



# Northumberland County Council

## Applicant Guidance Notes

### General

- If you are an employee of Northumberland County Council (NCC), please note that there are separate sites for internal and external applications. If you start your application whilst connected to the NCC network, it will not be accessible if you are not connected, eg on a home computer.
- A new profile will need to be created to apply for jobs in Taleo, even if you have a profile on North East Jobs.
- Always read the job description and person specification, as candidates will be shortlisted against the essential criteria

### Applying for a vacancy

There are 10 sections to the application form, which must be completed in turn, but you can save your progress and return to complete or amend your information before you submit your application.

The sections are as follows:

#### 1. Personal Information

- Be sure to complete all the mandatory fields, and include if any reasonable adjustments would be required if you were offered an interview
- Should you advise that you have a disability, you will be eligible for our guaranteed interview scheme if you meet the essential criteria for the role

#### 2. Employment History

- Complete the relevant sections and use the space in 'Achievements' and 'Brief description of duties, responsibilities' to provide any relevant information relating to your application. E.g. explain why you are interested in working for our organisation, explain why you think you qualify for this position, detail your short-term and long-term career goals, etc. These boxes are limited to 1000 characters each. To add further periods of employment, click on 'Add Employment History' and complete
- Also include any periods not in employment at the end of the screen

#### 3. Education / Training / Qualification

- Add in any relevant qualifications, especially those required for the role.
- If the type of course or qualification is not listed, please select 'Other' and add details in the achievement's box

- Add any further qualifications by clicking on Add Education / Training / Qualification at the bottom of the screen

#### 4. Courses / Training / Certifications

- Update this screen with any relevant training or courses you have undertaken

#### 5. References

- Add your referee details to this screen. A minimum of 2 is required and one must be your current or most recent employer. The previous 3 years must be covered by these referees, including time spent in work or education. Character references must be supplied to cover any periods out of work/education. For any employer reference, the individual referee must be authorised to issue a reference on behalf of the organisation and a company email address should be provided for this purpose.
- For posts that work with children or vulnerable adults it is our policy that references will be sought on all shortlisted candidates before interview. Please therefore note that requests not to contact the referee prior to interview will be overruled where safeguarding rules apply.

#### 6. Supporting Information

- This section should contain any relevant information that you have not been able to cover in your employment history and outline your suitability to do the role
- Refer to the job description and person specification and be sure to reference the essential criteria and demonstrate how you are able to meet the relevant points
- This section has a 4000 character limit. Creating a draft document first, will allow you to monitor your character count before submitting your application.

#### 7. Employee Equality Monitoring

- Answering these questions is mandatory and please select the answer that best represents you. There is an option to 'prefer not to say' to all questions.
- Sharing your equality data is beneficial for a number of reasons. It allows us to build a fuller picture of our candidate profile to highlight areas of underrepresentation. It helps us to devise informed Equality Impact Assessments to understand how proposed policies and initiatives may affect different staff groups. It also aids the Council to fulfil its legal requirements under the Equality Act 2010 and the Public Sector Equality Duty.

8. eSignature

- Please add your name as an eSignature

9. Review and Submit

- This is your opportunity to ensure that all fields have been completed as required and that you have added all relevant information in support of your application

Recruitment Process

- Once the vacancy has closed, the panel will meet to shortlist all submitted applications
- If you have not been successful at this stage, you will receive an email to advise. Due to the high volume of applications we receive, feedback will not be given at this stage.
- Applicants that have been successful will receive an email to select an interview time slot, and this will also contain the location of the interview and any other relevant information, eg, if a presentation or test is required. Under the current Covid19 restrictions, the interview may be held virtually using Microsoft Teams, but full instructions on how to join will be provided.
- Post interview, a member of the interview panel will contact you directly to confirm if you have been successful, and if so, a verbal offer of employment will be made
- The Recruitment team will follow this up with a conditional offer in writing, and start your pre-employment checks, which include:
  - References
  - Health Clearance
  - Proof of right to work in the UK
  - DBS Clearance (if applicable)
  - Proof of Identity
  - Qualifications verification
- Once all clearances are in place, a start date will be confirmed and followed up with a final offer
- The final offer letter will also confirm your attendance on the Northumberland County Council Induction and details on how to access your 'Learning Together' account to read and sign the Code of Conduct and complete some selected mandatory learning

Privacy

Northumberland County Council takes data privacy very seriously. Please ask for full details on how we use your recruitment data if required.

## Equality and Diversity

Equal opportunities are key to building a diverse and inclusive workforce representative of the communities which we serve. The Council is committed to valuing all people, treating them with dignity and respect and creating a diverse and inclusive community

The principles which the Council adopts are:

The Council recognises the value of a workforce in which people from diverse backgrounds are able to contribute to the running of Council services, delivering the Council's strategic priorities and informing change initiatives.

All staff are treated fairly and equitably regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation (the protected characteristics).

That steps are taken to attract a diverse pool of talent and experience

We will make appointments only on the basis of the best match between the individual, identified through the stages of the selection procedure (application form, interview, selection tests etc.) and the post, identified by reference to the job description and person specification, without regard to any other non-material factors, e.g. gender, being married or in a civil partnership, sex, race, ethnic origin, nationality, disability, religion or belief, sexual orientation, gender reassignment, pregnancy or age except where there is a Genuine Occupational Requirement (GOR).

The overriding principle is that the most suitable person for the job is appointed. Where appropriate, reasonable adjustments will be made to support disabled employees.

The following information is relevant for candidates looking for additional support:

All candidates are asked whether they wish to be considered for a role on a part-time basis. Wherever possible, job share or flexible working arrangements will be accommodated in line with the requirements of the post and service needs.

Northumberland County Council recognises the difficulties that transgender applicants in particular may face during a recruitment process; any concerns regarding the process can be discussed with Jag Stockham (Trans HR Support Officer) on 07790 557335 or email [jag.stockham@northumberland.gov.uk](mailto:jag.stockham@northumberland.gov.uk)

We operate a guaranteed interview scheme for disabled applicants who meet the essential criteria.

If you have a disability and would prefer to apply in a different format or would like us to make reasonable adjustments to enable you to attend interview please email [hrrecruitment@northumberland.gov.uk](mailto:hrrecruitment@northumberland.gov.uk)

## Support and Guidance

Please contact the HR Recruitment Team:  
[hrrecruitment@northumberland.gov.uk](mailto:hrrecruitment@northumberland.gov.uk) or 01670 623930