



## Appointment of Staff Guidance Notes

*Thank you for your interest in working for Corsham Town Council. These guidance notes will assist you in completing your application form. The information you provide on your application form will be used to decide whether you will be shortlisted for interview. Your application form is therefore very important.*

### **Job Description**

The Job Description lists the main duties of the post, together with details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

### **References & Medical Clearance**

We will require two satisfactory references before a job offer is confirmed; one of which must be your line manager in your present or most recent employment. If you are at school/college or are leaving university please give details of the name and address of your head teacher or tutor. Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment. We may also require medical clearance before a job offer is confirmed.

### **Eligibility to work in the UK**

You will need to provide us with a relevant document as specified by the Asylum & Immigration Act 1996 confirming your entitlement to work in the UK. A passport showing that the holder is a British Citizen, or has a right of abode in the United Kingdom is acceptable. A list of the alternative types of document which could be provided, is available from the Town Hall.

### **Equal Opportunities Policy**

Corsham Town Council aims to meet the needs of the Community by providing appropriate public services, which are accessible to all and delivered in a way that respects and responds to the needs of each individual, whatever their background. The Town Council will work towards eliminating discrimination on the basis of gender and marital status, age, disability, race, religion, nationality, ethnicity or sexuality.

The Town Council will adhere to the Equality Act 2010 and other relevant legislation.

## **Disability**

You're disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities. Under the Act, the Town Council has an obligation to ensure that:

- Disabled people receive fair treatment throughout the recruitment and selection process and in their employment with the Town Council.
- Adjustments are made wherever reasonable to do so to allow disabled applicants to compete to the best of their ability during the recruitment process and to assist them in their employment with the Town Council.

The Town Council is committed to fulfilling these obligations. In order to do this, we will need to ask you questions about your disability at various stages of the recruitment and selection process. Please remember that although you are not obliged to tell us about your disability, any details you provide will help us to help you demonstrate the full extent of your skills and abilities. It also helps us to establish what adjustment we may need to make to enable you, or to assist you, to do that job. Any information you give us will be treated in the strictest confidence.

If you are unable to meet some of the shortlisting and assessment criteria because of your disability, please address this in your application. If you meet all other criteria, you will be shortlisted, and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements. This could include adjustment to premises and equipment or job duties.

If you require assistance in completing the application form or need to make your application in an alternative format, please do not hesitate to contact the Town Council on 01249 702130 or email: [towncouncil@corsham.gov.uk](mailto:towncouncil@corsham.gov.uk)

## **Working Hours**

A full-time working week is one of 37 hours from Monday to Friday. Normal office hours are 9.00am to 5.00pm, Monday to Thursday, and 9.00am to 4.30pm on Fridays, with a half-hour lunch break each working day. Manual workers hours are Monday to Thursday 8.00am to 4.00pm on Fridays 8.00am to 3.30pm. Evening and weekend working may be required according to the post.

## **Part Time posts and job share**

Working hours for part time employees can sometimes be varied to suit individual needs, provided they fit in with the Council's requirements. This may include evening and weekend work. For most of our posts we welcome applications to job share. This is normally 18.5 hours each per week.

## **Learning and Development**

The Town Council encourages all its employees to take advantage of learning and development opportunities. These are usually identified through the staff appraisal system but may also crop up at other times during the year.

### **Annual Leave**

The holiday year runs from 1 April to 31 March, and you are expected to take your full leave entitlement within the appropriate holiday year.

Annual holiday entitlement, in addition to the 8 public holidays, is 26 days rising to 31 days after 5 years service. This includes the three days taken between Christmas and New Year when the Town Council Office is normally closed. For part-time posts the annual leave entitlement is calculated on a pro-rata basis.

### **Salary**

Salary is paid calendar monthly, in twelve equal payments, on the 15 of each month. Payment is made by electronic transfer.

### **Pension Scheme**

Local Government Superannuation Scheme (the Wiltshire Pension Fund) is automatic on appointment for all employees unless the employee chooses to elect otherwise, the contribution rate being a percentage of gross salary. Contribution rates are banded depending on full time equivalent salary levels and currently range from 5.5% to 8.5% of pensionable pay. Detailed information about the contributions and benefits is provided to all new employees.

### **Professional Subscriptions**

Corsham Town Council will pay for one relevant professional subscription per employee.

### **Car Allowance**

Casual user car allowance. The rates of payment of claims are based on the engine c.c. rating of the vehicle and are in accordance with the national Conditions of Service agreements.

### **Car Insurance for Business Use**

If using your own vehicle for work, it is your responsibility to make sure that your insurance policy covers the use of the car for official business purposes.

### **Health & Safety**

The Council takes the health, safety and welfare of its employees very seriously and has a number of policies and procedures in place to assist in removing, minimising and controlling risks that may impact on employees. Copies of the Town Council's policies and procedures relating to health, safety and welfare can be obtained from the Town Hall.

### **Probation**

The appointment is subject to a satisfactory period of employment of six months.

### **Other Conditions**

Proof of evidence of qualifications is required before the appointment is confirmed.