



Cheshire West and Chester Council

Helping the  
Borough **Thrive**  
**Candidates Guide**



Cheshire West  
and Chester

Thank you for showing an interest in working for Cheshire West and Chester Council.

The Council's new, long term vision is of a thriving borough. By 2020, Cheshire West will have a thriving economy, residents and communities. A principal aim of Cheshire West council is to provide high quality services to the public in a joined-up and efficient manner with other public bodies and service providers with the vision to make a real difference to the customers and communities the Council serves. To view more of the principal aims and our vision please visit:

[http://www.cheshirewestandchester.gov.uk/your\\_council/how\\_we\\_work/our\\_aims\\_and\\_vision.aspx](http://www.cheshirewestandchester.gov.uk/your_council/how_we_work/our_aims_and_vision.aspx)

Cheshire West and Chester council recognise that it can deliver high quality services through its employees. It values and welcomes perspective and contribution that a large and diverse workforce brings to their jobs and will endeavour to secure a workforce that is a representative to the wider community.

### **Why work for us?**

#### **Want to join one of the largest and most successful local authorities in the Country?**

Cheshire West and Chester Council brings a fresh and energetic approach to providing top quality services for its many customers and communities. West Cheshire is a place where everyone can Thrive – through our core values of Teamwork, Honesty, Respect, Innovation, Value for Money and Empowerment.

If you have the dedication to succeed in the world of work and you're enthusiasm and commitment to join our highly regarded and successful teams, we would like to hear from you. We offer a wide range of opportunities to job applicants from all backgrounds, ages, skills and interests.

### **Welcoming Diversity**

We are committed to celebrating diversity and promoting equality in everything we do, to improve the quality of life for everyone living, working and visiting Cheshire West and Chester.

No council employee or job applicant will receive less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, gender, gender reassignment, marital status, sexual orientation, disability, trade union activity, age, religion or belief, social or economic status, political beliefs, or will be disadvantaged by conditions or requirements which cannot be justified.

We ask all candidates as part of the recruitment process to provide equality information about them. This information is not used as part of the shortlisting process but to help us understand more about the profile of candidates applying for our job roles. However, as part of the Disability Confident Campaign, <https://disabilityconfident.campaign.gov.uk/>, we will shortlist candidates with a disability who meet the essential criteria for the job role.

Cheshire West and Chester Council is a Stonewall Top 100 employer (ranking 75<sup>th</sup> in 2017) and we are positively committed to supporting our LGBT workforce. We are proud sponsors of the Chester Pride event which takes place each year in Chester and actively take part in the parade through the city centre with a large number of employees attending the event. We also have an LGBT Network and LGBT Friends Group who meet on a regular basis to provide support to



colleagues and ensure that we have views of the LGBT workforce represented across the organisation.

## **Employee Benefits – some examples!**

### *Working Rewards*



For an amazing range of discounts and benefits that make a difference, we have access to Working Rewards! As part of Working Rewards, employees have access to a wide range of reductions and preferential rates at some top high street stores. Discounts apply to shops, restaurants, hotels, motoring and health. The scheme provides an easy way to make real savings that you can enjoy with your family on everyday items, as well as leisure activities and holidays. The discounts are fully inclusive and open to all members of staff.

### *Childcare Vouchers*

The childcare plus scheme enables parents or carers to exchange some of their gross salary for childcare vouchers using a salary sacrifice arrangement.

### *Work fit*

The Brio  
WorkFit  
members



**childcare  
vouchers**



hip packages offer a discounted rate of 30% for Cheshire West and Chester Council employees and anyone in their household aged 17 years and over. The scheme is designed to create value for money and encourage healthy living for all council employees and their family.



**Cheshire West  
and Chester**

# The application process



## How to apply

To apply visit our careers site at [www.cheshirewestandchester.gov.uk](http://www.cheshirewestandchester.gov.uk). On selecting the role you wish to apply for you will see at the bottom of the advert details a 'apply online' link which will direct you to the online application form. You will be prompted to sign into your active account or register as a new user. Once you are signed in you can make a start on your application.

You can upload your CV to automatically complete the application form. We recommend that you remove any sensitive personal data e.g. gender, date of birth etc from your CV when doing this so that this can't be seen as part of the shortlisting process.

## Creating a general profile - setting your preferences and alerts

If we do not have any current job vacancies to match your interest and would like to be kept up-to-date on any job opportunities you can register on the system and set your preferences which will initiate alerts for future job opportunities which match your criteria. On the career section home page you can access the link on the right hand side; '[Access my profile](#)' If you do not have an active account you will be prompted to create a candidate profile which requires an email address, username and password. Once created, your general information will automatically populate onto future applications which will mean you only need to complete the job specific information.

## File attachments



The online application allows you to attach a maximum of 5 files, one at a time but you cannot attach a file that exceeds the allocated limit of 1953 kilobytes. To attach a file, click "Browse" and select the file you want to attach. Then, click "Attach".

## Complete all sections of the application form

The personal information and monitoring information sections will not be used for shortlisting, but will be kept for administrative purposes only.

**Nationality:** To select your nationality please click "select" you will then be directed to a new window where you can search for your nationality, select refresh and select an item from the list of available items.

**Qualification and Education:** The application will ask you to list your qualifications and education. It is important to summarise key results or module titles and insert any further information you feel is relevant in the additional box available.

## Key points

The institution is the organisation. An example is Chester University.

The programme is the course you completed. An example could be Business studies, Maths or English.

**Please note that if you cannot find your Institution or programme using Select, you can still type it in manually.**



To create further education fields, click "Add Education". A new section including blank fields appears. Enter any relevant information.

Your previous jobs should be listed in date order starting with your current/most recent employer. You will also include the job title, the organisation and highlighting your responsibilities, achievements and skills acquired.

*Supporting Information - Requirements for the role*

Your supporting information is your opportunity to highlight your qualities and reflect your ability to meet all of the requirements on the person specification. You can include information that has not been covered in the application form and ensure you are providing an objective assessment of your competencies against the Job Description and Person Specification.

Concentrate on how your experience, training and personal qualities match the requirements of the job.

It is important to relate to the essential requirements and as many of the desirable as you can.

**The maximum length allowed in these fields is 4000 characters. If you exceed the amount of 4000 characters please continue your supporting information on a word document and attach this as an additional document.**

In your application you should ensure that you provide evidence of how you have demonstrated meeting the Council's core competencies of Teamwork, Honesty, Respect, Innovation, Value for Money and Empowerment



## Data Protection Act

Information from your application will be processed in accordance with the Data Protection Act 1998. In electronically signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by Cheshire West & Chester in accordance with the Act.

Cheshire West and Chester Council is under a duty to protect the public funds it administers. To this end we may use the information we hold for the prevention and detection of fraud, which also includes for the assessment and/or collection of any tax or duty. This will include sharing of information held internally and with external organisations where the law allows.

## The Rehabilitation of Offenders Act

Successful applicants will be asked to apply for a Criminal Record Check (Disclosure) from the Criminal Records Bureau, (replaced by the Disclosure and Barring Service in 2012) in order to ensure safer recruitment to posts which involve working with children, vulnerable adults and/or to other positions of trust.

Should you identify that you have a criminal conviction, this will be discussed in confidence at interview. However you should note that only convictions that are relevant to the job in question will be taken into account.

## References for shortlisted and appointed candidates

References are typically requested following a recruitment selection process, except for roles where safer recruitment practices apply.

For roles within Children and Young People Service's, the Council will request two written references in advance of the interview. Only one reference is required for internal applicants.

For roles within Adults services written references are requested prior to the appointment process.

References must be selected from the most appropriate people, one of these must be your present or most recent employer, or, for students, your personal tutor or head teacher. The second should, preferably, be a previous employer or someone who can comment on your suitability for this job. Note –Council Recruitment Policy requires references to be provided by current line managers for internal candidates. **Please let your referees know that you have quoted them as a referee, and to expect a request for a reference if required.**

For vulnerable groups if there is a gap since working with vulnerable groups a reference from that historic employer will be required. You will be given the opportunity, during the selection process, to explain any ambiguous or contentious areas, fully.

## Appointment

All applicants can be offered feedback. The Hiring Manager is responsible for giving feedback to



those included on the shortlist.

After the interviews have been concluded the panel will discuss the interviewees and decide on who was successful in securing the position. It is the Hiring Managers responsibility to inform all candidates of the outcome of the interview. The offer is usually conditional, and will be subject to pre-employment checks such as references, medicals, a DBS check etc.

### **Pre-employment Checks**

Managers must check your eligibility to work, regardless of nationality.

Please note that if successful with your application you will be asked to confirm, in advance of taking up the appointment, that you are eligible to work in the United Kingdom by providing original documentary evidence. A full list of eligible documents will be provided with the offer letter.

Once all pre-employment checks have been confirmed satisfactory to the recruiting manager, the appointment can be confirmed in writing and the confirmation letter can be issued to you.

