or another travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the holder, or the employer or prospective employer confirming the same.
5. A Certificate of Application issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to or for a family member of a national of a European Economic Area country or Switzerland, stating that the holder is permitted to take employment, which is less than 6 months old, **when produced in combination with** evidence of verification by the UK Border Agency Checking Service.
6. An Application Registration Card (ARC) issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency stating that the holder is 'allowed to work' or 'employment permitted', **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.
7. An Immigration Status Document issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card, letter from a Government agency).
8. A letter issued by the Home Office or the Border and Immigration Agency, or the UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card, letter from a Government agency).

Requirement to disclose relevant convictions

Certain criminal convictions may be relevant to the job you are applying to do for the council. For this reason, it is important that the council is aware of any convictions which may affect your work, subject to the over-riding provisions of the Rehabilitation of Offenders Act.

Rehabilitation of Offenders Act 1974

The Act states that after a suitable period of time (called the rehabilitation period) has passed, you may treat a conviction as if it never happened. These are called "spent" convictions. The paragraph below lays out the time periods that apply for different offences and specifies some convictions which can never be regarded as "spent".

Rehabilitation Period

Rehabilitation periods vary depending on the type and length of conviction originally incurred. Rehabilitation periods run from the date of sentencing.

Sentence	Rehabilitation Period
1. Imprisonment or corrective training for more than six but less than thirty months	10 years
2. Cashiering, discharge with ignominy or dismissal with disgrace from H.M.'s Service	10 years
3. Imprisonment for six months or less	7 years
4. Dismissal from H.M.'s Service	7 years
5. Detention in respect of conviction in Service disciplinary proceedings	5 years
6. Fine or other sentence (not exceeding 2 1/2 years imprisonment) for which the Act does not provide a different rehabilitation period	5 years

The rehabilitation periods given above may be reduced by half for a person under 18 at the time the sentence was passed.

Where a person is convicted as a young offender, certain other sentences may be passed:

Sentence	Rehabilitation Period
1. Borstal Training	7 years
2. Detention for more than six but less than thirty months passed under s53 of the Children and Young Persons Act 1933 or s57 of the Children and Young Persons Act 1937	5 years
3. Detention for six months or less under either of those provisions	3 years
4. Order for detention centre made under s4 of the Criminal Justice Act 1961 under s7 of the Criminal Justice (Scotland) Act 1963	3 years

There are various other rehabilitation periods as follows:

Sentence	Rehabilitation Period
1. Absolute Discharge	6 months
2. Probation; conditional discharge or binding over; fit person orders; supervision orders or care orders under the Children and Young Persons Acts	Until order expires (1 year minimum)
3. Remand home orders, approved school orders and attendance centre orders	1 year after order expires
4. Hospital orders under the Mental Health Acts	2 years after order expires (minimum 5 years from date of conviction)

Suspended Sentences

All suspended sentences are treated for the purposes of rehabilitation periods as if they had been put into effect.

Convictions which cannot be spent

A conviction cannot be spent under the Act if it incurred a sentence of more than 2 1/2 years in prison or was a life sentence, preventative detention or their equivalent for young offenders.

Disclosure of relevant convictions

If you are shortlisted for interview you will be asked to declare all relevant unspent convictions. The schedule of relevant convictions lists offences and the groups of staff to whom they apply. Your attention is drawn to the final paragraph of the job application form. In particular the sentence *"Providing any misleading or false information to support your application... will disqualify you from appointment or, if appointed will render you liable to dismissal without notice"*.

Schedule of relevant convictions

1. Dangerous, reckless, careless driving. Drunk driving.

Employees required to drive a vehicle (incl. all essential car users) or to operate mobile machinery and plant.

2. Theft, fraud, dishonesty offences.

All employees responsible for handling money, certifying officers and those in position to alter financial records.

3. Actual, grievous bodily harm; other offences involving violence.

Employees whose duties involve direct contact with children, old people or vulnerable clients or members of the public.

4. Sexual misconduct. Abuse of drugs or alcohol.

Employees whose duties involve direct contact with children, old people or vulnerable clients or members of the public.

5. All offences involving a prison sentence of 3 months or more.

All employees.