

Healthy Lives, Fitter Futures

Terms and Conditions of Employment

During your employment with us your terms and conditions of employment will be in accordance with collective agreements negotiated from time to time by the National Joint Council for Local Government Services. Conditions may be modified by local agreement in full consultation with Trade Unions and Employees.

Salary and Increments

The salary is shown on the advertisement. Employees are paid calendar monthly in equal payments by bank transfer. Where the grade provides for incremental progression, each increment is paid on 1 April until the maximum of the grade is reached.

Hours of Work

These vary across the organisation and will be shown on the job advertisement. Employees are expected to work such hours as are reasonably necessary to fulfil their duties and responsibilities. A flexitime system is in operation in a number of areas within the organisation.

Annual Leave

Basic annual leave entitlements vary according to grade. The minimum entitlement is 21 days plus bank holidays, plus an additional 4 or 5 days (depending on grade) after completing 5 years continuous service.

Continuous Service

If you have previous continuous service with an organisation covered by the redundancy payments (Local Government) (Modification) Orders (Which covers local authorities and related bodies) this will be included in calculating your entitlement to:

- a redundancy payment
- sickness allowance
- annual leave
- notice period

Continuous service will be checked and verified by Human Resources prior to commencement.

Pensions

NBLT have admitted body status into the local Government Pension Scheme (LGPS) which provides for a final salary pension

Probationary Period

The appointment of every new entrant to the service of NBLT shall be subject to a six-month probationary period. During this period provided your performance and conduct is satisfactory and you have demonstrated that you can meet normal requirements of the post, your appointment will be confirmed.

Equal Opportunities / Diversity

We aim to create and maintain a working environment where all forms of oppressive behaviour are unacceptable, and where every employee is able to develop to their full potential.

Work Life Balance

We recognise that parenthood brings additional responsibilities and it is our aim to ensure that as far as possible, employees are able to combine career and family responsibilities. To this end we have policies on maternity, paternity, parental, job-share, home-working, flexible working and adoption leave.

Car Allowances

There are two classes of car user - essential and casual. Essential users are those whose duties are of such a nature that it is essential for them to have transport available whenever required and as such receive a lump sum payment plus mileage allowance. Casual users are those employees who use their transport on a less frequent basis for which a mileage allowance only is paid.

In both cases you will be required to provide a valid certificate of motor insurance that covers you for business use.

Health Check

Successful applicants will be required to complete a detailed medical questionnaire and may be required to attend a medical examination prior to being appointed.

Health problems identified during the examination rarely prevent employment but in most cases may require adjustments to be made which enable the employee to work without risk to themselves and others.

Smoke-free Environment

We are committed to providing a healthy, smoke-free environment for all employees. To this end a policy is in operation prohibiting smoking in all its building

Employee Development

As part of our commitment to developing employees we encourage, support and provide timely learning, training and development opportunities. We recognise that well-trained employees at all levels in our organisation are integral to achieving our business objectives and raising our business performance.

We have access to a wide programme of skilled-based courses and provide assistance for employees to study for professional job related qualifications, with time off and financial support available, subject to certain criteria.

Trade Union Recognition

All employees are free and encouraged to join a trade union. We recognise Unite and UNISON for consultation and collective bargaining purposes

Entitlement to Work in the UK

To comply with the Asylum and Immigration Act 1996, all prospective employees will be asked to supply evidence of eligibility to work in the UK.

Evidence will include official documentation such as a birth certificate, a passport, or a document showing your national insurance number etc.

Application Form Guidance Notes

These guidance notes correspond with the sections which are on the application form.

1 Vacancy Details

Please ensure that you detail the position you are applying for in the space provided. Application No. is for office use only and should therefore be left blank.

2 Personal Details

Please complete all the boxes appropriate to you.

3 Disclosure of Relationships

Please tell us about any relationships you have with Nuneaton & Bedworth Leisure Trust employees or Trustees.

4 Disability / Health Conditions

Please use this section to tell us whether or not you consider yourself to be disabled. We use the Disability Discrimination Act (DDA) 1995/2005 definition of disability which is:

'Any physical or mental impairment which has a substantial and long term (over 12 months) adverse effect on the ability to carry out normal day-to-day activities.'

We also operate a guaranteed interview scheme for disabled people. Those people with disabilities who declare their disability in this section and who fulfil the essential criteria on the person specification will be selected for interview.

5 Monitoring

We would really appreciate you completing this section for us. NBLT is committed to equality of opportunity in employment and service delivery and the information that you provide will help us to ensure fair and equal treatment of applicants and employees alike.

The details you supply will be stored separately to the information on the rest of the application form and will not be used during the selection process.

This information will remain confidential but, should you be appointed, may become part of your personal record.

6 Position Details

Please ensure that you fill in the position that you have applied for. The Application No. should be left blank as it is for office use only.

7 Educational Qualifications and Training

Please use this section to show us that you have the necessary qualifications and training to do the job. You will be required to bring proof of those which you disclose on your application form prior to interview. Please ensure that you read the person specification before completing this section of the form.

If you have membership of a professional body which is relevant to the position you are applying for, please include details.

8 General

Please tick the appropriate boxes in this section of the form. All successful applicants will be required to show proof of eligibility to work in UK before they start and where the position requires, your original driving licence and valid certificate of motor insurance which must cover you for business use.

Please tick the appropriate boxes in this section of the form. All successful applicants will be required to show proof of eligibility to work in UK before they start and where the position requires, your original driving licence and valid certificate of motor insurance which must cover you for business use.

If you are successful at interview photocopies of the documentation will be kept on your personal file.

9 Present or Most Recent Employment / Work Experience

Please tell us about your present or most recent work. This does not only apply to paid work, so tell us about any voluntary work or work experience. Also remember to provide us with a summary of your main duties, responsibilities and any special achievements relevant to this role.

10 Past Employment and / or Work Experience

Again tell us about any previous employment or work experience starting with your most recent first. Please continue on a separate sheet if necessary.

11 Supporting Information

This is your opportunity to tell us about yourself, and how you best fit the requirements of the role. To give yourself the best possible chance of gaining an interview, you need to think about what evidence and examples you can provide to demonstrate that you at least meet the essential criteria detailed in the person specification. If too many applicants meet all of the essential criteria, selection will include some or all of the desirable criteria.

When describing your experience, it is a good idea to give examples of real-life situations which demonstrate your ability to perform certain tasks.

It can be beneficial to tick off each requirement on the person specification as you go along so that you don't miss any when completing your application form.

12 Criminal Convictions and Cautions

NBLT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

Posts involving work with children and vulnerable adults in 'regulated activity' will be required to have an enhanced CRB check. This will be clearly indicated in the advert and role description.

Only the successful applicant will be asked to complete a CRB Disclosure application form.

If the post you are applying for is subject to a CRB check you must provide details of all convictions including cautions, reprimands, warnings, investigations or pending prosecutions irrespective of whether they are spent or unspent under the Rehabilitation of Offenders Act 1974.

For positions that do not require a CRB check we ask that you tell us about unspent convictions including cautions, reprimands, warnings, and investigations or pending prosecutions.

Details of the above should be in a sealed envelope marked private and confidential for the attention of Human Resources.

The criminal record information you are required to provide is not used for short-listing purposes. However, if you are short-listed for interview, your criminal record information will be discussed with you if the interview panel feel it is relevant to the post for which you are applying.

Having a criminal record will not necessarily bar you from working with us. See **Appendix A** for details on rehabilitation periods.

Safer Recruitment

If the post for which you are applying is subject to safer recruitment measures this will include checking information you supply in your application, e.g. verifying employment history and qualifications and references. References will include questions about past disciplinary actions or allegations in relation to behaviour with children. Qualifications may be checked and verified by contacting relevant previous employers.

13 References

When providing details of your referees, please ensure that one of them is your present or most recent employer. If you have just left school, college or university, you should use your contact there as a referee. References should not be provided by relatives, partners or close friends. If you have any problems providing names of referees, please discuss this with Human Resources.

It is normally advisable to inform your referees that you have put them down so that they are expecting the request and therefore are more likely to respond quicker. Appointments will not be confirmed until two satisfactory references have been received.

14 Application Return Address

You should ensure that your completed application is returned to the address given in this section by no later than 5.00 p.m. on the closing date unless otherwise stated.

15 Declaration

This section is basically asking you to sign and date the form to say that you have given us a true and accurate application form and that you have read all the guidance notes which are relevant to you in applying for this position.

Appendix A: The Rehabilitation of Offenders Act (ROA) 1974

The ROA 1974 enables criminal convictions to become 'spent' or forgotten after a 'rehabilitation period'. After this period, with certain exceptions (see below), a person with a conviction is not legally obliged to mention it when applying for a job. The length of the rehabilitation period depends on the sentence given – not the offence committed. Custodial sentences of more than 2½ years can never become spent.

The following sentences become spent after fixed rehabilitation periods from the date of conviction:

Sentence	Rehabilitation Period (under age 18 when convicted)	Rehabilitation Period (over age 18 when convicted)
Prison sentences ¹ of 6 months or less	3½ years	7 years
Prison sentences ¹ of more than 6 months to 2½ years	5 years	10 years
Borstal (abolished in 1983)	7 years	7 years
Detention Centres (abolished in 1988)	3 years	3 years
Fines ² , compensation, probation ³ , community service ⁴ , combination ⁵ , action plan, curfew, drug treatment and testing, and reparation orders.	2½ years	5 years
Absolute discharge	6 months	6 months

¹Including suspended sentences, youth custody (abolished in 1988) and detention in a young offender institution (abolished for under 18 year olds in 2000 and for those aged 18-20 in 2001).

²Even if subsequently imprisoned for fine default.

³For people convicted on or after 3 February 1995. These orders are now called community rehabilitation orders.

⁴These orders are now called community punishment orders.

⁵These orders are now called community punishment and rehabilitation orders.

Disqualifications

The rehabilitation period for a disqualification is the length of the disqualification. If a person is disqualified at the same time as receiving another penalty, such as a fine, the longer rehabilitation period applies. For example, if a motorist is banned from driving for seven years and fined – which takes five years to become spent – the rehabilitation period would be seven years, not five years.

Endorsements

An endorsement cannot affect the rehabilitation period of a motoring conviction. For example, if a motorist is fined and has their licence endorsed, the rehabilitation period would be five years (the length applying to the fine) rather than 11 years (the length of time before a driver convicted of drink-driving is entitled to a clean licence).

Application Form - Top Tips

1. NO CV's!

Please **do not** send us CV's. They **will not** be accepted as a substitute for a completed application form.



2. TICK THE RIGHT BOXES!

When completing your application form please ensure that you demonstrate that you meet all of the **essential criteria**.



3. APPLY FOR EACH POSITION!

Different jobs require different skills, knowledge, competencies and qualifications so please ensure that you submit a fresh application for each job you apply for.



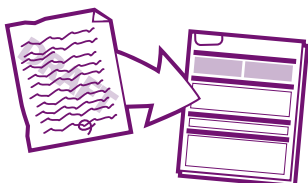
4. FIND YOUR CERTS FIRST!

Read the **qualification requirements** carefully and ensure that you have the **original certificates** before listing them on your application form



5. START WITH A DRAFT!

It is usually a good idea to do a rough draft first as it will avoid mistakes and repetition ensuring that the final version is well organised, well presented and relevant.



6. MAKE A COPY OR TWO!

If you get chance, its always a good idea to keep a copy of your form so that you can see what you have written. This is especially useful should you require feedback about your application/interview.



7. KEEP IT TOGETHER!

Do take care to ensure any additional sheets have your name and position applied for on and that they are securely attached to your application form.



8. CHECK & CHECK AGAIN!

If you get the opportunity, ask someone to check your form before you send it to us.



9. DON'T BE LATE!

Your completed form should arrive by no later than **5.00pm** on the closing date stated.



GOOD LUCK!