

## Information for Applicants

Applicants are advised to read these notes before completing their application form.

### Guidance notes for applicants

Thank you for your interest in working for the London Borough of Barnet.

The application form plays a crucial part in the selection process and is the basis on which short listing decisions will be made. It is therefore vital that you complete this form as fully and accurately as possible. The following advice is designed to help you.

It is important to read the advertisement, job description and person specification or role profile carefully as these will tell you what skills, abilities, knowledge and experience we are looking for.

### Job Description

The Job Description details:

- the duties and responsibilities of the post holder
- the salary range and grade of the post
- who the post reports to and
- who reports to the post holder

### Person Specification

The Person Specification details the qualifications, experience, skills, knowledge, competencies and abilities we are looking for and will form the basis of our selection decisions. In your application you should describe how your experience enables you to meet these criteria.

### Role Profile

The Council is currently piloting role profiles which will be used in the same way as the job description and person specification. The role profiles are however, more generic and describe the essence of the job and are supported by competency statements that link to an organisation-wide competency framework. This allows us to be flexible and responsive to the organisations needs.

In your application you should describe how your knowledge and experience enables you to meet the competencies described in the table at the end of role profile.

## **Completing your application form**

Your application form should be written, typed or printed in black ink. Please complete all sections, making sure you are clear and have read through it carefully to check for any mistakes. If you choose to send the application in by e-mail you will be asked to sign it at the interview stage, to confirm that the application was completed by you.

### **Employment History**

You must account for all your employment history without leaving any gaps. If you have had gaps in employment, please explain the reasons for these e.g. travelling.

### **Qualifications**

If the person specification or role profile states that a particular qualification is essential, please ensure you include the relevant details on the application. You will be asked to bring your certificates to the interview if you are short-listed. If it is essential that you are able to drive, you will be asked to provide us with a copy of your driving licence and/or motor insurance certificate.

### **Personal Statements**

The purpose of the personal statement is to get sufficient information to ascertain that applicants meet the essential criteria/competencies for the job and should therefore proceed to the interview stage.

Personal statements will be used to make a decision about inviting applicants to interview. It is vital to put time and effort into completing your statement, particularly in relation to your relevant experience, skills and knowledge, remembering the following points:

- Make it easy for the panel to follow by structuring your evidence in the same order that the selection criteria are presented
- Provide specific examples to support your evidence. Saying you can do, or have experience of doing something, will not be enough to shortlist you
- The best examples explain what you did, what the outcomes were and the difference it made
- CV's are not accepted in substitution of an application form therefore, please do not enclose, or say 'refer to CV'. The application enables us to be consistent throughout the short-listing process.

### **Diversity Monitoring Form**

Completing this form enables us to monitor the composition of our workforce to ensure it is representative and that all staff are treated fairly. In addition, we are committed to promoting race equality, under the Race Relations (Amendment) Act 2000, which applies to everything the council does. The information you provide will remain strictly confidential and will not affect any decision to employ you. For information about Barnet's vision on equalities and diversity visit our website: [www.barnet.gov.uk/equality-diversity](http://www.barnet.gov.uk/equality-diversity)

### **Information for People with Disabilities**

Barnet welcomes applications from people with disabilities for all of our posts and takes care to ensure that we do not discriminate or create unnecessary barriers to employment.

If you meet the essential criteria/competencies, you will be guaranteed an interview and if successful, we will make all reasonable adjustments to enable you to carry out the duties of the

post. If you have any specific needs for the interview process, please inform the person inviting you for interview before the day.

### **Before you return your application**

Keep a note of the reference number and closing date and ensure your application is returned on time as, those arriving late will not be considered. Please return your application to [Sharedservicesrecruitment@barnet.gov.uk](mailto:Sharedservicesrecruitment@barnet.gov.uk)

### **Short-listing**

The decision on whether or not to short list you will be based solely on the information you provide on your application form. You will need to show how you meet all the essential skills or competencies.

If you have been short-listed, you will receive a letter inviting you for an interview.

Due to the large number of applications we receive, we are unable to acknowledge receipt of application forms and are unable to confirm if you have **not** been short-listed. Short-listing usually takes place within three weeks of the closing date. If you have not heard from us by that time, this will mean that you have not been successful on this occasion and will not be invited to an interview.

### **Interview Expenses**

If your return journey to the interview is 50 miles or more, your travel expenses can be reimbursed.

### **Safer Recruitment**

As an organisation committed to safer recruitment, the selection process for some posts involving access to children or vulnerable adults has been planned in two parts. The first part of the interview is a personal interview which explores attitudes, temperament, personal qualities and motivation against a clear set of criteria. The purpose is to assess general suitability for work in this field, and follows nationally recognised processes stemming from the Warner Report on child protection.

The second part is a skills interview.

### **Pre-employment Checks**

If you are successful at interview we will carry out the following checks before you start work:

- Confirm your identity, employment status and national insurance number (original documentation must be provided).
- References from your two most recent employers or educational establishment
- A criminal records bureau disclosure (if the post involves access to children and vulnerable people or for specific professions)
- A satisfactory medical report
- Your acceptance of Barnet's Code of Conduct for employees

Additional checks may be carried out if there are requirements specific to the post.

### **Finally**

Thank you for the interest you have shown in working for the London Borough of Barnet and for your time in reading the documentation which we hope has been of use to you in the completion of your application form. Attached below is some additional information that you may find useful if you are planning to work for Barnet

Good Luck with your application.

## **The benefits of working for the London Borough of Barnet**

**Staff Training & Development** - Barnet Council realises the importance of developing its employees if, it is to deliver a high quality service to its customers. It is our intention to create a trained, motivated and empowered workforce.

**Supervision and regular appraisals** - Our well-established culture of support, regular supervision and annual appraisals start with a good induction programme for new staff.

**Pensions** - The Local Government Pension Scheme (LGPS) provides excellent benefits including a guaranteed pension based on your final salary. Employees contributions range from 5.5% to 7.5% depending on the rate of full-time pay for the post. The council makes a substantial further contribution (23.3% for 2008/2009). For further information visit the Barnet Pensions website: [www.barnet.gov.uk/pensions](http://www.barnet.gov.uk/pensions)

The Teachers' Pension Scheme (TP) also provides excellent benefits including a guaranteed pension. Teachers' contribute 6.4% of their basic salary and the employer makes a further contribution which is currently 14.1%. For further information visit the TP website at [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk).

**Annual Leave** - We offer a generous annual leave entitlement. Depending on your length of service and grade, you will receive between 22 – 29 days or 32 – 34 days for senior management roles (pro rata for part-time).

**Work life balance** – we operate flexible working hours, job share, annualised hours, term-time working and home working schemes where possible.

**Season Ticket Loans** - An interest free season ticket loan is available for all employees.

**Leisure Facilities** - A range of discounted services are available within the borough, including leisure facilities.

**Car Allowances** – depending on the post, you may be entitled to a car loan, car user allowance and mileage allowance.

**Credit Union** – The Credit Union is a financial co-operative, controlled and owned by its members. Saving facilities are offered as well as good value loans (qualifying periods of membership apply for loan applications)

## **Barnet's story**

Barnet is predominantly suburban in character although more than a third of the borough comprises protected open space and parkland. It is the second largest London borough by population, with over 335,000 residents.

The population is younger than the national profile and much more diverse. It is the 20th most ethnically diverse area in England, with 26 per cent of the population belonging to black or minority ethnic communities. Barnet is also the second most religiously diverse borough in the country; 14.8% of the population are Jewish, the highest proportion in England.

The Barnet economy is important in its own right. It has the third highest number of VAT registrations in London and provides employment to almost two fifths of its own residents of working age. Barnet also plays a key role in London's economy, with 24,000 residents helping to run the commercial centres of the City and West End.

At 3.5%, the unemployment level continues to be low compared with most of the rest of London.

Over the next 10 years Barnet's population is set to increase by a further 33,000 as a result of both large-scale regeneration and incremental development. The regeneration of Barnet will create 16,000 new households, attracting a younger and more diverse population.

The £4.2 billion Cricklewood and West Hendon redevelopment will see the creation of over 500,000m<sup>2</sup> of commercial, retail and leisure space and up to 20,000 additional jobs.

## **An overview of the council**

The council employs approximately 9000 people (including teachers). We provide a range of public services from street cleaning and environmental health, to teaching and social work.

The council is organised into four main directorates:

### **The Council**

Corporate Governance  
Corporate Strategy

### **The Place**

Planning, Housing and Regeneration  
Environment and Transport

### **The People**

Adult Social Services  
Children's Services

### **The Organisation**

Resources

Council housing is managed by Barnet Homes, which was established in 2004 as an arms length management organisation (ALMO).

## **Vision and Values**

Our vision for Barnet is to be a 'successful city suburb in a successful London'.

The five core values that all of our activities are based upon are:

### **Customer Care**

Meeting the needs and aspirations of our customers is central to everything we do.

### **Local choice**

Wherever possible, we believe that users should have a choice of services and that they should be able to access these services when, where and how they want.

### **An active community**

The council has a pivotal role to play in encouraging and supporting such an active and involved community by listening to residents and working with them to build civic pride.

### **Value for money**

We are committed to managing the council efficiently, getting the best value for money and investing in services that matter most to our residents.

### **Facilitating success**

The role of the council is to create the conditions which maintain and enhance successful suburbs. The improvement of local infrastructure is central to our efforts to create a thriving borough to invest in.

### **The six key priorities for our community are:**

- A bright future for children and young people
- Supporting the vulnerable
- Clean, green and safe
- A successful city suburb
- Strong and healthy
- More choice, better value

For more information on Barnet Council please visit our website at: [www.barnet.gov.uk](http://www.barnet.gov.uk)