

Why work for Hammersmith & Fulham Council?



Hammersmith & Fulham is a vibrant place to live and work with a diverse community and rich cultural heritage. A small inner-London borough situated to the west of the capital, we have excellent transport links to our three town centres and vast array of experiences and entertainment for visitors and residents to enjoy. From premiership football clubs to stately riverside walks we have a lot to offer and a lot more to come including a massive 40 acre retail and leisure complex already underway at White City.

The council has a record to be proud of. If you are thinking about coming to work for Hammersmith & Fulham, here are just some of the reasons why we are one of the leading authorities in the country:

- Awarded an excellent rating by the Comprehensive Performance Assessment - December 2002 and were the only council to score the maximum against the benchmark for overall ability and capacity to improve. The Audit Commission's report says: "The council has an impressive record of achieving improvement in priority areas and very good prospects for the future. It has real clarity of vision, based on a careful and well informed analysis of local needs and aspirations."
- One of only three London boroughs to have achieved a corporate Investors in People accreditation - November 2002. The assessors report says: "The organisation is fully committed to supporting the development of its people" and "People believe their contribution to the organisation is recognized"
- We have three excellent' 3 star Best Value ratings, for taxation, older people's accommodation strategy and housing management and caretaking.
- We achieved the highest best value rating awarded for streetscene services 2 stars.
- Achieved the highest performance rating in the country for voluntary sector support 2 stars.
- We are placed in the top 10 of all local education authorities.
- We are consistently rated as a top performing housing authority with the best record on affordable homes and housing strategy in the country.
- We have one of the best social services teams in the country.
- We have secured Beacon Status for urban green spaces.
- We were awarded London Transport Borough of the Year 2002.
- We have also been shortlisted for the Local Government Chronicle council of the year award for 2003.

Despite our impressive record we are not complacent and there is still a great deal to do. We have recently adopted customer first as our primary strategic priority, and set ourselves ambitious targets to improve customer satisfaction ratings across all our services.

Come and share your experience and play your part in continuing to improve one of the best councils in the country.

Employment application form guide

Equal opportunities statement

The council is committed to equal opportunities policies and action to ensure that its employees and the people it serves are not discriminated against on the basis of their age, class, disability, employment status, ethnic or national origins, race or colour, HIV status, marital status, religious or political beliefs, responsibilities for children, sex, sexuality, trade union activities and unrelated criminal convictions.

Our commitment to job applicants

We are committed to making sure that we provide equal opportunities in employment.

The aim of this policy is to make sure that we do not unfairly discriminate against any job applicant or employee for any reason.

We will make sure that we do not discriminate when we decide whom to employ so that the best people are appointed to deliver our services. Hence our need to identify the diversity of applicants for our jobs and inclusion of a recruitment monitoring section within the application form.

We will only consider applicants for jobs on the basis of their relevant experience, qualifications, skills and abilities.

We aim to create a workforce that is representative of the population of the borough. It is therefore, very important that you complete the recruitment monitoring section of the application form.

Disabled job applicants

The Disability Discrimination Act is designed to help make sure that disabled people have a fair chance of getting and staying in employment. The definition is wide ranging and includes wheelchair users, people with visual or hearing impairments, staff who can walk easily on a flat surface but have a long-term difficulty in using stairs, or staff who have dyslexia, and other disabilities that have lasted or are likely to last for 12 months or more. This is not an exhaustive list. If you declare your disability status on this form by ticking yes in the disability section of the recruitment monitoring form and you minimally meet the selection criteria, you are guaranteed an interview.

There is a wide range of benefits of declaring a disability, various loans and allowances are available for employees with mobility difficulties, essential car user allowance, loans for the purchase or adaptation of new or second hand cars. Disabled staff (or those with disabled children) are prioritised for financial assistance on the Council's childcare subsidy scheme.

Corporate human resources are the central point of contact for:

- Carrying out disability related workplace assessments
- Referrals under the Access to Work scheme
- Accessing the council's disability equipment bank

What we can offer you

As one of only three London boroughs to have been awarded a corporate liP accreditation, we take our responsibility towards our staff seriously. We have an excellent record in respect of staff training and development. We can also offer a range of employee benefits including:

- Excellent minimum earnings guarantee - significantly higher than the national minimum wage
- Flexible working scheme in place for the majority of staff
- Family friendly employment practices with one of the best maternity leave arrangements in the country, paternity leave and a child care subsidy scheme
- Generous annual leave entitlement
- The local government pension scheme - a voluntary contributory scheme into which you can pay 6% of your gross salary. It is currently a final year salary scheme. We also pay a contribution towards the cost of any benefits you will receive.

What are selection criteria?

The experience, skills and abilities required to do a specific job. We use them to help us decide, in a fair and objective way, who is called for interview. We also use them as the basis for the questions we ask at the interview.

Help with completing your form

Your completed application form will contain all the information we will know about you. Please give as much relevant information as possible. Our decision on whether to shortlist you will be based solely on your application form.

- 1 Begin by reading through all the information in the recruitment pack, paying particular attention to the selection criteria.
- 2 Complete each section of the application form - personal details, current employment, previous employment history, qualifications and training, referees, the declaration and recruitment monitoring.

Please type your application or write it in black ink.

- 3 On page four of the application form you will be asked to provide a supporting statement. Think about how your experience, skills and abilities help you to meet each of the selection criteria listed for this job.
- 4 You must address each of the criteria in turn. It is important to provide evidence of what you say with examples. Specify your own experience and not the general work of your office or section. Try to address each of the criteria using words such as *'plan'* or *'I organise'*. As well as your previous work experience, tell us about other relevant experience such as community, voluntary, leisure and other interests. Include details of languages spoken and any other skills and abilities that could help you to do the job.

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- 5 The council places a great deal of emphasis on equal opportunity. It is therefore, vital that throughout your answers to the selection criteria you incorporate relevant equal opportunity issues.
 - 6 You may wish to include more information than the space on the application form provides. If so try to be concise and attach no more than four additional sides.
 - 7 Please ensure that you complete the recruitment monitoring section of the form.

We are unable to process applications from candidates who do not complete this section.

- 8 Please ensure you submit your application form by the closing date shown. Applications received after this date will not be considered.
- 9 **C.V.s** will be accepted but must cover all of the selection criteria listed for this job.
- 10 **Criminal convictions** — all jobs within the social services department and some other posts within the council are exempt from the Rehabilitation of Offenders Act 1974. In addition, if you apply for a post dealing with vulnerable members of society you will be required to complete a disclosure form in order to obtain clearance from the Criminal Records Bureau.
- 11 **Right to work in the UK** — any offer of employment will be subject to you providing evidence that you have the right to live and work in the UK.

What happens next?

Your completed application form will be used to decide whether you are asked to attend an interview. Unfortunately, because of the large number of applications received, it may not be possible to acknowledge receipt of your application.

If you are shortlisted for interview, you will be contacted with the relevant details. You may not hear from us if you have not been shortlisted.