



Welcome!

Thank you for your interest in the London Borough of Merton.

These are exciting times at Merton; home to a truly diverse community with a richness of cultures and backgrounds, we pride ourselves on delivering services that are fitter, faster and focused.

We hope you find this information useful. It contains:

- guidance for completing the application form
- information about the Disclosure and Barring Service check
- information about our commitment to diversity and equality of opportunity

It is Merton policy not to contact individual candidates unless they have been short listed for interview. Therefore if you have not heard from us within 6 weeks please assume your application has been unsuccessful. We look forward to hearing from you.

Guidance for completing the application form

It is solely the information contained in your application form that will decide whether or not you are invited to the next stage of the selection process. We assess your application against each item of the person specification using a scoring system, so it is very important you read the job description and person specification very carefully before completing your application form (if available).

You should:-

- o Check each page before moving onto the next page and make sure you complete all sections.
- o Provide your full employment history from the age of 16, including any gaps in employment.
- o Ensure you have provided us with the contact details for two referees. For each employer you include you will be prompted to add referee details, but as long as you provide details of two referees you do not need to list details for every past employer. We reserve the right to approach any past employer for a reference.
- o Check you have addressed all the items on the person specification in the 'Relevant job information' section. You should use each item as a sub-heading and give real examples of how you meet the criteria. These examples can be from any previous work experience, or from education, training, or other activities

(for example family, leisure, voluntary or community work). If you do not address each criteria on the person specification, you may not be short listed.

- o Ensure you do not paste your CV into the 'Relevant job information' section. We do not accept CV's and this will result in your application being eliminated.

Other useful information

Disclosure and Barring Service

The London Borough of Merton uses the Disclosure and Barring Service to assess the suitability of applicants for positions of trust within the borough and fully complies with the DBS checks code of practice. We have a policy on the use of the DBS check on the recruitment of ex-offenders, which is available on our website www.merton.gov.uk/jobs, or on request.

If you are unsure whether you need to disclose a conviction, you can ring the NACRO helpline on 020 7840 6464 (freephone).

We will only ask you to complete a DBS application if it is appropriate and relevant to the job to do so.

Having a criminal record or a caution will not necessarily bar you from employment at the London Borough of Merton.

If a disclosure contains any conviction or caution details, we will ensure that recruiting managers and the relevant Head of Service will fairly consider the nature of the conviction / caution, before making a recruitment decision.

Disqualification and Disqualification by Association

If you are applying for a post which requires you to work in, or manage, any setting where there are children from birth to 5 years, or in a childcare setting, including breakfast or after schools clubs, for children up to 8 years you are required to complete this section of the application form. Disqualification by association asks whether you live in the same household where a person who is disqualified lives or works. This would cover anyone in that household including a lodger, flatmate etc.

Note: If you have been granted a waiver you will be required to provide evidence of this.

Equality and Diversity

We are committed to promoting equality of opportunity and social inclusion, eliminating unlawful discrimination and promoting good relations between employees and between communities of all backgrounds.

We recognise that a diverse workforce is better placed to serve all of the people living, working or learning in the borough. In valuing and promoting diversity, we will do all in our power to be a borough of choice for residents and employees.

Therefore, no one will be excluded from employment (unless justified by a Genuine Occupational Requirement/Qualification) on the grounds of age, disability, (including progressive illnesses such as Cancer and HIV) gender (including gender reassignment and transgender people), race, religion and faith, sexual orientation (gay, lesbian and bisexual people) or trade union membership.

Checklist

Have you?	√
Read through the job description and person specification (if available) so that you know exactly what the job is and the skills, abilities, knowledge and qualifications are required to do the job?	
Given clear, point by point, examples of how you meet the selection criteria in the relevant job information section?	
Read through your application form and made sure that you have completed all sections?	
Kept a copy of the job description, person specification and your application?	

What happens next?

Once the advert has closed, all the application forms we have received are put forward for short listing by a panel, led by the line manager for the post. Your application will be assessed against the criteria in the person specification. If you are short listed you will be contacted and invited to attend an interview. You will receive an email giving you the details of the interview and any other assessment methods being used.

After the interviews, if you are the successful candidate you will be contacted by telephone to offer you the post. This will then be confirmed in writing. All offers are made subject to satisfactory clearances (for example references, medical, DBS checks and/or qualifications checks). If you are unsuccessful at interview you will be notified either by telephone or letter.