



Application Guidance

Application Guidance

Introduction

This guidance not only provides details on the application process but also outlines the pre-employment checks that will be conducted once a candidate is identified. This document will provide guidance on completing the online application form. The following advice is designed to assist you with your application and to explain the process that we will use to select the most suitable applicant for the post.

We will use the online application form to help to decide your suitability for the post so please make sure that it is accurate and complete. You should complete all sections of the application form.

As part of the application, you will be asked to upload a copy of your Curriculum Vitae (CV). Please refer to the CV guidance notes within the application form to ensure your CV contains the minimum essential information.

This guidance applies to roles within the Royal Borough of Windsor and Maidenhead (RBWM). For School based posts, please refer to the advert on how to apply for posts within schools.

All applications for RBWM roles are completed online. If you would like to discuss a particular role in more details, please do not hesitate to contact the named person in the advert or email jobs@rbwm.gov.uk

Data Protection Act 2018

Please note the information you have provided will be used during the recruitment procedure in accordance with our obligations under the Data Protection Act 2018. Data contained within the Equal Opportunities monitoring section of the application form will be used to produce depersonalised statistics for reporting and monitoring purposes. If you are the successful candidate, this form and the information collected through the recruitment campaign will be stored and used as part of your personnel record.

We will not share your information with any other organisation unless required to do so by statute.

More data protection information, including guidance on how to submit a request for your personal information, can be found on our website www.rbwm.gov.uk

Making your application

When we short-list and recruit, we use:

- The Job Description and Person Specification
- The application form.
- The CV

Job Description and Person Specification

The Job Description outlines the main responsibilities of the job, and the Person Specification outlines the kind of person we are looking for. It details the knowledge, experience, and skills that an applicant needs to do the job. The Person Specification also details which criteria will be used to short-list for interview, which criteria will be explored at interview and if applicable, which criteria will be explored through a range of assessments and ability testing.

Essential criteria are those that you must have to carry out the responsibilities for the job. Desirable criteria are those that are additional requirements, which we may use to shortlist if we receive too many applications, which meet the essential criteria.

Application Form and CV

When you enter the application form you will be asked to complete a number of application pages. Supporting text is provided throughout the application pages to provide you with guidance on completing the form. As part of the application form, you will be asked to complete a supporting statement where you should include your motivations for working for RBWM and how your skills and experiences align with the job description.

When completing the application form, please refer to the Person Specification and ensure that you provide information that shows how you meet the criteria listed, as we cannot assume anything about you. The information contained in application form is the information we will use when short-listing for interview.

When you upload your CV, please ensure it contains:

- your full current and previous employment (paid and unpaid)
- job titles
- dates of employment
- succinct descriptions of your responsibilities.
- academic history, including the year of completion and name of institution or professional body
- memberships to professional bodies or associations Ensure you include the year of completion and the name of the institution or professional body. If applicable, include any memberships to professional bodies or associations.

Ensure your CV uses clear, professional language throughout and that you have proofread the contents before uploading it. Please also ensure that formatting is consistent throughout the document and try to limit the CV to no longer than two pages.

Correspondence from Human Resources (HR)

To provide an efficient and effective service to all applicants HR will communicate in email. We therefore ask that you provide us with a contact email address and to provide email, addresses when completing

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the References Section of the application form. Our insurance requires references from previous employers covers the three full years preceding the engagement of the employee.

As all updates regarding your application will be sent via email, please ensure you frequently monitor your inbox.

RBWM aims to inform all unsuccessful applicants as to the outcome of their application, however on some occasions this may not be possible. If you have not been contacted within three weeks of the closing date, please assume that you have been unsuccessful on this occasion.

Equal Opportunities Monitoring Form

At RBWM we want our workforce to reflect the diversity of the community we serve. Your cooperation in providing information by completing the equal opportunities form is one of the ways we hope to achieve this. This information will be treated in the strictest confidence and will be detached before short-listing or interviewing.

It is our policy to ensure that job applicants and employees are treated justly, and are recruited, selected, trained and promoted on the basis of the job requirements, skills and abilities. We will ensure that people are not disadvantaged by conditions or requirements, which cannot be shown to be justified as being necessary for the effective performance of the job. You are under no obligation to complete this form, however if you do you are agreeing, under the Data Protection Act 2018 that the Royal Borough of Windsor and Maidenhead may hold and use personal information about you for monitoring purposes.

Applicants with a Disability – Guaranteed Interview Scheme (Disability Confident Scheme)

RBWM operates a Guaranteed Interview Scheme. This scheme ensures that any disabled candidate, who meets the minimum essential criteria for the job, will be guaranteed an interview along side other short-listed candidates. The final appointment will, however, be on merit.

Please see the Equal Opportunities Monitoring section of the application form for further details.

Supporting Armed Forces Covenant

In support of our Armed Forces Covenant we guarantee to interview any applicant who is a veteran or reservist who also meet the minimum essential criteria for the job alongside other short-listed applicants. The final appointment will be based on merit.

Supporting Care Experienced Young People into Employment

Under its responsibilities as a 'Corporate Parent' RBWM ensures that young people in care or care leavers who meet the minimum essential criteria for the role will be guaranteed an interview alongside other short-listed candidates. The final appointment will be based on merit.

Pre-Employment Checks

All conditional offers of employment are subject to the following pre-employment clearances:

Satisfactory Medical Clearance

All successful candidates complete a medical questionnaire and may be required to pass a medical examination by RBWM's occupational health physician.

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Satisfactory References

RBWM's practice is to take up at least two references, one of which must be the current or most recent employer. Referees must not be a member of your family, or spouse/partner. If you are a recent school or further education leaver, one of your references must be from the Head Teacher or college tutor. RBWM's insurance cover requires that references from previous employers cover the three full years preceding the engagement of the employee and should confirm the employee is of trustworthy character.

RBWM reserves the right to verify any information given in the application form and throughout the selection process. In the event that RBWM receives any information through the verification process which may differ from the information you have provided or has an adverse effect on our decision, it is RBWM's policy to give applicants the opportunity to comment on that before any final decision is taken.

Safeguarding the Vulnerable

RBWM has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure that they are protected from harm.

Evidence of Qualifications

We will need evidence of the qualifications (original certificates) you specify in your application form. Originals must be brought to the interview for candidates who have been short-listed. Copies will not be accepted.

Eligibility to work in the United Kingdom (UK)

In order to comply with the Asylum and Immigration Act 1996 (As amended) (Immigration, Asylum and Nationality Act 2006), all employers in the UK are required to make basic documentation checks on every person they intend to employ.

We ask all short-listed applicants to provide proof that they can be legally employed. We have to see satisfactory proof in the form of **original documentation** or a **Home Office online check** before we can confirm any offer of employment. If we do not see satisfactory proof, an offer of employment can be withdrawn.

Since 6 April 2022, the manual check requirements on documentation are as follows:

When carrying out a manual right to work check, you must obtain original documents from either **List A** or **B** of acceptable documents.

List A

1. A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

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5. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
6. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A certification of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 1

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 2

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU (J) to the Jersey Immigration Rules or Appendix EU to the immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.

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4. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
5. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

Copies of relevant documentation will be taken and retained for future inspection by inspectors for the Home Office, if necessary.

If you are invited to interview, please bring the appropriate original documentation with you.

Please be prepared to discuss with the interview panel any details regarding your visa or working arrangements (where applicable) that may impact your eligibility to work in the UK.