

Information pack for Applicants for posts in Children's Services

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Applying for a job

Important advice on completing the application form

Thank you for showing an interest in this post.

Eligibility to apply

As permitted under the 'age' regulations, applications will not normally be considered from people who – within a period of six months from the date of their application – reach the age of 65 (the Council's normal retirement age). Applications from candidates who are within six months of age 65 will only be considered where it is in the Council's interest to do so, for example, if that particular work area is classed as hard to recruit. This will be indicated on the job advertisement.

Your application form plays an essential part in all stages of the selection process: it determines whether or not you will be shortlisted for an interview and acts as a basis for the interview itself.

The following information contains simple guidelines to help you to complete the application form as effectively as possible. **Please note that the Council does not accept CVs.**

- | | |
|---|--|
| 1. Obtain the full job description and person specification | Every post advertised is supported by a job description and person specification, so make sure you obtain these from the relevant department as it lists the duties, skills, knowledge, qualifications and experience required. |
| <hr/> | |
| 2. Think about | <p>What job you are applying for</p> <p>Why you are interested in the job</p> <p>What the job entails – can I provide relevant examples?</p> <p>Would it be a good career move</p> |
| <hr/> | |
| 3. Before filling out the form | <p>Read it through.</p> <p>Look at your experience and make a list of all your skills and experiences that are relevant for this job. What evidence have you got that you have the necessary skills, knowledge and experience? Consider any relevant experience you have acquired outside work through community/voluntary/leisure interests.</p> |
| <hr/> | |
| 4. Do a rough draft | <p>Tell us your strengths. Write your career history. Do not give too much detail but make sure you explain the main features of each relevant job you have had. Check that dates are in the right order.</p> <p>Write out the form in rough to avoid mistakes and repetitions.</p> <p>This gives you the opportunity to clarify your ideas.</p> <p>Make sure your reasons for applying for the job are as relevant as possible.</p> <p>Make sure you address each separate requirement on the person specification.</p> |
| <hr/> | |
| 5. Complete the form | Complete all sections on the form. Your form should be written in a concise way. Ensure it is well presented to create a good impression. For example, does it contain any spelling errors? Check that there are no questions you have left unanswered. The supporting statement (Section 6 of the application form) is very important. Always use relevant examples to explain how you meet the criteria. |

Applying for a job

Make sure that you complete it or the person specification form, where supplied; include examples of how you meet the selection criteria. On some on-line application forms the selection criteria has been set into the document which you must address in full. Type it or use black ballpoint/ink. Use additional paper if necessary.

Please note:

Qualification Certificates

In section 4 which is headed "Education, training and qualifications", you are reminded that shortlisted candidates are required to provide evidence of ALL qualifications and memberships listed on the application form. You are advised to list qualifications if:

- (i) they are relevant for the job and
- (ii) they are listed in the person specification and/or
- (iii) you can produce original copies of them

We will not be able to proceed with your application until this requirement has been met. If you have lost a certificate for an academic or vocational award, you can request a replacement copy or you may prefer to only list those qualifications for which you are able to provide proof.

Replacement certificates

Duplicates for lost certificates can be obtained from Edexcel on 0870 240 9800, website www.edexcel.org.uk

Replacement copies of damaged certificates and/or Statement of Results can be obtained from AQA on 0870 410 1036, website www.aqa.org.uk

Relationship

In section 9 which is headed "Relationship", you are asked to declare if you are related i.e. the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Councillor or officer of the Council, or the partner of such persons. You are also asked to declare if you have a friendship with, or a business connection with any Councillor or an employee of the Council.

As regards friendship, a friend can be described as someone who is well known to you and for whom you have feelings of liking, affection and loyalty. It is a closer relationship than simply being an acquaintance. For example, if you are both members of the same charity, club or association, this is not likely, on its own, to mean that you have a friendship.

If you take the answers to the following questions together, this might help you to decide whether or not a friendship exists:-

- Do you meet often/regularly?
- Where do you meet?
- Do you regularly attend the same social functions?
- Do you meet at each other's houses?

You must answer honestly. Providing any misleading or false information to support your application or canvassing Councillors or Senior Officers of the Council directly or indirectly for an appointment will disqualify you from appointment or if appointed will render you liable to dismissal without notice.

-
7. Send your form Send your completed form in on time.
 Make sure you have returned it to the correct address.
 Always keep a copy

Equal Opportunities and what it means in Wandsworth

Wandsworth Council is an Equal Opportunity Employer

What does this mean?

It means:

- that the Council is committed to ensuring that every employee is treated fairly: in day to day work, promotion and training.
- that every job applicant is given an equal chance when they are considered for jobs.
- that the Council aims for its workforce to reflect the composition of the local community.
- that the Council aims to end discrimination in respect of different racial groups, women, sexual orientation, religion or belief and people with disabilities in its workplaces.

What action is being taken?

The Council is already doing a number of things to make equal opportunity a reality. They include:

- monitoring the way jobs are being advertised and filled by examining procedures regularly to make sure that people are selected, promoted and treated on their individual merits and abilities.
- standardising recruitment procedures across all departments.
- introducing and running training courses in skills and personal development to improve opportunities and to help managers and employees to gain skills and knowledge to be able to effectively meet the needs of the community.
- running courses for managers and staff on cultural awareness, equality and diversity.
- developing a programme of action with regard to the Race Equality Scheme and Equality Standard. It is known as the Corporate Equality Plan.
- carrying an equal opportunities declaration on all job advertisements.
- offering job share, term-time employment and flexible hours of working where appropriate.
- making the Council's workplaces more accessible for people with disabilities.
- encouragement wording on all posts graded PO5 and above.
- reviewing existing policies and procedures to meet with new legislation.
- using the 'two ticks' disability symbol on all job adverts (both paper media and website) which means:-
 - interviewing all applicants with a disability who meet the minimum criteria and considering them on their abilities;
 - making every effort when employees become disabled to make sure they stay in employment;
 - putting mechanisms in place to discuss with employees with a disability how to develop and use their abilities;
 - making disability awareness training available to all employees;
 - reviewing commitments annually to progress future plans.

Safeguarding

Introduction

All staff working in the Council have a duty, under the Children Act 2004, to safeguard all children and young people with whom they work or come into contact.

There is no legislation for safeguarding vulnerable adults, however, "No Secrets" identified that from 2001 every local Council is expected to have a Safeguarding Vulnerable Adults Policy.

Wandsworth is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all its staff and volunteers to share this commitment. This also applies to contractors, agencies and organisations that might not work with children, young people and vulnerable adults directly but, could come into contact through their daily duties.

For further information about Safeguarding visit www.safeguardingchildreninwandsworth.org.uk OR www.wandsworth.gov.uk/Home/CommunityServices/SocialServices/safeadults.htm

Recruitment and Selection Checks

Our selection process is based on good practice in selecting the best candidate for the job; ensuring equality of opportunity for all applicants whilst deterring and rejecting those who may be unsuitable to work with our service users.

It is expected that candidates should be aware and understand their duties and responsibilities in relation to child protection and safeguarding children, young people and vulnerable adults as it applies to the duties and responsibilities of the post applied for. All Council employees must ensure their line manager is made aware and kept fully informed of any concerns they may have in relation to safeguarding/protecting vulnerable groups.

Please note that casual and temporary staff and volunteers are subject to the same checks as those made for permanent positions. These checks include:

- Your identity will be confirmed by sight of original, official documents such as a Birth Certificate, Passport etc in line with the Asylum and Immigration Act 1996.
- Original documents relating to all the qualifications you have listed on your application form must be supplied.
- Your employment history will be thoroughly examined and clarification will be sought where there are gaps and other discrepancies arising from information provided either, by you as the candidate or, your referee.
- References will be used to check dates of employment and your relevant experience. A minimum of two written references will be taken up and, for some posts, these references will be requested before the interview.
- The identity of all referees and information relating to disclosures will be verified.
- All shortlisted candidates are required to provide details of any relevant unspent convictions. However, under the "Rehabilitation of Offenders Exemption Order" all "Spent" convictions must be disclosed for certain posts. Further guidance will be provided as appropriate.
- For posts working with children, young people or vulnerable adults, a Criminal Records Board (CRB) check will be requested. This check will be cross referenced against the Protection of Vulnerable Adults list (PoVA), the Protection of Children Act (PoCA) list and List 99. These lists contain details of people deemed unsuitable to work with children or vulnerable adults.

Please note that it is an offence to apply, offer or accept to do any work with children (paid or unpaid) if disqualified from working with children.

Applicants will be challenged where inconsistencies exist. Please be aware that an offer of appointment will only be made after receipt and verification of satisfactory checks.

Some background facts

Borough

Our aim is to deliver high quality services at a competitive price.

The Council is a £500 million a year business operation. We hold 30 separate Government Charter Mark awards for excellence – achieving more than any other council in the country since the scheme began.

And we match this with the lowest average council tax bills anywhere in the UK.

Wandsworth is a full-service authority with major responsibilities in education, social services, housing and leisure. It tackles key urban issues of planning, traffic, crime and regeneration and works closely with its partners in the police and the local NHS.

Many of our services are delivered directly through a workforce numbering 6,500 staff. We also work extensively with the private sector and other agencies. There is no dogma that says private or public provision is best.

What matters for us is what works best for our residents.

The borough is the biggest in inner London with a growing population in excess of 260,000. It varies from the leafy avenues of Putney to the high rise, high density estates of north Battersea. We enjoy five miles of Thames river frontage and 1600 acres of parks and commonland and suffer from some of the busiest roads in the capital. There is a vibrant ethnic and cultural mix. Around one in five residents are black or Asian with the biggest minority communities in the south of the borough in Tooting. The business sector is especially dynamic with more start-ups among small and medium-sized enterprises than anywhere else in the capital – many of them serving the fast growing IT and media industries.

It's a borough with a buzz – and that makes it a great place to work. Accommodation as in most parts of London can be expensive but there are still affordable areas for first time buyers and good public transport connections. You can get to almost anywhere from Clapham Junction!

Council

The Council consists of 60 Members who are elected every four years representing 20 Wards. The full Council meets about every six weeks. The Council currently has 51 Conservative and 9 Labour members. The parties hold group meetings to decide on strategy. These meetings are party political and council officers do not attend. A body called the Executive is then responsible for implementing these policies. The Executive consists of the Leader of the Council and currently seven other members appointed by the Leader. The Overview and Scrutiny committees have been appointed to scrutinise the decisions of the Executive and to assist in policy development.

Some of the Council's committees, Education and Standards, include some co-opted members. For further details of the composition and function of the Executive and the various committees appointed by the Council, please see how decisions are made on the Council's website www.wandsworth.gov.uk

The Council's Business Plan contains information which tells all residents, service users, partners and businesses how the Council is performing and how it compares to other London boroughs. It also looks forward to the year ahead and shows what the Council hopes to achieve. All this information is backed up by performance indicators and targets which allow residents to monitor our success or otherwise. Some of these indicators are set nationally by the Government, others reflect local priorities. All Councils are required to publish their results and Wandsworth is traditionally one of the first.

Some background facts

Quality Approach

The Council adopts a quality approach which covers all aspects of service planning and delivery, including surveys to find out customers views of our services; a full procedure for responding to complaints; annual improvement plans; and training aimed at developing basic customer care skills for all staff. The umbrella title of this approach is 'Delivering Excellence' and aims to build on the strengths of the Council's staff and managers and implement quality improvements.

Mission Statement/Corporate Objectives

As part of the Corporate Performance Plan the Council has agreed the following mission statement to:-

- Deliver the highest quality of service.
- Give the best value for money.
- Be responsive to customer and client needs.
- Deal with customers and clients with honesty and integrity.
- Work in partnership with key agencies.

Also as part of the CPP the following corporative objectives have been agreed:

- 1 Delivering high quality, value for money services**
- 2 Improving opportunities for Young People**
- 3 Making Wandsworth an attractive, safe and healthy place**
- 4 Providing care and support for those in need – including elderly people, those with physical or mental disabilities and those in housing need**
- 5 Building a prosperous and vibrant community**

Further detailed information on these objectives can be found on the Wandsworth website www.wandsworth.gov.uk

The Chief Executive and Directors' Board

The Chief Executive is Gerald Jones. He is also the Director of Administration.

As head of the paid service, the Chief Executive is in overall charge of the services provided by the Council.

The Directors' Board comprises the Chief Executive and the other six departmental Directors (Adult Social Services, Children's Services, Finance, Housing, Leisure and Amenity Services, and Technical Services). It meets fortnightly to discuss key corporate issues and is responsible for overseeing the discharge of Council policy.

Some background facts

Children's Services Department

The department is structured into five divisions, reporting to Director Paul Robinson.

- **Planning and Resources**, Assistant Director Adrian Butler;
- **Young People and Learning**, Assistant Director Sean Dunkling;
- **Standards and Schools**, Assistant Director John Johnson;
- **Children's Specialist Services**, Assistant Director Jack Cordery; and
- **Policy and Development**, Deputy Director Mary Evans.

The responsibilities of each division are summarised below:-

Planning and resources – essentially back office functions, e.g. Finance, Personnel, Contracts, Building Schools for the Future, Planning Places, Premises/Capital Programme and ICT and Administration.

Young People and Learning – focusing both on universal and targeted services for adolescents and comprising Integrated Youth Service (Youth, Youth Offending Team (YOT) plus implementing Targeted Youth Support Team pilot), prevention of teenage pregnancy, 14-19 and Lifelong Learning (comprising Adult and Community Education and Family Learning, Education Business Partnership, Work Experience, 14-19) and 16 Plus and Leaving Care (independent living).

Standards and Schools – focusing primarily on school improvement and standards (including School Improvement Partners, Ethnic Minority Achievement and Excellence in Cities), Curriculum, Professional and Governor Leadership Development, the Inclusion Service, which incorporates Children Looked After Education Support Service (CLAESS), the Education Welfare Service and Pupil Services.

Children's Specialist Services – this division carries the bulk of the responsibility associated with Children's Social Services but with the addition of Special Educational Needs, Special Services Planning and the Educational Psychology Service. The division comprises Children Looked After services, Family and Community Services, Special Needs, Learning Difficulties and Disabilities, Educational Psychology Service (including Parent Partnership Service). The services provided include: support for families experiencing difficulties, services for children with disabilities, child protection, residential and foster care for children looked after by the Council, and adoption services.

Policy and Development – this division comprises the co-ordination of the department's planning and review function, including work associated with the CYPP, APA and JAR. It incorporates the Research and Evaluation Unit, which collects and analyses pupil performance and schools' data, Children's Trust Developments, the Early years, Play Services and Extended Schools, Safeguarding, Monitoring and review and Complaints.

Relationships with other Agencies – In carrying out the Council's duties, the Children's Services Department has to act in partnership with key agencies, such as the **Police, Probation Service and Courts** with regard to young people who have been arrested, remanded or convicted.

Some background facts

Working with Schools

There is a good working relationship between the Council and all schools. A Headteacher Standing Conference has been established which meets at least 3 times a year. One of these meetings (in the spring) is a joint meeting with senior members of the Children's Services Department and the Cabinet Member for Children's Services. There are also termly meetings with Heads according to phase. The Executive of the Standing Conference meets with the Children's Services Department Directorate at six-weekly intervals. This working relationship extends, not only to those schools maintained by the Council, but also to the City Technology College, the independent sector and FE/ Sixth Form colleges. Schools, regardless of their status, come together with the LEA to discuss, for example, issues such as admissions funding and major policy areas, as well as other matters routinely forming part of the Standing Conference agenda.

There are also termly briefing meetings for chairmen and vice-chairmen of governing bodies and regular meetings between the Cabinet Member for Children's Services and chairmen of governors.

Staff and Budget

There are over 250 centrally-based, and approximately 3,400 school-based staff (1,335 teaching and 2,065 support) in the education service.

The overall education budget is currently around £129m, which accounts for 48% of the Council's net revenue budget.

The Council's Role

The Council's education policies have traditionally had three interrelated aims:-

- (a) to introduce the widest range of parental and pupil choice;
- (b) to bring the supply of school places into correspondence with demand; and
- (c) to raise educational standards in Wandsworth schools.

It is fully behind the ambitions of the Children Act to improve outcomes for children and young people and has taken significant practical steps to reshape provision in order to realise these ambitions. In Battersea, for example, schools and the Health Service are working with the Council to reconfigure services in a pilot project that could pave the way for delivering Children's Services in the future. Additionally the first part of a significant review of Early Years provision is underway and practical steps being taken to embed extended school provision within the borough.

At the heart of the Council's education policies is the intention that parents and pupils should have the widest possible choice, and that pupils should be taught, whenever appropriate, in like-minded groups. This means supporting selection, specialisation and differentiation where appropriate.

A further feature of Council policy is the emphasis on innovation and creativity. Significant changes to the education service have taken place in the Borough in the last 12 years as part of the process of improving the quality of education and raising standards in schools. This is set to continue. The Council has a crucial role in striving for educational excellence within an increasingly enabling environment. The successful candidate will be expected to play a major part, both in operating within this diverse and changing environment and in developing and implementing Council policies.

Some background facts

Education Services

Nursery Education

There are 50 nursery classes attached to primary schools (34 community, 12 voluntary-aided and 4 foundation), and 3 separate nursery schools offering a mixture of part- and full-time places. The Council also runs an Early Years Assessment Centre which is where the Department's Portage Scheme is based. The Council's policy is to provide a nursery place for every three-year-old in the year in which they become four years old.

Primary Schools

There are 56 primary schools (54 JMI, 1 infants, 1 junior) taking about 17,900 pupils. 19 of the schools are voluntary-aided (9 Church of England, 9 Roman Catholic and 1 Muslim). 32 are community schools, and 5 are foundation. Children generally enter reception classes in primary schools in the September of the school year in which they become 5.

Secondary Schools

There are 10 secondary schools taking about 10,230 pupils. There are 5 foundation co-educational comprehensive schools; 1 foundation all-girls school; 2 voluntary aided Roman Catholic denominational (11-16) schools (1 co-educational, the other all-boys); an all-boys leading edge community school, and a new voluntary-aided Church of England secondary school offering specialist provision in music. The Council has good links with the Ashcroft Technology Academy in the Borough.

Special Schools and Units

There are 9 special schools in the Borough. 3 of them offer boarding places and 1 is located outside the Borough in Kent. 2 schools for the hearing and visually impaired offer provision on a regional basis. In addition there is 1 secondary and 1 primary pupil referral unit and units for the hearing impaired attached to primary and secondary schools. The Council also runs a primary language centre for children with literacy and language difficulties and is currently has recently setting up Autistic Spectrum Disorder Units. Following extensive consultation over the last 2 years as part of a Planning for Inclusion initiative significant changes to special education provision are underway have taken place.

Further and Adult Education

There is 1 further education college and 1 sixth form college located in the Borough. There is an extensive adult education programme with funding channelled from the Learning and Skills Council by the Council. South Thames FE college, delivers a large part of this programme on behalf of the Council under the umbrella of the Federation Agreement and contract. The Council also runs the Putney School of Art and Design, which is managed by the Children's Services Department. In recent years the number of providers operating in the adult and community education field has increased significantly.

Education Business Partnership (EBP)

There is a thriving EBP known as Business and Education Succeeding Together (BEST). It manages a range of contracts and works closely with the Central London LSC and the Connexions Service.

Terms and Conditions

(former APT&C staff)

Thank you for the interest you have shown in working for Wandsworth. Below is information that we hope will answer some of the many questions you may have about your terms and conditions of employment with us. **Terms and conditions for certain posts e.g. residential workers may vary and will be supplied separately.** If you require any further details, please contact the relevant personnel section.

Salary

You will be paid monthly – usually the 15th – and your pay is credited direct to your bank or building society account. An incremental advance within the grade is given every year on 1st April, subject to satisfactory service and attendance and after six months' service. If you commence work with us between October and March, your first increment will be given on completion of six months' service.

Hours

A 36 hour week 9.00am to 5.12pm is worked in most of the Council's offices, although hours of work may vary between groups of staff. A scheme of flexible hours is in operation, where appropriate.

Annual Leave

The annual leave year commences on the 1st of the month in which you were born. Your entitlement is dependent upon grade and length of service.

Childcare Vouchers

Wandsworth Council has introduced Busy Bees Childcare Vouchers. These entitle you to a significant saving. The vouchers can be used to pay for most types of childcare and are non-taxable and exempt from National Insurance Contributions. Further details will be available at your induction or by contacting Busy Bees on freephone 08000 430 860.

Pension

The Local Government Pension Scheme (LGPS) provides a pension (or by choice, a reduced pension and a tax-free lump sum) on completion of three months membership. The pension is paid at retirement, which is normally at age 65. Employees with a contract of employment for at least three months pay pension contributions automatically on commencement unless an election to opt-out is made before commencement. Contributions are paid as a percentage of pay and qualify for tax relief. Contributions are between 5.5 and 7.5% of pay depending on the rate of salary.

Membership normally results in lower employee National Insurance contributions. The Council is required to contribute whatever is necessary to ensure that the pension scheme is properly funded. The pension scheme actuary establishes this every three years. For the period from 1st April 2008 this is 19% of a member's pay.

Further details about the LGPS are available in the scheme booklet, "Local Government Pensions Scheme – Employees Guide" which is available on request from personnel sections and will be provided automatically to successful applicants.

Probation

New entrants to Wandsworth Council service are subject to a nine month probationary period which, if appropriate, the Council may extend.

Terms and Conditions (former APT&C staff)

Sick Pay and Attendance

For absence due to sickness, including injury or disability, you will be paid in accordance with the relevant Sickness Scheme.

The Council also operates a scheme which applies when an employee reaches a set level of absence in any period of 12 months. Should this level be reached some of the hours the employee has been absent will be recovered, either by working additional hours, using annual leave or deduction of pay.

Rehabilitation of Offenders Act 1974

The Act states that after a suitable period of time (called the rehabilitation period) has passed, you may treat a conviction as if it never happened. These are called "spent" convictions. Appendix A lays out the time periods that apply for different offences and specifies some convictions which can never be regarded as "spent".

Certain criminal convictions may be relevant to the job you are applying to do for the Council. For this reason, it is important that the Council is aware of any convictions which may affect your work; subject to the over-riding provisions of the Rehabilitation of Offenders Act.

If you are shortlisted for interview you will be asked to declare all relevant unspent convictions. Appendix B lists offences and the groups of staff to whom they apply. In addition, you should note that posts working with children and/or vulnerable adults are subject to the requirements of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 which means that you must declare all convictions whether spent or unspent. Your attention is drawn to the declaration, section 11, of the job application form. In particular the sentence: "Providing any misleading or false information to support your application... will disqualify you from appointment or, if appointed will render you liable to dismissal without notice".

CRB Disclosure checks

In accordance with the Council's legal obligations if the post you are applying for requires a CRB disclosure check, a copy of the Council's policy will be supplied to you. A copy of the CRB's Code of Practice can also be made available on request or can be viewed at www.disclosure.gov.uk

Politically Restricted Posts

Under current legislation certain posts have been identified as being politically restricted. As a result of which certain Council employees have been disqualified from becoming or remaining a member of any local authority in Great Britain (except a town parish or community Council) as from the 1st May 1990 and from becoming MP's and MEP's, in addition these employees may not canvass for, act as agents or officers of, or speak or publish material on behalf of political parties.

The terms and conditions of employment will include a statement as to whether or not the post is politically restricted.

The four main categories of staff identified as being politically restricted are as follows:-

1. Chief Executive.
2. Statutory and non-statutory chief officers (i.e. all Directors and Heads of Service) the deputy chief officers and persons whose posts are in the Council's Scheme of Delegations to Officers.
3. Posts on a grade of spinal column point 44 or above of the APT & C salaries scale.
4. Other posts where the Council decides that the duties are "politically sensitive" in that they involve either of the following:-
 - (i) giving advice on a regular basis to the Council itself, to any committee or sub-committee of the Council or to any joint committee on which the Council is represented;
 - (ii) speaking on behalf of the Council on a regular basis to journalists or broadcasters.

Terms and Conditions (former APT&C staff)

Smoking

The Council operates a policy of 'No Smoking' in its places of work.

Promotion

Promotion is based on merit and ability. Vacant posts are normally advertised internally and externally. A Job Vacancy List is distributed each week.

Training

A variety of training courses are available via the Council's Learning and Development Centre. Assistance may also be given to you if you want to study for a professional qualification.

Conditions of Offer

If you are asked for interview, we may wish to take up references beforehand. However, if you write "NO" in the boxes in section 8 of the application form, we will not do so without first talking to you. You must not give the names of friends or relatives as referees.

Satisfactory references, medical clearance and other checks must be completed before a formal offer of appointment can be made.

Interview Expenses

Interview expenses may be paid in certain cases (receipts should be produced). Claim forms can be obtained from the relevant personnel sections.

No expenses will be paid in the event of a candidate withdrawing his/her application or refusing an offer of appointment.

Expenses will not be paid on the day of interview.

Staff Car Parking and the Council Services Transport Plan

There are very few parking spaces at the Town Hall and a Controlled Parking Zone covers the Wandsworth Town area. Access to free on-street and off-street parking is therefore severely limited.

The purpose of the Council Services Transport Plan is to assist and encourage staff who normally use their car to get to work to adopt alternative travel arrangements. Cycling, use of public transport, car sharing, motorcycling and walking are encouraged. Interest free season ticket loans are available to staff who are not in a probationary period.

Please note that these general details do not set out the terms and conditions of any contract of employment you may subsequently be offered. If you are successful you will be given an official statement of particulars defining your terms and conditions of service.

Information for job applicants

Immigration, Asylum and Nationality Act 2006

The Immigration, Asylum and Nationality Act 2006 builds on the provisions of the Asylum and Immigration Act 1996, and is intended to ensure that only those people legally entitled to live and work in the UK are offered employment. Sections 15-25 of the 2006 Act set out the law on the prevention of illegal migrant working.

Responsibility of Employers

Under changes to the law on 29 February 2008, we have revised our arrangements whereby the immigration status of all successful applicants will be checked and copies made. Under the changes potential employees will be asked to provide:

- **one** of the original documents alone, or **two** of the original documents in the **specified combinations** given in **List A**; or
- **one** of the original documents alone, or **two** of the original documents in the **specified combinations** given in **List B**

Additionally,

- (a) nationals from Bulgaria and Romania (A2 countries) will be required to produce a worker authorisation document; and
- (b) nationals from Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia (A8 countries) will be required to register with the Border and Immigration Agency within 30 days of commencing employment.

List A

- 1** A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
- 2** A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- 3** A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland.
- 4** A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland.
- 5** A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.

Information for job applicants

Immigration, Asylum and Nationality Act 2006

- 6 A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- 7 An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card).
- 8 A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card).
- 9 A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card).
- 10 A birth certificate issued in the Channel Islands, the Isle of Man, or Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card).
- 11 An adoption certificate issued in the Channel Islands, the Isle of Man, or Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card).
- 12 A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card).
- 13 A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card).

Information for job applicants

Immigration, Asylum and Nationality Act 2006

List B

- 1 A passport or other travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, provided that it does not require the issue of a work permit.
- 2 A Biometric Immigration Document, issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
- 3 A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency, **when produced in combination with** either a passport or another travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office or the Border and Immigration Agency to the holder, or the employer or prospective employer confirming the same.
- 4 A certificate of application issued by the Home Office or the Border and Immigration Agency to or for a family member of a national of a European Economic Area country or Switzerland, stating that the holder is permitted to take employment, which is less than 6 months old, **when produced in combination with** evidence of verification by the Border and Immigration Agency Employer Checking Service.
- 5 A residence card or document issued by the Home Office or the Border and Immigration Agency to a family member of a national of a European Economic Area country or Switzerland.
- 6 An Application Registration Card (ARC) issued by the Home Office or the Border and Immigration Agency stating that the holder is permitted to take employment, **when produced in combination with** evidence of verification by the Border and Immigration Agency Employer Checking Service.
- 7 An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card).
- 8 A letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (e.g. P45, P60, National Insurance Card)

Requirement to Disclose Relevant Convictions

Introduction

Certain criminal convictions may be relevant to the job you are applying to do for the Council. For this reason, it is important that the Council is aware of any convictions which may affect your work, subject to the over-riding provisions of the Rehabilitation of Offenders Act.

Rehabilitation of Offenders Act 1974

The Act states that after a suitable period of time (called the rehabilitation period) has passed, you may treat a conviction as if it never happened. These are called “spent” convictions. Appendix A lays out the time periods that apply for different offences and specifies some convictions which can never be regarded as “spent”.

Disclosure of Relevant Convictions

If you are shortlisted for interview you will be asked to declare all relevant unspent convictions. Appendix B lists offences and the groups of staff to whom they apply. Your attention is drawn to the final paragraph of the job application form. In particular the sentence: “Providing any misleading or false information to support your application... will disqualify you from appointment or, if appointed will render you liable to dismissal without notice”

Appendix 'A'

Rehabilitation of Offenders Act 1974

Rehabilitation Period

Rehabilitation periods vary depending on the type and length of conviction originally incurred. Rehabilitation periods run from the date of sentencing.

Sentence	Rehabilitation Period
1 Imprisonment or corrective training for more than six but less than thirty months	10 years
2 Cashiering, discharge with ignominy or dismissal with disgrace from H.M.'s Service	10 years
3 Imprisonment for six months or less	7 years
4 Dismissal from H.M.'s Service	7 years
5 Detention in respect of conviction in Service disciplinary proceedings	5 years
6 Fine or other sentence (not exceeding 2 1/2 years imprisonment) for which the Act does not provide a different rehabilitation period	5 years

The rehabilitation periods given above may be reduced by half for a person under 18 at the time the sentence was passed.

Where a person is convicted as a young offender, certain other sentences may be passed:

Sentence	Rehabilitation Period
1 Borstal Training	7 years
2 Detention for more than six but less than thirty months passed under s53 of the Children and Young Persons Act 1933 or s57 of the Children and Young Persons Act 1937	5 years
3 Detention for six months or less under either of those provisions	3 years
4 Order for detention centre made under s4 of the Criminal Justice Act 1961 under s7 of the Criminal Justice (Scotland) Act 1963	3 years

Appendix 'A'

Rehabilitation of Offenders Act 1974

There are various other rehabilitation periods as follows:

Sentence	Rehabilitation Period
1 Absolute Discharge	6 months
2 Probation; conditional discharge or binding over; fit person orders; supervision orders or care orders under the Children and Young Persons Acts	Until order expires (1 year minimum)
3 Remand home orders, approved school orders and attendance centre orders	1 year after order expires
4 Hospital orders under the Mental Health Acts	2 years after order expires (minimum 5 years from date of conviction)

Suspended Sentences

All suspended sentences are treated for the purposes of rehabilitation periods as if they had been put into effect.

Convictions which cannot be spent

A conviction cannot be spent under the Act if it incurred a sentence of more than 2 1/2 years in prison or was a life sentence, preventative detention or their equivalent for young offenders.

Appendix 'B'

Schedule of Relevant Convictions

Conviction	Staff Group
1 Dangerous, reckless, careless driving. Drunk driving.	Employees required to drive a vehicle (incl. all essential car users) or to operate mobile machinery and plant.
2 Theft, fraud, dishonesty offences.	All employees responsible for handling money, certifying officers and those in position to alter financial records.
3 Actual, grievous bodily harm; other offences involving violence.	Employees whose duties involve direct contact with children, old people or vulnerable clients or members of the public.
4 Sexual misconduct. Abuse of drugs or alcohol.	Employees whose duties involve direct contact with children, old people or vulnerable clients or members of the public.
5 All offences involving a prison sentence of 3 months or more.	All employees.