

## Applying for a job with Barnsley MBC and how to fill in the application form

If you need a copy of this document in Hindi, Urdu, Punjabi, Chinese, Polish, Albanian, Russian, or Braille, audio tape or large print, contact us on 01226 772250 stating the post title and reference number.

Në qoftë se dëshironi një kopje të këtij dokumenti në gjuhët Hindu, Urdu, Punjabi, Kineze, Polake, Shqip, Rusisht ose variantin për të verbërit, në font të madh apo kasetë, ju lutem telefononi në numrin 01226 772250, e thënë profesion edhe referencë numër.

若是你需要這份文件的中文譯本或凸字、錄音帶或大字體版本，請致電 01226 772250 聯絡我們，說明職位名稱和檔案編號。

यदि आपको इस दस्तावेज़की नकल हिन्दी, उर्दू, पंजाबी, चाइनीज़, पॉलीश, अल्बेनियन, रशियन अथवा ब्रेइल, ऑडियो टेप अथवा बड़े अक्षरोंमें चाहिए तो पोस्ट टाइटल और रेफरन्स नंबर बताते हुए 01226 772250 नंबर पर हमारा सम्पर्क करें.

اگر آپ کو اس دستاویز کی ہندی، اردو، پنجابی، چینی، پولش، البانی، روسی یا بریل، آڈیو ٹیپ یا بڑی لکھائی میں کاپی درکار ہو تو براہ مہربانی ٹیکسٹ فون نمبر: 01226 772250 پر رابطہ قائم کریں اور آسانی کا نام اور حوالہ نمبر دیں۔

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਦਸਤਾਵੇਜ਼ ਦੀ ਹਿੰਦੀ, ਪੰਜਾਬੀ, ਚੀਨੀ, ਪੋਲਿਸ਼, ਅਲਬੇਨੀਅਨ, ਰੂਸੀ ਵਿਚ ਅਤੇ ਜਾਂ ਬਰੇਲ, ਆਡੀਓ ਟੇਪ ਜਾਂ ਵੱਡੀ ਛਪਾਈ ਵਿਚ ਕਾਪੀ ਚਾਹੀਦੀ ਹੋਵੇ ਤਾਂ ਸਾਡੇ ਨਾਲ ਪੋਸਟ ਟਾਈਟਲ ਅਤੇ ਰੈਫਰੈਂਸ ਨੰਬਰ ਦਾ ਹਵਾਲਾ ਦਿੰਦੇ ਹੋਏ ਟੈਲੀਫੋਨ ਨੰਬਰ 01226 772250 ਤੇ ਸੰਪਰਕ ਕਰੋ।

Если вам нужна копия этого документа на языках хинду, урду, пунджабы, китайском, польском, албанском, русском языках, шрифте Брайля, напечатанная крупным шрифтом или аудиокассета звоните, пожалуйста, 01226 772250 и скажите название и номер ссылки.

Gdybyś chciał kopię tego dokumentu w języku Hinduskim, Urdu, Punjabi, Chińskim, Polskim, Albańskim, Rosyjskim, wypukłym piśmie dla niewidomych, lub dużym drukiem, proszę dzwonić na numer 01226 772250 wyznaczając stanowisko i numer odnośny.

## Thank you for applying to work for Barnsley Council.

### Safeguarding Vulnerable People

Barnsley Metropolitan Borough Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

### Safeguarding Children and Vulnerable Adults

If you are applying for a job where you will be working with children or vulnerable adults, you will be asked for details of: any previous convictions, whether you are subject to sanctions from a regulatory body, and whether or not you are listed on the Independent Safeguarding Authority (ISA) Children's Barred List or the ISA Vulnerable Adults' Barred List.

The two regulatory bodies mentioned are GSCC and the GTC; these are the General Social Care Council and the General Teaching Council for England.

The lists mentioned are:

#### ISA Vulnerable Adults' Barred List

#### ISA Children's Barred List

The ISA is responsible for the decision making and maintenance of the above Barred Lists for England and Wales and Northern Ireland covering the children's and vulnerable adults' sectors.

The new Barred Lists have replaced the Protection of Children Act (PoCA) List, List 99 and the Protection of Vulnerable Adults (PoVA) List in England and Wales, and the Disqualification from Working with Children (DWC) List, the Unsuitable Persons List (UP List) and the Disqualification from Working with Vulnerable Adults (DWVA) List In Northern Ireland as well as the current system of Disqualification Orders, which is operated by the Criminal Justice System.

## **Background Information**

To help you decide whether or not you want to apply for the job, as well as helping you fill in the form, you should have received the following:

- Application form
- Job Description
- Employee Specification.

as well as any other essential information about the job. If you are applying for more than one post please fill in a separate form for each post, as each post will have a different Employee Specification. If you use extra sheets, please remember to put on each sheet your name and the post title you are applying for.

The Employee Specification is very important, as it tells you what experience, general and special knowledge, skills and abilities, qualifications and additional factors a person must have to be able to do the job.

You will be shortlisted and invited for interview if you can demonstrate how you meet the criteria.

The information presented by you will be assessed from a combination of the application form, the interview itself, or in some cases via practical tasks or exercise.

The criteria will be ranked as follows:

### **Essential**

These criteria are essential as they are needed to carry out the duties effectively.

### **Minor**

These are criteria, which are an additional bonus but are not necessary to carry out duties effectively within the initial induction period.

In completing your application form, as well as thinking about relevant work experience, you should also consider experience at home, school, or college or as a volunteer which is relevant to the job you are applying for.

### **Qualifications**

Before an appointment is made, you will need to show certificates as evidence of your qualifications if required.

## **References**

Please note:

- both references should be work related if possible
- if you are currently employed, one of the referees must be your present employer
- if you have been unemployed for longer than 12 months we will accept a reference from the job centre, employment adviser, doctor or other professional.
- we will not accept character references or references from relatives or from people writing solely in the capacity of friends.

If you are shortlisted, the Council will send off for references to the nominated individuals unless you have indicated otherwise on your application form.

Please do not send copies of your references with the application form.

## **Canvassing**

Any form of canvassing, directly or indirectly of Members or Officers of the Council or Governors will result in your application form being disqualified.

## **Interviewing**

If you are selected for interview we will write to you with details of the time, date and place.

If you are a disabled person and you meet all the essential criteria for the job, you will be guaranteed an interview. You will be asked to tell us of any arrangements we can make in order to make the interview a fair and reasonable one, for example:

- car parking is near the place of interview
- someone is available to meet you at the entrance
- a sign language interpreter is present if requested
- a friend / support person is present at the interview
- preferred / appropriate type of seating is available
- an induction loop is in operation if needed, etc

## **Access for Disabled People**

Section 1 of the Disability Discrimination Act defines a person as having a disability if he or she has a physical or mental impairment which has an effect on his or her ability to carry out normal day-to-day activities. That effect must be:

- substantial (i.e. more than minor or trivial), and
- adverse, and
- long-term (that is, it has lasted or is likely to last for at least a year or for the rest of the life of the person affected).

The Council is very close to making all Council Buildings fully accessible. As such we are:

- adapting buildings and office equipment for you to do the job properly
- ensuring specialist equipment, if needed, is made available
- ensuring that appropriate alterations like dropped kerbs or car parking spaces are made available
- Information is presented in Braille, tape or large print documents if appropriate.

## **Equality Monitoring**

Barnsley Metropolitan Borough Council's Equality and Diversity Policy in relation to Employment is based upon 3 key principles:

1. In all aspects of employment, there will be no discrimination against any person on the basis of Age, Sex, Race, Colour, Religion, Disability, Nationality, Ethnic Origin, Sexual Orientation or Marital Status.
2. All promotions and appointments will be strictly on the basis of assessing the individuals' capacity and ability to do the job.
3. The Council accepts the "Social" Model of Disability. This states that a person's impairment does not always disable them, and more often it is the environment, working practices and attitudes, which disable people by creating barriers to employment. The Council is thus committed to making "reasonable adjustments" to the recruitment procedures, working practices and the working environment to accommodate people with disabilities.

To make this Policy work effectively we are:

- working to improve the way services are provided
- improving the way we advertise and fill job vacancies
- looking at the issues of training
- improving the accessibility to council buildings for disabled people
- improving child care facilities
- monitoring the overall effectiveness of our policy.

Information provided by you for this section will not be used for the purposes of shortlisting.

**Please do not send a CV or faxed copy of your application form as neither will be accepted.**

**You must also ensure your application form is submitted on time as late applications will not be considered.**

**Please visit our website [www.barnsley.gov.uk/jobs-and-careers](http://www.barnsley.gov.uk/jobs-and-careers) for further information, or call 01226 772250 if you require assistance.**