

About Us

Torbay is a unitary council in beautiful South Devon covering Torquay, Paignton and Brixham and serves around 132,000 people.

As a unitary authority we are responsible for all council services in the Torbay area including schools, leisure, social services and environmental services such as refuse collection, planning, environmental health and highways. Our vision is to ensure a healthy, prosperous community, living, learning and relaxing in a safe and beautiful Bay.

We are committed to being a good, modern employer. We have a staff charter which sets out the council's pledge to learning and development. We also recognise that our staff have commitments outside work and we are therefore further developing our "work/life" balance policies so that we can help the people who work for us to manage different aspects of their lives.

We are looking for people who are committed to delivering excellent customer service, want to make a difference to the community and develop their own potential.

For more information on Torbay Council visit our website at www.torbay.gov.uk

Torbay Council's staff benefits include:

- Competitive rates of pay
- Final salary pension scheme
- Flexible working opportunities including flexitime, part-time working and home working
- Training and development opportunities
- Career progression
- Equal opportunities employer committed to equality and diversity
- Discounts for Torbay staff
- Enhanced maternity / paternity provisions
- Adoption leave Parental leave
- Childcare vouchers
- Excellent occupational sick pay scheme and a variety of special leave options
- Occupational health service
- Staff counselling service
- Access to Westfield Health Scheme with beneficial rates
- Relocation package for certain posts
- Career break scheme

- Time off to care for dependants / domestic emergencies

Guidance notes for applicants

Thank you for requesting an application form for a vacancy at Torbay Council. The first stage of the application process is completing the application form. We decide whether or not to invite you to the next stage from the information you give us on the application form. It is therefore important that you give us clear and relevant information and that you answer all the questions.

Before you start

- Read all the information first to make sure that the job and the conditions are suitable for you.
- Read the application form carefully before you write anything. It may help to make some rough notes so you can organise your thoughts.
- You can use the person specification by thinking how your own experience, skills and knowledge match the specification.
- Please write or type in black ink, as these forms will be photocopied.

Filling in the form

- All job applicants are expected to complete a standard job application form each time they apply for employment with the Council. This enables us to gather a standard set of information from applicants, which is required during the recruitment and selection process.
- Your completed application form will also be used to decide whether you should be called for an interview / test, so it is vital that you take time and complete it fully and accurately. It is important that you tailor your application form to the job related criteria contained in the person specification. Please refer to the essential criteria and those that are desirable, as well as the job description that you will have received with your application form.
- Use extra sheets if you need more space for your information. Remember to put your name on each sheet.
- Check the closing date and allow time for your application to reach us. Applications close at 12noon on the closing date.
- Applications received after the closing date will not normally be considered. Please note the closing date for the post you are applying for which can be found on the advertisement for the post.
- Check where you need to return the completed form.
- CV's (Curriculum vitae) are not accepted (except as a minor supplement to your form).

The Application Form

It is important that you fill in every section of the form as fully and accurately as possible. Our decision on who to invite for the next stage of the selection process will be based on the information you give on your application form, which we will compare with the person specification. The Council recognises that experience and skills can be gained in a number of ways not only through paid employment.

Job Vacancy information

This information will be contained in the advert and application pack. Please make a note of the post title and Job reference number you are applying for as you will be asked for this should you have a query with your application.

Personal Details

This information will be used when we communicate with you about your application and will form part of your employment record should you be the successful applicant.

Present / most recent employer

Please give details of your current employer or last employer if you are not presently employed, along with a brief description of your duties i.e. tasks objectives and responsibilities. This can be paid or unpaid work. If you have not been in employment before (either paid or unpaid), please enter N/A.

Full record of previous employment

Starting with the most recent and work backward giving the title of your job and the dates you were employed. You may also want to give details of any community, voluntary or unpaid work you may have undertaken.

Gaps in employment or training

In order that the Council can consider your full history in making employment decisions it is important that you record any gaps you have had in your employment or training history (e.g. if you have taken a gap year, maternity / career break, etc).

Relevant Qualifications

Please give details of your education history, including college / university courses and qualifications obtained which are relevant to the post you are applying for. Please note that these can include comparable overseas qualifications. You will be required to produce originals of documents confirming your qualifications and/or membership and copies will be taken and retained on your personal file.

Professional Membership / Registration

Please give details of any professional bodies you are or have been a member or registered with.

Relevant Training

Please provide details of any training courses or development activities you have been involved with or attended. These may be courses provided by your employer or events you have participated in outside work.

Supporting Evidence

This is your opportunity to demonstrate that you have the skills and experience we are looking for. When filling out this section, it is important that you read the person specification carefully and think how you meet the requirements and show how you meet each of the points of the person specification, where possible giving examples. Voluntary and unpaid work can be used in addition to more formal experience.

References

Please give the name and address of two references from which the Council may seek information regarding your suitability for employment. Your references need to cover at least the last 5 years of your employment. Please provide additional references to meet this if necessary. If you are currently employed, one of your references must be your current employer; otherwise it must be your most recent employer. If you are in, or have just completed full-time education one referee should be from your school / college or university. Your references should not include a relative and any personal referees must be able to comment on your skills and abilities in relation to the post. Additional references may be sought from previous employers, particularly for posts working with children or vulnerable people. Please note that it is the Council's practice to take up references for short-listed applicants prior to interview. If you do not wish this person to be contacted without prior consultation with yourself please indicate by putting a cross in the box. Please note that as well as asking your referee for their comments on your experience, skills, abilities etc, we will also ask for details about your current disciplinary record.

Equality Act 2010

Torbay Council's Equality and Inclusion Policy and Scheme and Equal Opportunities in Employment Policy state our commitment to eliminating unlawful discrimination, promoting equality of opportunity and good relations for people with disabilities. As a '2 ticks' disability symbol holder Torbay Council is committed to interviewing all applicants with a disability who meet the minimum (essential) criteria for a job vacancy and considering them on their abilities. We will undertake to make 'reasonable adjustments' to ensure disabled applicants are not disadvantaged in the recruitment and selection

process and during their employment with the Council in accordance with the Equality Act 2010. Please indicate in this section if you consider yourself to have a disability and the nature of your disability. If you are short listed we will ask you to provide details of any information you would like us to take into account with regard to your disability in order to offer you a fair selection interview e.g. access requirements or other reasonable adjustments you would like us to consider.

DECLARATIONS

Immigration, Asylum and Nationality Act 2006

Under the Immigration, Asylum and Nationality Act 2006 it is a criminal offence to employ someone without entitlement or permission to work in the UK. The law is intended to ensure that only those legally entitled to live and work in the UK are offered employment. The 2006 Act became effective from 29th February 2008 and has strengthened the law on the prevention of illegal migrant working by replacing the previous controls under section 8 of the Asylum and Immigration Act 1996. The Immigration, Asylum and Nationality Act 2006 requires all employers in the UK to make basic document checks on every person, before they start work, therefore if you are asked to interview, you will be required to provide evidence (original documents only) that you are eligible to live and work in the UK and copies will be taken at interview and if unsuccessful these will be destroyed in accordance with the Data Protection Act 1998 (DPA). If you are offered the post these original documents will be retained on your personal file.

Canvassing

You must not try and get support from, or try to influence, the elected Mayor, any councillor or senior employee of the council. If you are in any way related to or have a personal relationship with the elected Mayor, any elected member of the Council or Council employee, please give details in this section.

Rehabilitation of offenders Act 1974

We will not discriminate against ex-offenders, who have not re-offended for a certain period of time since their conviction when they apply for employment with in the Council. We will only take account of previous convictions if the nature of the offence is relevant to the type of work you would be doing. You need to tell us if you have any convictions or cautions that are not considered 'spent'. The Rehabilitation of Offenders Act also provides certain exemptions in order to protect vulnerable groups within society. These include posts involving access to children, young people, older people, drug and alcohol mis-users, mentally or physically disabled people and chronically sick people. Jobs involving the administration of justice and other financial posts are also exempt under the Act. When applying for a job that is exempt from this Act you will need to tell us about all 'spent' and 'unspent' convictions and cautions. We will also contact the Criminal Records Bureau for information, which will

show details of any spent and unspent convictions, cautions reprimands and final warnings held on the Police National Computer. For enhanced disclosures detail of non-conviction information will also be sought from police records. The job description for the post will tell you whether the job is exempt and whether a disclosure will be required. It is the responsibility of the applicant to check with the appropriate authorities if they are unsure if any convictions are exempt or not exempt or excluded from the Act.

Disciplinary Action

Please tell us if you have been the subject to any disciplinary action in your current or previous employment. Answering yes does not preclude your application, however the Council may explore the reasons for the disciplinary action with you should you be called for interview.

Data Protection Act 1998

We will use the information on your application form for our recruitment and selection processes and also to check the effectiveness of this process. As we will be able to identify you from the personal details you have given us, we will treat this information as confidential. If you are unsuccessful, we will confidentially destroy your application form within six months of the date the post was filled. If you are successful the application form will form part of your personal file.

Signature

Please read, sign and date this section of the application form accepting the declarations. If your application is submitted electronically, this signifies your acceptance of the declaration. Please note that the falsification of your application form or failing to disclose relevant information is a serious matter, and will normally result in your application being rejected / withdrawn. Where this is evident following your appointment then this will result in disciplinary action, which may lead to your dismissal from employment with the Council.

Equal Opportunities Monitoring

Torbay Council has an Equal Opportunities Employment Policy and we are committed to ensuring that within our recruitment practices, all sections of the community have equal access to the recruitment process. We would therefore appreciate you completing the attached / enclosed monitoring form so we can keep track of how effective we have been in attracting and recruiting applicants for all sections of the community. All information is confidential and will be treated separately from your application. It will be used for statistical purposes and workforce records only.

What happens next?

We will contact you shortly after the closing date if we want you to come for an interview. However if you don't hear from us within three weeks of the closing date, please assume that you were not successful this time. We hope an unsuccessful application will not stop you from applying for another job with us in the future.

Complaints procedure

You have the right to complain if you feel that you have been unfairly discriminated against in any stage of the recruitment and selection process because of your sex, marital status, age, race, disability, sexuality or religion, or if you feel that we have not dealt with your application fairly. You should first contact the department or service that is dealing with the recruitment and selection process for this particular post. They will tell you why you were not successful.

If you still feel that you have cause for complaint, you may wish to use our complaints procedure. You can make a complaint in person, over the phone, in writing, by fax, or by visiting our website

www.torbay.gov.uk

Check list

Have you done the following?

- Checked that the job and the conditions are suitable for you
- Read the job description and person specification
- Filled in all parts of the application form
- Told us how you meet the essential requirements of the job
- Signed your application form
- Put your name on all extra sheets
- Completed the equal opportunities monitoring form
- Made a copy of the form and extra sheets (if you wish to
- Allowed enough time for your application to reach us before the closing date

Please return your application form on time to the address shown in the covering letter within your application pack.

Thank you for applying and good luck