



INFORMATION PACK FOR APPLICANTS

Any questions and completed application forms should be emailed to LVJB-HR@lothian-vjb.gov.uk.

RECRUITMENT ARRANGEMENTS

Applying for a Job

Thank you for requesting this recruitment pack and showing an interest in working for Lothian Valuation Joint Board.

If you wish to apply for this position, we need you to complete the attached form and relevant inserts. To assist the recruitment process you must complete **all** sections of the application, equal opportunities and any other forms in full. Please refer to the guidance note on page 5 on how to complete the application form.

Non Discrimination

The recruitment and selection practices of Lothian Valuation Joint Board are non-discriminatory and consistent with the requirements of equality and employment legislation and nationally recognised good practice. All appointments are based on merit.

The Job Description

Every vacancy advertised is based on a job description, which describes the experience, knowledge, skills, and competencies we are looking for. Please look at the information attached to the job carefully so that you know what the job involves and the range of expertise required. If you meet our requirements, we would encourage you to apply.

Making an Application

Completed application forms must be submitted no later than the closing date to the address shown on the front of this pack. Please ensure you give details of all periods of employment, including reasons for leaving, and reasons for gaps in employment.

Outline of Selection Process

Applications will normally be acknowledged. If you are shortlisted for the post, you will be advised in writing, normally within three weeks of the closing date.

If your application is unsuccessful on this occasion, we hope that this decision will not discourage you from applying for any similar vacancies that may arise in the future.

Initial selection is based on your completed application, which is compared against a range of experience, knowledge, skills and competencies. Qualifications, if relevant, are also considered at this stage. If you are shortlisted, we will aim to give you at least 5 working days notice of the selection arrangements.

Formal Confirmation of a job offer is subject to the satisfactory completion of a number of checks. These include employment references, health screening, proof of qualifications, eligibility to work in the UK, and when necessary, criminal conviction vetting.

All persons interviewed will be notified of the outcome within 4 weeks of the date of the interview.

Medical Assessment

Any offer of appointment is on the understanding that the successful applicant passes this assessment. The successful applicant will require to complete a medical questionnaire and may subsequently be examined by the Joint Board's Occupational Health Doctor.

Applicants should be aware that the Joint Board has a Sickness Absence Policy aimed at monitoring and reducing absences from work.

GUIDANCE NOTES

For Completion of Application for Employment

PLEASE READ THESE NOTES CAREFULLY BEFORE YOU BEGIN TO FILL IN THE APPLICATION FORM

The Joint Board has designed its application form to ensure that we do not ask for unnecessary information which may suggest discrimination.

These notes are sent to you to help you complete the form, in the way that will help us to ensure equality of opportunity, while identifying relevant information which will help in the selection of the most suitable candidate.

All sections of this application form MUST be completed.

Canvassing directly or indirectly with members of staff of the Joint Board shall disqualify the applicant.

If you require more space than is available on the main form you should continue on a separate A4 sheet, ensuring that your initials and surname are on every sheet. However, you are asked **not to enclose a standard curriculum vitae** as it may provide unnecessary information which may suggest discrimination.

1 PERSONAL DETAILS

This section asks only for sufficient personal details to identify you and allow us to get in touch with you by letter or by telephone.

Please note that only your surname (second or family name) is required in full. You should give only the initials of your forename(s) (first name(s)). In these circumstances, the Joint Board officers dealing with applications will not be aware of the sex of each applicant.

2 EMPLOYMENT RECORD

This section asks about your previous work experience. Please give as much detail as you feel would give an accurate picture of this experience, both about the type of work you are/were doing, the responsibilities you have/had, salary and reasons for leaving.

3 EDUCATION & TRAINING

This section asks about your education and job-related training. Again, please give sufficient details to allow us to assess your attainments relative to the job you are applying for.

We require confirmation about any educational certificates you hold. This will be done by asking you to bring the original documents with you on the first day of employment, should you be successful in your application.

4 INFORMATION IN SUPPORT OF YOUR APPLICATION

This section asks about any further experience you have that you would consider relevant to the job you are applying for. Before completing this section, please consider carefully the information you have been given concerning the job. If you need to use an additional page, put your name and the post applied for at the top of the paper.

5 REFERENCES

The Joint Board will take up references of the successful applicant automatically prior to the offer of an appointment.

6 RELATIONSHIP

You are asked to provide details if you are related to a Councillor or Senior Officer. The provision of this information will not affect your employment opportunity.

7 DECLARATION

Please read the declaration before signing.

You will note that the form asks you to sign using your forename (first name) initials along with your full surname (second or family name).

“The Lothian Valuation Joint Board is an equal opportunities employer and will prevent discrimination particularly on the grounds of marital status, disability, race, colour, religious belief, political belief, sexuality, nationality, ethnic origin, age, trade union activity, responsibility for dependants or employment status.”

SUPPLEMENTARY INFORMATION

For Applicants With Special Requirements

The Lothian Valuation Joint Board welcomes applications from people who have or have had a disability. We will interview all applicants who have or have had a disability and meet the minimum essential criteria for the job.

THE EQUALITY ACT 2010 makes it unlawful for an employer to discriminate against a disabled person in the field of employment. The Act defines a disabled person as someone with a physical or mental impairment which has a **Substantial** and **Long-term Adverse Effect** on that person's ability to carry out **Normal Day-to-Day Activities**.

The Act states that, for the purposes of deciding whether a person is disabled, a Long-term Adverse Effect of an impairment is one

- which has lasted at least 12 months, or
- where the total period for which it lasts, from the time of the first onset, is likely to be at least 12 months, or
- which is likely to last for the rest of the life of the person affected.

Examples of Adjustments which an employer may consider on an individual basis:

- Making adjustments to premises
- Allocating some duties to another person
- Altering the working hours
- Assigning the person to a different place of work
- Allowing the person to be absent during working hours for rehabilitation, assessment or treatment
- Giving training to the person, or arranging for training to be given
- Acquiring or modifying equipment
- Modifying instructions or reference manuals
- Modifying procedures for testing or assessment
- Providing a reader or interpreter
- Providing supervision