

## **How to Apply**

Thank you for your interest in the role. We appreciate that this part may not appear to be the most interesting however you must pay attention to the following instructions to increase your chances of being shortlisted.

*Note: Please do not apply if you have become redundant from Portsmouth City Council in the last 12 months as you cannot be re-engaged for a period of 12 months or submitted an application for this post in the last 6 months.*

### **Please ensure you include the following:**

1. The Reference Number and Post Title
2. Where you saw the advert
3. Your Contact details including email and phone number
4. Full education history from secondary school, include name/address of establishment, details of relevant qualifications & awarding body. Please explain any gaps - include for all safeguarding children roles.  
*If you are currently a student in your final year and will be qualified this year, please clearly indicate this both in your covering email and at the start of your application.*
5. Full employment history
  - a. *Employer*
  - b. *Employment dates*
  - c. *Reason for leaving*
  - d. *Gaps will need to be explained*
6. If applying as a secondment you will need permission from your current line manager releasing you for this secondment. Please state you have this on your application.
7. References, including current or most recent employer. If you are not currently working with children but have done in the past references should include these - please do not use relatives as either professional/personal referees.

### **Why should we consider you for this role?**

When completing your application you must demonstrate your suitability with relevant examples. Make sure you read the 'Who is the person' section of the job profile. Use this information to demonstrate why you are the right person for the job,

using specific and relevant examples for each of the points listed. We receive a lot of applications so the more relevant and detailed the examples the better.

### **Criminal Convictions**

The Rehabilitation of Offenders Act 1974 requires applicants to give details of any convictions that are **not** spent. Failure to disclose such convictions could result in disciplinary action or dismissal. For more information on this act follow link to Ministry of Justice [webpage](#) for some posts this may be followed up with a basic check with Disclosure Scotland.

- ✓ Do you have any previous convictions?
- ✓ If yes, please detail offence(s) including date(s) and sentences(s) on a separate document.

If you have any queries, contact us on 023 9284 1191 (8:30am to 5:00pm Monday to Thursday, 8:30am to 4:00pm Friday).

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

### **Data Protection and Fraud**

Portsmouth City Council will process your personal information appropriately and legally in accordance with the Data Protection Act 1998, the National Fraud Initiative (details of which can be found at [Audit & Commission Government Page](#)) and other relevant legislation. The details you provide will be held in a secure system or database and will only be shared with other organisations where the law allows. The Portsmouth Information Sharing Framework which sets out the conditions under which we will share information with other organisations is available on the council's website. The Council may share your information with relevant departments to help develop new services or improve existing services.

You should be aware that we may be required to disclose your personal information without your consent for the purposes of preventing or detecting crime/fraud or apprehending and prosecuting offenders (for example to the Police, Audit Commission or Department for Work and Pension or as part of the National Fraud Initiatives) or where we have a statutory duty to do so.

- ✓ Please note that providing false information is an offence and could result in the application being rejected or summary dismissal if you are appointed to the post & possible referral to the police and or the DBS (all safeguarding posts).

### **Non-EEA Job Seekers:**

Applications from job seekers who require Tier 2 sponsorship to work in the UK are welcome and will be considered alongside all other applications. However, non-EEA candidates may not be appointed to a post if a suitably qualified, experienced and

skilled EU/EEA candidate is available to take up the post as the employing body is unlikely, in these circumstances, to satisfy the Resident Labour Market Test. The UK Border Agency requires employers to complete this test to show that no suitably qualified EEA or EU worker can fill the post. For further information please visit UK Border Agency website.

### **Summary**

-  Ensure you have read the job profile to understand if this is the right role for you. You can research the role on the National Careers Service site [here](#).
  
-  Read and follow the instructions on how to apply. If you don't not only do you reduce your chance you may not be considered at all.