

Information for Applicants

All recruitment at the City of Lincoln Council is online and all current vacancies can be found at www.lincoln.gov.uk/jobs

Each vacancy will contain the following documents within the advert:

- Application Form
- Job Description
- Person Specification

Application Form

You must complete all sections of the application form online. If you are applying for more than one job, you must complete a separate application form for each.

Job Description

The job description outlines the main duties and responsibilities of the post. You should read this carefully as it will tell you what the job involves.

Person Specification

The person specification will tell you the personal qualities and experience you need to do the job.

How to complete your application form

The application form must be completed online using the electronic application form.

If you are applying through Google Chrome, please ensure you are using the most up to date version as you may encounter problems with submitting your application. Alternatively, you can use Internet Explorer to apply.

Outline of each section of the application form

1. Personal Information

In this section you need to provide your personal details including Name, Address and Contact details.

2. Employment/ Education History

Please give details of all the jobs you have held starting with your most recent employer you will also need to provide dates of employment. You can include unpaid work in this section.

If you have not been employed previously please provide details of your school and/or college you attended.

You will need to provide two references including their name, address and contact details who we can contact to ask about your ability to do the job. Ideally your reference will be either:

- your present employer if you are currently employed
- your most recent employer if you are currently unemployed
- your last educational establishment if you have recently attended school, college or university
- a person who can comment on your ability to fulfil the requirements outlined in the job description.

By completing the reference section you are giving permission for the Council to contact these references after a conditional offer has been made.

3. Qualification, Memberships and Personal Development

If a qualification and/or Membership is asked for in the person specification, please include it on this part of the form, along with any other qualifications that you feel are relevant to this post.

Please ensure that you give all the information required and levels of any qualifications such as GCSE, NVQ and A Level. If you are invited to an interview, you will be asked to bring evidence of your qualifications.

List any courses that you have attended, giving details of what was involved. Please include any specialist training, general training, day release or evening classes. Please feel free to use a separate sheet to tell us how you feel you benefited from these personally. Remember to check the person specification to see what skills are being assessed.

4. Service Specific Requirements Statement

It is important to use the person specification when completing this part of the application form as this will outline what is required for each section. You will need to demonstrate with examples, the abilities and experience that you have in the following areas.

Supervision and Management of People (if applicable)

Creativity and Innovation

Contact and Relationships

Decisions

Resources

Work Environment

Knowledge and Skills

Equalities

You will only be short listed if you can show how you meet the criteria that are going to be assessed from the application form.

Wherever there is an 'A' in the assessed by column make sure you demonstrate how you meet this criteria.

The person specification will also tell you how each criteria is to be assessed.

A = Application Form

I = Interview

T = Test

The criteria on the person specification are either essential or desirable.

- Essential means that you must have them to be able to do the job.
- Desirable means that we would ideally be looking for them but would be willing to accept candidates without them.

The criteria are broken down into a number of sections (as detailed above). Some sections may not be required to be evidenced at application stage. When providing evidence, examples can be used from education or voluntary work if relevant.

Additional Information

If there is not enough space on the application form for you to complete any section in full, please use a separate sheet and send this to the following email address sophie.williams@gatenbysanderson.com

If you do use extra pages please:

- Use Microsoft Word or a PDF document
- Number each page
- Ensure your name and the job title is on the attachments

5. Equal Opportunities Monitoring

Please complete the Equal Opportunities monitoring form as attracting a wide diversity of talented individuals, keen to pursue careers within the public sector is a key priority for Local Government. The City of Lincoln Council is striving to ensure that its workforce reflects the community which it serves and the recruitment process is one important way to help achieve this. The information collected will only be used anonymously and in aggregate.

6. Declarations

Equality Information

Please tell us whether you consider yourself to have a disability. We want to encourage disabled people to apply for jobs and do everything we can to make it a positive experience. If you will need any adjustments to be made at your interview please give us details so we can make the necessary arrangements.

Criminal Convictions

Please declare any 'unspent' cautions or convictions you may have and provide any details. For roles exempt from the Rehabilitation of Offenders Act 1974, applicants will also be asked to declare any 'spent' cautions or convictions they have. This will be made clear on your application form.

Previous criminal convictions are not an automatic bar to employment because it will depend on the nature of the job, the circumstances and background of any offences. A risk assessment may be carried out and you may be required to provide further information.

Some job roles will require a Disclosure and Barring Service Check (DBS) to be carried out, this will be stated in the job advert. We will only ask for DBS clearance for the person who we are offering a job to, and further details will be provided in the conditional offer letter. Please note your start date may be delayed whilst the Council awaits this check.

If you are unsure how this affects you and what information you will need to include on your application when a DBS check is required, please refer to our [Employment of Ex-offenders and Data Handling Guidance](#) or contact NACRO directly on 020 7840 6464.

Essential Requirements

This is the section where you will need to highlight if there are any restrictions to your residence in the UK which might affect your right to take up employment in the UK. Please be aware that should you be successful you will need to provide an eligibility document before commencing your employment.

Data Protection / Declarations

Please read this information, by submitting your application you are declaring that the information provided is correct and that you have not used a friendship or relationship to assist you in gaining employment at the council.

Other Information for applicants

Closing Date

The closing date for application will be highlighted on the advert. Please be aware late applications will not be accepted. Once you have submitted your application you will receive an email confirmation. If you do not get confirmation your application may not have been received so please contact sophie.williams@gatenbysanderson.com

What Happens Next?

We want to make sure that your experience of our recruitment and selection process is a positive one. You will be notified:

- If you are not short-listed.
- If you do not get the job after attending an interview.

You will then be able to request:

- constructive feedback on your application if you are not short-listed
- feedback on your performance at interview if you don't get the job.

Pre-employment checks

If you are successful in being offered a job at the Council it will be conditional based on satisfactory pre-employment checks. Our pre-employment checks include; ID & Right to work checks, two satisfactory references, a Health questionnaire and DBS checks (where applicable). As part of the reference process the Council will also ask your current/latest employer for your sickness record for the previous 12 months. This will be considered in line with the rest of the reference and pre-employment checks to ascertain if the offer will be confirmed. Any further information required will be discussed with you.

The Council will request 2 references, one must be from your current/most recent employer or educational. If you don't have a second employment reference, you may provide a character one which can be completed by neighbours, business acquaintances, family friends, teachers, and clients, they cannot be family members.

Probation Period

All new employees with the City of Lincoln Council will be subject to a 6 month probation period. This enables both the Council and the employee time to settle into the new role and decide if it is right for them. The Council will be monitoring performance throughout this period.

Complaints Procedure

If you want to complain about any aspect of the recruitment process you should write to:

HR and WBL Manager
City of Lincoln Council
City Hall
Lincoln
LN1 1DD

Or email jobs@lincoln.gov.uk, for the attention of the HR and WBL Manager.

Your letter/email should give the reasons for your complaint and should be sent within 10 working days of the closing date. We will make every effort to deal with any complaints quickly.

Equalities Statement

The City of Lincoln Council is committed to fair and equal opportunity in all aspects of employment including the recruitment and selection of its employees. It is the Council's policy that people from all sections of the community have genuine equal opportunities in relation to recruitment, training and promotion. The Council will take appropriate and reasonable steps to remove all barriers and obstacles to such equal opportunities.

Reviewed March 2024.

