



## **Calderdale Council Applicant Booklet**



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Thank you for your interest in working for Calderdale Council.

To help you with your application we are taking this opportunity to provide you with information which we think will be useful to you.

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**Calderdale. A great place to work**



## Section 1: LIVING AND WORKING IN CALDERDALE

Calderdale is a beautiful metropolitan borough in West Yorkshire, at the heart of the Yorkshire Pennines, between Manchester and Leeds. Its spectacular natural landscape, vibrant towns, quirky culture, tremendous architecture, thriving businesses and community spirit make it a great place to live, work and visit.



Calderdale is a place of diversity. The distinctive character of its towns, the contrasts between its urban and rural areas and its diverse ethnic make-up all contribute to the uniqueness and strengths of the area, while presenting many of the challenges that give rise to the Council's priorities.

There's plenty to do, with a great choice of restaurants, bars, theatres, cinemas, museums, and art galleries to visit. Our beautiful countryside also means that opportunities for walking, riding, running, and cycling are right on your doorstep. Water sports, including sailing, canoeing and narrow boating are also available up and down the Calder Valley.



### Vision 2034

In 2034 Calderdale will be an **enterprising** place, full of **opportunity**, where we can all live a larger life.

We will always be **kind** and **welcoming**. Everyone will have reason to be full of **hope** and this will enable us to thrive and get us through testing times. We will be celebrated for our distinctive **heritage**, **nature** and **creativity** that everyone can enjoy.

## Section 2: OUR VALUES, Sustainability + EQUALITY, DIVERSITY & INCLUSION

### Building a Sustainable Future

Our exceptional environment makes Calderdale a great place to live, work and visit. The Council shares our community passion for the environment and we work together to enhance biodiversity and safeguard heritage.

The talent, creativity and can-do attitude within our Borough has led the move to a green economy with high levels of investment in environmental improvements, renewable energy and record levels of “Green Goods and Services” business start-ups. This plays a vital role in boosting our local economy.



We recognise Climate Change as a critical issue and its impact on our local and global communities. Calderdale Council commits to playing its part in limiting global warming to 1.5°C from pre-industrial era.

Find out more:

[Council Environmental Policy \(calderdale.gov.uk\)](https://calderdale.gov.uk/council-environmental-policy)

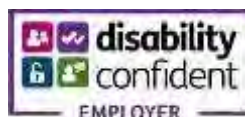
[Climate emergency | News Centre - Official news site of Calderdale Council](#)

### Equality, Diversity & Inclusion

Calderdale Council recognises that to be a great place to work, we need people from all backgrounds and experiences to challenge current ways of thinking and bring fresh ideas and perspective. We want to recognise and celebrate the diversity of our local communities and be responsive to their needs. We also want to ensure that we are a fair and equitable employer, striving to achieve a diverse and culturally competent workforce.

We want you to feel comfortable and to be your true self at work. That's why we promote Equality, Diversity & Inclusion in all areas of our work and service delivery. There are policies which we produce and continue to refine to ensure that all our staff are treated equitably and are fully supported in the workplace. This encompasses the Equality and Diversity Policy and the Dignity at Work Policy as well as our vision which shows our aspirations for the entirety of our workforce. We remain committed to reviewing, promoting, and updating these policies as appropriate.

We are a Disability Confident Employer and will guarantee interviews to people with a disability who meet the essential criteria for the job they have applied for. We are also a member of the Mindful Employers Initiative and the Inclusive Employers Standard.



## **Section 3: HOW TO APPLY AND SELECTION PROCESS**

Completing the application form is the first step of the recruitment process, which may lead to an interview and the possible offer of a job. The information you provide in your application is the only information we will use in deciding whether you will be shortlisted for interview. It is therefore important that you complete all sections of the form as clearly and as fully as possible.

### **Role Profile**

The Role Profile details the duties and purpose of the vacancy. In the Person Specification you can see the criteria your application will be assessed against. The criteria will be listed as either essential or desirable.

### **Application**

Please ensure your personal details are complete and we have a telephone number and email address so we can contact you about your application. We require full employment history and clarification of any gaps. If you have not had any paid employment, please provide details of any other employment you may have had such as work experience or volunteering.

We are interested in any form of education you have had, including any courses that did not lead to an examination or qualification. Please ensure that you state any qualifications or learning / development that are relevant to the post you are applying for and include dates achieved.

The Personal Statement section of the application is your opportunity to explain with examples, how your knowledge, skills and experience meet the essential and desirable criteria (which can be found in the Person Specification). Avoid statements such as "I feel I meet all the essential criteria in the person specification." Instead, please try and describe how you meet each of the criteria and explain the when, where and what was involved. If you have not had employment before you can draw on life experiences e.g. childcare, sports clubs, volunteering.

Be sure to proofread your application before finally submitting.

### **Monitoring for Equal Opportunities**

Our application contains an Equality Monitoring section, which we ask you complete. This section is separated from your application prior to shortlisting and does not form part of the selection process. The information will help us monitor the effectiveness of our recruitment policies and procedures in the long term. The contents will form part of your employment record if you are successful.

### **Problems with completing the application form**

If you have any difficulties with our online application form or have any queries, please email [recruitment@calderdale.gov.uk](mailto:recruitment@calderdale.gov.uk) or call us on 01422 288477.

### **Shortlisting**

Application forms are reviewed by a trained shortlisting panel to see how each applicant meets the criteria in the Person Specification. They will assess your entire application, with most attention focused on your personal statement, so you need to ensure you have provided sufficient information. Applicants who best demonstrate how they meet the criteria are invited for interview. All applications are anonymised before being seen by the shortlisting panel.

## **Interview**

The interview panel is generally made up of 2 to 3 people who will be asking a set of questions covering key aspects of the role. You may also be asked to complete an exercise and/or give a presentation as part of the selection process. You will be informed prior to interview if this is required.

### **Preparing for your interview:**

- Revisit your application, look at the Role Profile to re-cap the main duties and responsibilities of the role.
- Research about Calderdale Council as an organisation as well as the service area you are being interviewed for. This could give key information on current agendas, hot topics and priorities which could be relevant for the job you are interested in.
- Prepare plenty of examples to showcase how you meet the job criteria. You will be asked to give examples of past experience and we recommend looking at the STAR technique.
- You may want to have questions to ask the interview panel at the end. A job interview is a two-way process and it is an opportunity, for you decide whether this is the right role for you.

The panel must keep a record of your answers so that the reasons for their decision is clear, consistent, and justifiable. You should therefore not be worried about the panel taking notes throughout.

## **Feedback**

If you are unsuccessful and want to discuss your application or interview, please contact [recruitment@calderdale.gov.uk](mailto:recruitment@calderdale.gov.uk). We will ask the recruiting panel to provide you with constructive and useful feedback to support you with future applications.



## Section 4: PRE-EMPLOYMENT CHECKS

If you are offered employment with us, we will need to carry out several preemployment checks and we will need you to provide us with some additional information. The following is a list of checks we will carry out depending on the role you have been offered:

### **Right to work in the UK**

To comply with the Immigration, Asylum and Nationality Act 2006, successful applicants must provide right to work in the UK documentation. Please visit <https://www.gov.uk/right-to-work-checklist> to see a list of acceptable documentation. It is an essential requirement for every employee of Calderdale Council to provide evidence that they have the right to work in the UK.

### **Qualifications**

Relevant and essential qualifications for the role you have been offered will need to be verified. Copies of qualification certificates will be requested, and the originals will need to be seen. We reserve the right to contact a relevant educational establishment directly if we need to verify any qualifications.

### **Employment History**

For specific posts, if you have not provided full employment in your application form or if there are unexplained gaps, we will request this information. Therefore, it is important you provide full details in your application when you apply to speed up the checks.

### **References**

Reference requests will normally be sought after the interview when a conditional job offer has been made. However, for posts with substantial access to children and/or vulnerable adults, requests for references may be made prior to interview.

We require a minimum of two references, one of whom must be your current/most recent employer. If you have not worked before, we will accept references from someone who can comment on your ability to do the job for example, a teacher. You cannot use a family member or a friend as a referee. This applies even if you work for a family member.

### **Health Assessment**

There is a general legal duty to ensure that as an employer we do not put any prospective or existing employee's health at risk and to make any reasonable adjustments relevant to the post. You will be sent a Declaration of Health form to complete and return. This form will be processed by the Occupational Health Team and the information provided is used to: assess your medical capability to do the job, determine whether any reasonable adjustments or auxiliary aids may be required and to ensure that none of the duties of the role will adversely affect any pre-existing health condition(s).

### **Disclosure and Barring Service (DBS)**

If the post involves working with children, young people, or adults at risk we will request a check via the Disclosure and Barring Service (DBS) if you're conditionally offered a post. The Disclosure and Barring Service (DBS) is a government agency which undertakes criminal record checks on behalf of employers or individuals who work with (or wish to work with) vulnerable groups and children.



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