

UNLOCKING POTENTIAL  
TRANSFORMING LIVES



# APPLICANT INFORMATION & GUIDANCE PACK



## Eligibility

Your eligibility to take up a new role will be checked prior to an offer of employment being made. You will not be eligible to take up a new post if you:

- Are subject to unsatisfactory performance (does not meet expectations or partly meets expectations) or equivalent;
- Are subject to a live conduct or disciplinary warning;
- Are subject to a live absence warning (SPS Stage 2, or above) or equivalent;
- Are employed on a temporary contract that was not appointed through fair and open competition (unless in the application of Exception 10);
- Are currently within the probationary period; or
- Do not satisfy the minimum time in post requirements.

## Application Process

In order to apply for a vacancy with the SPS, you are required to setup an online recruitment account via the careers section of our website. SPS uses an online application system for all vacancies to gather important information from you to assess your suitability for the role applied for and to communicate with you throughout the recruitment process.

The standard application form includes the following sections:

- My Personal Details – including your name and contact details. This allows for the administration of the recruitment process and to keep you informed as your application progresses through the various stages.
- My Qualifications – details your qualifications and any training that are relevant to the role you have applied for.
- My Work Experience – details of your employment history with associated tasks.
- My Knowledge, Skills & Experience – details of your knowledge, skills and experience and how you match the person specification.

In some instances, you may be asked to provide your CV in support of your application but, where this is necessary, it will be clearly indicated within the application process.

## Guidance on Completing the Application Form

### General Guidance

- Before starting the application form, familiarise yourself with the job description, person specification and the [SPS Behavioural Competency Framework](#) and consider whether you match the essential job requirements.
- Use the word count available for each section.
- Proof read your responses – check your spelling and grammar.
- You do not need to complete your application in one sitting but please remember to save your application at regular intervals (every 10 minutes).
- Check the application closing date and time and make sure you submit your application in advance.

### My Qualifications

- Under the My Qualifications section, ensure that you include all qualifications and training that are both essential and relevant to the role.

- Where there are essential qualification requirements, these need to be included under the Qualifications section, otherwise your application may not be progressed.

### My Work Experience

- Under the My Work Experience section, ensure that you include details of the key tasks and responsibilities of each role that you have performed.

### My Knowledge, Skills & Experience

- You will be asked to provide specific evidence based examples to demonstrate how you meet the criteria. Please ensure that you provide specific evidence.
- Ensure that your evidence and example(s) relates to the criteria being assessed. Read the requirement carefully and ensure your evidence relates to the area being assessed. You may wish to refer to the [SPS Behavioural Competency Framework](#) when developing your responses.
- Avoid using generic statements with no evidence or example to support it.
- Consider how you structure your responses, you may wish to use the following approach:

**Situation** – Describe the task/event/activity (set the scene). What did you want to achieve? What were your aims/objectives?

**Behaviour** – What did you do personally? How did you do it?

**Outcome** – What was the outcome?

## Selection Process

Upon receipt of your application, you will be notified whether or not your application will be progressed to the next stage of the selection process. The selection process varies between roles but as a minimum normally includes an assessment of the application form and an interview.

Details of what the selection process will involve for the role you have applied for will be included on the vacancy advert, with further information provided to you as necessary during the selection process.

## Our E&D Commitment

At the SPS we are committed to ensuring that everyone in SPS, and those who come into contact with the organisation, including prospective candidates and job applicants, are treated fairly, with dignity and respect for human rights. SPS is committed to advancing equality of opportunity in recruitment and selection, regardless of age, disability, race, religion or belief, marital or civil partnership status, pregnancy or maternity, gender reassignment, gender, sexual orientation or any other personal characteristic or status.

### Name Blind Recruitment

To ensure we support this commitment, our selection approach before the interview stage is managed anonymously, commonly referred to as 'name blind' recruitment. This means that your personal details will be removed from your application during the assessment process.

## Disability Confident Scheme & Reasonable Adjustments

The SPS is a member of the disability confident scheme and under the terms of the scheme, all candidates who consider themselves to be disabled in terms of the Equality Act 2010<sup>1</sup>, and who meet the essential minimum criteria for the post, will be progressed to the next stage of the assessment process.

We will also ensure that we consider and implement any reasonable adjustments you may require to participate in the selection process or during the course of your employment, should you be successful in securing a post. Please ensure that you notify us of any reasonable adjustments requests at the earliest possible opportunity to allow us to make the necessary arrangements.

## Diversity Monitoring

The application process includes a diversity monitoring section and the information you provide here will be treated in strictest confidence and will be retained by HR for monitoring purposes. It will be kept separately from your application form and will not be made available to those involved in the selection decision.

## Reserve List

Where the selection process identifies more appointable candidates than positions available, a reserve list may be created and used for a period of up to 12 months for future appointments to the same role without further assessment.

## Pre-appointment Checks

All applicants will be subject to pre-appointment checks prior to any appointment being confirmed.

Where there are essential qualification requirements identified in the person specification, evidence that you hold these qualifications will be obtained prior to confirming your appointment. Evidence must be in the form of original certificates; copies cannot be accepted.

As an internal candidate you will be subject to pre-appointment checks in relation to performance, conduct, attendance and contractual status. Your status will be checked prior to an offer of employment being made. Your appointment will not be confirmed if you:

- Are subject to unsatisfactory performance (does not meet expectations or partly meets expectations) or equivalent;
- Are subject to a live conduct or disciplinary warning;
- Are subject to a live absence warning (SPS Stage 2, or above) or equivalent;
- Are employed on a temporary contract that was not appointed through fair and open competition (unless in the application of Exception 10);
- Are currently within the probationary period; or
- Do not satisfy the minimum time in post requirements.

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<sup>1</sup> The Equality Act 2010 states that a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. A 'substantial disadvantage' is a disadvantage which is more than minor or trivial. 'Long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring conditions). Further guidance in relation to the meaning of disability is accessible on the Equality and Human Rights Commission website.

Prior to confirming your appointment, SPS will obtain an HR reference from your current HR team, to provide confirmation of your eligibility to take up the new post.

## **Civil Service Values**

All appointees to the Civil Service must be able to fully comply with the requirements of the Civil Service Code and are expected to carry out their role with dedication and a commitment to the Civil Service and its core values which are Honesty, Integrity, Objectivity and Impartiality:

- Integrity: putting the obligations of public service above your own personal interests;
- Honesty: being truthful and open;
- Objectivity: basing your advice and decisions on rigorous analysis of the evidence; and
- Impartiality: acting solely according to the merits of the case and serving equally well Governments of different political persuasions.

## **Data Protection Act 2018 and the General Data Protection Regulation (GDPR)**

Personal information that you provide during any stage of the recruitment and selection process will be treated in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). You can access our full privacy notice [here](#).