

Perth & Kinross Council

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Working for Perth & Kinross Council

At Perth & Kinross we employ a wide range of people from IT experts to social workers, not to mention accountants, designers, PR people, gardeners, drivers, planners, cooks, HR professionals, classroom assistants, solicitors, environmental health officers, dog wardens, and administrators, to name but a few. We are committed to staff development and there are a number of career paths available.

Searching/Applying for a job

You can search and apply for the latest externally advertised jobs in Perth & Kinross Council via the Myjobscotland website at <https://www.myjobscotland.gov.uk/councils/perth-and-kinross-council>.

Perth & Kinross Council employees can find both internally and externally advertised jobs via [PKC Vacancies](#) on the *eric* homepage. If you wish to apply for an internal job from home, you should email the link for the relevant job to an email account you can access from your home. You can do this by copying and pasting the relevant link from the search engine search box.

Our vacancy advertisement normally gives an overview of the job and the main criteria that we are looking for in candidates. More detailed information, including the job purpose, the main accountabilities of the role and job specific requirements (essential and desirable), can be found in the job profile which is always attached through a link at the bottom of the advertisement. This helps you to determine whether or not you have the skills/qualifications, experience and knowledge needed for the role.

You can apply for any vacancy by completing the online application form on the Myjobscotland website. When completing an online application, ensure you provide evidence of your specific experience, skills, knowledge and qualifications that are relevant to the post by providing examples when you have gained or used the skills, etc.

To improve your chances of being invited to attend an interview, you should ensure that your answers relate to the essential and desirable criteria within the job profile.

Completing the Application Form

Before you start your application, ideally you should have your qualifications, work experience and referee details to hand (you may wish to record this information on a word document – making it easier for you concentrate on tailoring your answers to the specific post for which you are applying).

Our application form consists of 4 parts:

Candidate Personal Information

- Personal details (name, address and contact details).
- Email address (all correspondence will come through this email address).

Standard Application information

- Education/Qualifications
 - For example – National 4/5, Standard Grades, O levels, Highers, SVQ, HNC, HND, Degree.
- Work experience/history
 - You should include part-time, full-time, supply/casual/relief and voluntary work.
 - You should provide details of the job ensuring that the person reading your application will understand what was involved in the role.
- Professional memberships
 - For example – GTC(S) (Teaching (Scotland)), SSSC (Social Work/Care), HCPC (Occupational Therapy), RIBA (Architects), etc.
- Courses
 - Relevant courses, for example - first aid, violence/aggression at work, manual handling.
- Referees
 - External candidates are required to provide details of two referees and internal candidates are only required to provide one referee.
 - Preferably, both referees should be current/previous employers and at least one of your referees must be your current/most recent employer.
 - We normally contact referees by email, so it is important that the correct email address is provided. If no email address is available, provide the full business address of the referee.

- You should ensure that your referees are willing to provide a reference for you before adding their names to your application.
- References are only collected for the preferred candidate when it is understood that the candidate wishes to proceed.

Application Questions

- We use different application questionnaires, depending on the type of job being advertised. Some application questions will be specific to the role, for example, “Please provide details of your experience using Management Information Systems, IT Networks and Microsoft products”.
 - Other questions may be more general, for example, “Please include any additional information, with particular reference to the job profile, which you feel will support your application.”
- Ensure that you include all of your skills, knowledge and experience relevant or transferable. It would not be enough to state “I have experience of using computers.” You will be expected to expand your answer giving examples of occasions when you have used these applications and for what purpose. You should tailor your answers evidencing where you meet all of the essential criteria and also where you meet any desirable criteria within the job profile.
- In order to be eligible for an interview, as a minimum you must meet all of the essential criteria and as much of the desirable criteria as possible.
- From your application, the recruiting manager should be able to assess where your experience, skills and knowledge meet the essential criteria and as much of the desirable criteria as possible. The manager cannot make assumptions.

Diversity Questionnaire

- This part of the application form is used for statistical purposes only, it does not form part of the selection process, and it is not available to the recruitment panel. The questions are mandatory but you can choose to ‘Prefer not to answer’ if you wish.

Shortlisting of Applications

When the vacancy closes, the recruitment panel reviews all applications using the job profile to determine whether or not your knowledge, experience, skills and qualifications appear to meet all of the essential criteria and any of the desirable criteria.

A decision is then made regarding which candidates have demonstrated that they meet the essential and desirable criteria and will be invited to interview.

Guaranteed Job Interview Scheme

All of our application questionnaires provide the opportunity to declare any disability that you would like to be taken into account under the Guaranteed Job Interview Scheme. If you do wish to declare a disability you need to indicate this at the appropriate place on the application form. Consequently, if you have provided enough evidence that you meet all of the essential criteria detailed in the job profile, you will be guaranteed an interview.

Invitation to attend an Interview

We will email the interview invitation to you at your email address held on MyJobScotland. This will confirm that you have been invited to attend an interview and will normally ask you to book a time slot online via a link at the bottom of the email. You should regularly check your email to ensure that you do not miss the invitation or any other relevant updates on the vacancy.

The Selection Process

We use a variety of selection techniques to ensure we appoint the right candidate to the right job.

Most of our vacancies involve a selection interview consisting of a series of questions. In addition, some selection processes may include other selection tools such as example scenarios, presentations, written exercises or practical tests. If the selection process involves anything in addition to the interview, you will be notified of this in your invitation to interview.

The Interview

Selection panels usually consist of between two to four officers, including the line manager of the position being filled who is usually the chairperson of the panel. However, head teacher and chief officer posts may consist of a larger interview panel. Panel members usually take turns to ask questions and take notes throughout the interview. Sometimes the panel does not like the candidate to refer to notes during the interview and you will be informed in your invitation if this is the case.

When you come to interview, you may find it useful to bring along a copy of your application form and the job profile. You can then read this whilst waiting for your interview and it will be fresh in your mind when you begin the interview.

If the position requires a specific qualification, you should bring along your original qualification certificate to evidence that you hold this and to allow the panel to take a copy for future reference.

Your interview invitation will outline the additional documentation that you need to bring to interview, for example, if the post requires a Disclosure

Scotland or membership of the PVG Scheme, you will need to bring along three original forms of identification. In addition, you will need to bring along original identification suitable to evidence your right to work in the UK.

Please ensure that you arrive at your interview destination in plenty of time, if you arrive late it is not guaranteed that the interview panel will be able to see you.

Assessment/Test Centre

Some selection panels require you take part in formal testing. If this is part of the selection process, you will be notified of the details in your invitation to interview.

Testing may involve having to complete an online psychometric test, attendance at an assessment/test centre, or both. Formal testing is normally conducted by officers who are fully trained in the techniques of critical reasoning, occupational ability and psychometric testing.

Preferred Candidate (Subject to checks)

If after interview, you are identified as the preferred candidate, the chairperson of the panel will contact you by telephone to make a verbal offer subject to satisfactory pre-employment checks. If you indicate that you would accept this offer, you will be sent an email confirming your status as preferred candidate. We then begin to progress your pre-employment checks.

Pre-employment Checks

Pre-employment checks must be carried out before a start date can be agreed and a before a formal offer can be issued. The following checks may be required depending on the conditions of the vacant post:

- Right to Work in the UK documentation (all posts). Suitable documentation includes:
 - Passport
 - Residency Permit/visa/work permit
 - National Insurance Number
 - Full birth certificate
- References (all posts)
 - Upon receipt of the confirmation of your preferred candidate status, you should inform your referees that we will be contacting them in the near future and ask them to provide a quick response.
- PVG/Disclosure (designated posts)
 - If relevant, you will receive the relevant application form which should be completed and returned to the PVG Team by post (if your identification has already been verified) or in person (if you still need your identification to be verified). Upon receipt of the form,

the PVG Team will process the form and send it to Disclosure Scotland

- Overseas Criminal Record Checks
 - If you have spent more than 3 months working or living outside the UK in the last 5 years and the post you have applied for requires a PVG/Disclosure, you will be required to provide a copy of an Overseas Criminal Records Check, to cover the period of time you have been out of the UK
 - Timescales vary depending on which country is to provide an Overseas Criminal Records Check. Ideally, therefore, you should apply for the appropriate check as soon as possible to avoid possible delays in a commencing employment.
- New Employment Health Assessment (all posts)
 - You will be sent an online form to complete and return to our Occupational Health providers

When all of the pre-employment checks have been received to a satisfactory level, the chairperson of the panel/recruiting manager will contact you to agree a start date and your starting pay. A formal offer of employment confirming this will soon be sent to you by email. A Personal Details form will also be sent to you for completion if you are not currently an employee.