

Additional Applicant Information

Equal Opportunities Monitoring

West Suffolk is committed to equality and diversity. All employees and applicants for jobs will be considered on their abilities and will not be discriminated against on the grounds of age, disability, employment status, gender, gender identity, marital status, membership or non membership of a trade union, nationality, political belief, race or ethnic origin, religion or belief, sexual orientation, socioeconomic status. Please enter your date of birth, gender, marital status, ethnic origin, disability status, religion and sexual orientation.

As part of this commitment we undertake equal opportunities monitoring of our workforce and also of applicants for jobs to enable us to evaluate the effectiveness of our policies and procedures.

The information on the form will be treated as confidential and will be handled in accordance with the requirements of the Data Protection Act 1998. The information will be used for statistical purposes only, except for successful candidates, as the data will also form part of their personal, confidential record. The monitoring data will not be seen by any members of the short listing or interview panel.

Disability Symbol

As part of its Equal Opportunities policy, West Suffolk has adopted the Disability Symbol in order to demonstrate our commitment to the employment of people with disabilities. A part of that commitment is that all applicants with a disability will be guaranteed an interview if they meet the essential requirements of the role. If you are applying on this basis please ensure you have specified that you have a disability on the monitoring data page.

We endeavour to make reasonable adjustments to enable employees with a disability to perform their duties to the best of their ability. Examples of reasonable adjustments that would be considered are: adjustments to the work environment, allocation of work, flexible working hours, training, modified equipment; and making instructions and manuals more accessible.

If you require any special aids at interview please contact Human Resources as soon as you have been notified that you have been shortlisted.

Declaration of Previous Convictions

The post you are applying for and the nature of the work involved may mean that the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) may apply. This makes certain regulated activity (i.e. work with children, young people and/or vulnerable adults)

exempt from the Act and therefore, requires individuals seeking to work with these groups to be subject to an Enhanced Disclosure and Barring Service (DBS) Check.

Disclosure and Barring Service Check (DBS) and Children and/or Adults Barred lists check

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced DBS Check; this will include a check against the barred lists for children and/or adults where appropriate.

The DBS filtering guidance is available on the Home Office website.

If you are not normally resident in the United Kingdom or have been resident outside the United Kingdom for more than 6 months, an additional police check will be carried out with your normal or most recent country of residence.

Eligibility to Work in the UK

Under Section 8 of the Asylum and Immigration Act 1996, employers must ensure that any prospective employee is legally entitled to live and work in the UK. If you are offered a post you will be required to produce an official document confirming that you are entitled to live and work in the UK, e.g. passport or full birth certificate and an official document confirming your name and national insurance number.

Medical Assessment

Offers of appointment are subject to receipt of a satisfactory Pre Employment Health Declaration. Certain posts also require completion of a Recruitment Health Questionnaire which is dealt with confidentially by our Occupational Health Advisor. A medical examination may be required depending on the post you are applying for and the information given.

All offers of appointment will be subject to the satisfactory outcome of our medical assessment procedure.

Important Notice to all applicants

Offers subject to

All offers of appointment are made subject to the satisfactory outcome of the pre-employment checks for the post.

Probationary period

All new employees will serve a six month probationary period. Internal promotions and transfers are exempt.

Political restrictions

Certain posts are 'politically restricted', which means that while individuals who hold them may belong to a political party they are effectively prevented from having any active political role either in or outside the workplace. This not only debars post holders from holding or standing for elected office (specifically a county, borough or district councillor, an MP, a Member of the European Parliament or a Police and Crime Commissioner), but also excludes them from the following:

- Participating in political activities, such as publicly expressing support for a political party or being an officer of a political party, or undertaking other activities such as canvassing on behalf of a person who seeks to be a candidate; and
- Speaking to the public at large or publishing any written or artistic work that could give the impression that they are advocating support for a political party.

If a post is politically restricted this will be stated in the application pack and also in the employee's Contract of Employment.