






# Shetland Islands Council

## Recruitment Charter

### The Council's Commitment to Applicants

Shetland Islands Council is committed to providing the best possible recruitment service and is working to remove any barriers to equality of opportunity at all stages of the recruitment process.

Our commitment to you as a job applicant is:

- ✓ We will treat you in a polite, helpful and friendly manner at all times.
-  When we contact you, we will give you the name and telephone number of the member of staff who will deal with enquiries.
- ✓ If you apply online we will contact you via e-mail, using the address you give us. Please make sure you log on to your e-mail account regularly to check for messages.
- ✓ We will treat the information you provide in confidence. Your application form will only be seen by staff involved in the recruitment process.
-  If you do not want to apply online you can find our application forms on the internet. If you do not have a computer and would like us to post a form to you we will normally send you an application form the day we receive your request or at the latest, the next working day.
- ✓ We will acknowledge your application on request; on the day we receive it or the next working day at the latest.
-  Every applicant must complete the standard application form applicable to that vacancy. We can provide a large print or audio version and will accept a CV from visually impaired applicants which gives all the information requested on the application form. CVs will not be accepted, unless in the above circumstance.
- ✓ Any disabled applicant who meets the essential requirements of the vacancy will be invited for interview.
- ✓ Will aim to include our interview dates in the job advert.



We will normally advise you if you are being invited for interview within 2 weeks of the closing date for the post. (for certain posts where an appointment committee or members of a parent council are involved, this timescale may be varied.)



We will give you appropriate notice of the date of interview. However if you are asked to make a presentation to the interviewing panel or take part in some form of selection testing, we will give you a minimum of 1 week's notice.



We will be pleased to make any particular arrangements you need to enable you to attend the interview, for example a location with ramp access, a sign language interpreter or information in large print. However, in such cases, you should give us sufficient notice to put arrangements in place prior to the interview.



The information which you provide in your application form will play a vital part in deciding whether you will be called for interview, so it is important that you take your time to complete it as fully and accurately as possible. Often applicants do not give enough information about themselves and their experience.



Shetland Islands Council has agreed that staff or elected members may not take any part in a selection process where an applicant is a relative or a close friend. It also recognises that in a small community it is inevitable that some relatives may work together. All staff must be mindful of the code of conduct for employees which has specific restrictions regarding some supervisory aspects and be sensitive to the need to avoid even a perception of impropriety. Close family relationship is defined as spouse or partner, grandparent, parent, aunt, uncle, sister, brother, child, niece, nephew, grandchild (including 'step' and 'in-law' relationship).



If you are unable to attend for interview at the time requested we will try where possible to reschedule your interview, depending on the urgency to fill the post and the length of any delay.



We will contact your referees before we make any offer of appointment. Normally references will be sought before interview, but exceptionally a conditional offer of appointment can be made subject to satisfactory references, if you have concerns about us contacting your current employer unless we are making you an offer of employment. For posts working with children references must be received before the interview.



After interview, we will contact the successful applicant as soon as possible and usually within 5 working days. For certain posts for example, within the Education or Social Work services, an offer may be subject to a Disclosure Scotland check. No conditional offers will be made for childcare posts until the relevant checks are made.



Appointments to residential childcare posts will be made with a probationary period.



If you have been unsuccessful at interview, we will normally advise you within 2 weeks.



We are committed to achieving the standards we have set and to acting on feedback from applicants. If you feel dissatisfied with the service you have received, please write to us at the address below and we will investigate the matter and reply directly to you.

## **Equality and Diversity Policy**

The Council's aim is to be an equal opportunities employer and service provider, and has an Equality and Diversity Policy for this purpose. Our long-term aim is that the composition of our workforce will reflect that of the community.

The Council's Equality & Diversity Policy aims to ensure that no job applicant or employee receives less favourable treatment on grounds of sex, age, disability, race, colour, nationality, ethnic or national origins, marital status, family responsibility, trade union activity, class, political or religious belief or offending background.

Selection procedures and criteria will be kept under review to ensure that individuals are selected, promoted and treated on the basis of their relative merits.

Human Resources, 64 St Olaf Street, Lerwick, ZE1 OEN  
TEL: 01595 744573