



www.saferglasgow.com



Glasgow Community and Safety Services
Recruitment and Selection Charter



Glasgow Community & Safety Services has developed and implemented a Recruitment and Selection Charter, which sets out the standards which you can expect from the Company during the recruitment process, including how your information will be held and used under the Data Protection Act 1998.

We are committed to achieving high standards of quality in recruitment and ensuring that our procedures remove any barriers to equality of opportunity at all stages of the recruitment and selection process. Our development and use of employment procedures and practices do not discriminate on any grounds including your:

- Age
- Disability
- Gender Reassignment
- Race
- Religion or Belief
- Sex
- Sexual Orientation
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Actual or perceived protected characteristic
- Actual or perceived association with someone with a protected characteristic

Or any other reason which cannot be shown to be justified.

Our commitments to you as a job applicant are outlined below:

Applications

- Glasgow Community & Safety Services welcome applications from candidates with disabilities. Any disabled applicant who meets the minimum criteria for the job vacancy will be guaranteed an invite for interview. If you have indicated that you require particular arrangements, you will be asked in your interview letter to contact a named officer, to discuss your requirements.
- All Company vacancies will be advertised online at www.myjobscotland.gov.uk ("myjobscotland").
- www.myjobscotland.gov.uk ("myjobscotland") is the Scottish National Recruitment Portal (led by the Convention of Scottish Local Authorities 'COSLA'), which the Company use to advertise vacancies and administer the recruitment and selection process.

Glasgow Community & Safety Services use myjobscotland for all recruitment advertising, application processing and recruitment administration. Candidates/employees will be able to apply for vacancies online.

Customer & Business Services, Glasgow City Council manage the administrative, system and technical processes on the Company's behalf.

- The information detailed in the recruitment advert, and accompanying attachments, will provide the basis for you to make an informed decision about whether to apply for the job.
- Applications should be made online through the myjobscotland website or by completing the Company's standard application form. Please note that a CV will not be accepted. However, if you have a disability which makes it difficult for you to submit a completed application form, submission via an alternative format will be accepted as a reasonable adjustment.
- If you require a hardcopy application pack, this will normally be sent out within 2 working days following request.
- If you are handwriting an application form please write as clearly as possible.
- The application pack is available in alternative formats. If you require this pack in an alternative format please call our Customer Care Centre on 08457 270 1078.
- The information you provide will be treated in confidence and with discretion. Your details, once received, will be stored in a confidential recruitment database. Your application, if completed online, will be stored confidentially for a period of 6 months, after which time it will be archived. If you submit a hardcopy application, this will be scanned and stored confidentially in myjobscotland for a period of 6 months, after which time it will be archived. Only authorised staff involved in the recruitment and selection process will have access to these details.
- The information which you provide in your application form will play a vital part in shortlisting your application for interview; therefore it is important that you take time to complete it as fully and accurately as possible.
- You will be asked to confirm that the information contained in your application is true and accurate. Any false information or omissions may lead to dismissal, if you have been appointed in post.
- You will be advised, via letter or e-mail, as to whether you have been successful or unsuccessful in gaining an interview.

Shortlisting

- Shortlisting will be carried out by assessing the evidence provided on applications against the selection criteria.
- Disabled applicants who meet the minimum selection criteria will be shortlisted.
- We will advise you if you are being invited to interview, normally within six weeks of the closing date.
- We will normally give you at least one week's notice of the interview and we ask that you promptly confirm your attendance, or otherwise. If you are unable to attend on the day or at the time requested, we will try, where possible, to make alternative arrangements, however this cannot be guaranteed.

Selection Process

- The selection process will be conducted in a professional manner.
- The Manager/Supervisor responsible for making the selection decision (The Recruiting Manager) will have completed training in fair and effective recruitment and selection.
- If the job you are applying for asks for qualifications as essential selection criteria you will be asked to bring original certificates to your interview to verify this information.
- You will be informed in advance about the selection techniques to be used, e.g. presentations, assessment centres, etc. These will always relate directly to the selection criteria.
- If the selection process includes checks with Disclosure Scotland you will be advised how this will be carried out.
- If you are successful, we shall advise you as soon as possible. Confirmation, in writing, will normally be made within two weeks of the conclusion of the interviews. For certain posts, an offer will be 'conditional' and subject to pre-employment checks, which may result in an alteration to these timescales.
- The final selection decision will be made by assessing against the selection criteria and the evidence which the panel has obtained from your:
 - Application;
 - Interview;
 - Any other interview assessment(s);
 - Pre-employment checks, including references.
- If you have been unsuccessful at interview, we will normally advise you in writing or via e-mail within three weeks of the interview.
- If you are unsuccessful at interview, you will be advised, in writing, of the procedure for requesting feedback.

Eligibility to work in the United Kingdom

- Under the Asylum and Immigration Act 1996 we are legally required to check that you are entitled to work in the UK. Further details of evidence you will need to provide will be given to you before your interview.

Declaration of Unspent Convictions

- You are required to declare any unspent convictions when you are applying for a job with us.
- We ask for this information because we have a duty to balance our commitment to help ex-offenders find work with our need to protect the public and those who receive our services.
- Our 'Policy Statement on Recruitment and Employment of Ex-Offenders' states that any relevant convictions are taken into account.

Declaration of Spent Convictions

- If you are applying for a job which involves working on a regular basis, with children and/or vulnerable adults, we also need you to declare any spent convictions on your application form as these posts are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exclusions and Exemptions) (Scotland) Order 2003.
- Details of the provisions of the Rehabilitation of Offenders Act 1974 can be found within correspondence produced by the Home Office.

Equal Opportunities

- Glasgow Community & Safety Services is committed to promoting equality and diversity in the workplace and to providing equality of opportunity to all applicants at every stage of the recruitment and selection process. The Company operates a policy which aims to ensure that unlawful or unjustifiable discrimination does not occur within the recruitment and selection process. To help the Company monitor the effectiveness of this policy, you are asked to provide the information requested on the Equal Opportunities Monitoring Form.
- The Equal Opportunities Monitoring Form will be detached before the application form reaches the selection panel and this information will not be provided to them.
- If you have indicated that you have a disability, the Recruiting Manager will be made aware of this to ensure that you are given an interview if you meet the minimum selection criteria.
- The information you provide will be held in confidence by the Human Resources Section and logged on a confidential recruitment database. The information will be used for statistical purposes to enable the Company to carry out its equal opportunities monitoring obligations.

Offer of Appointment

- An offer of employment will be subject to pre-employment checks, including the receipt of suitable references. If you are an external candidate, you will be required to provide details of two employment referees, one of which must be your current or most recent employer. If you are an internal candidate, you will be required to provide details of one referee which should be a Manager/Supervisor in your current Management structure. References will be obtained for the successful candidate once a conditional offer of employment has been made.
- Where it has been identified as being applicable to the post, you will be required to complete an online medical questionnaire at the point of offer, and may also be required to attend a consultation with Occupational Health who will then advise the Human Resources Section as to your suitability for employment.
- Where it has been identified that a post requires membership of the Protecting Vulnerable Groups (PVG) Scheme, membership must be obtained prior to a formal offer of employment being made.
- In addition, all appropriate pre-employment checks, confirming your suitability for the post, must be obtained prior to a formal offer of employment being made.

Data Protection

The personal data you provide during the recruitment process will be held on file for a period of 6 months, after which time it will be confidentially archived.

Recruitment and Selection Policy

You can obtain a copy of the Company's Recruitment and Selection Policy online at www.saferglasgow.com, by e-mail to: GCSSRecruitment@glasgow.gov.uk or by telephoning 0141 276 7492.

Complaints Procedure

You will be treated in a polite, helpful and friendly manner at all times. We are committed to achieving these standards and acting on constructive feedback received, therefore if you feel dissatisfied with the service you have received, please write to the Human Resources Manager, Glasgow Community & Safety Services, Nye Bevan House, (House 2), 20 India Street, Glasgow, G2 4PF or by e-mail to GCSSRecruitment@glasgow.gov.uk.

For further information, please refer to the Company's Recruitment and Selection Policy (Appendix 2 - Complaints Procedure).