HARINGEY COUNCIL

LONDON BOROUGH OF HARINGEY

Home to approx 216,000 people, Haringey covers 11.5 square miles in the centre of north London. To the west of the borough is Alexandra Palace and Park; to the east Tottenham Hotspur football ground. In the centre is Wood Green, one of the largest shopping and service centres in London which includes Shopping City, a large undercover shopping mall.

A special feature of Haringey is the borough's large and diverse black and ethnic minority communities. These include substantial numbers of people of Afro-Caribbean, Cypriot, Asian and Irish ethnic origin. Estimates from the 1991 Census show that in Haringey 43.2% of the population are from black and ethnic minority groups.

Haringey is well served by roads and public transport. There is rapid underground access to the city centre on the Victoria and Piccadilly lines and by the British Rail to Liverpool Street, King's Cross and Moorgate. The refurbished Tottenham Hale station is a key interchange between the Victoria Line and the Stanstead Express, which takes just 30 minutes to reach London's third airport. Haringey lies just inside the North Circular Road, which has been upgraded, and in Tottenham, Watermead Way gives access to the M25 in less than 10 minutes.

Eastern Haringey, traditionally part of London's major light industrial belt, has suffered from a substantial economic decline in recent years. The problem has been recognised both nationally and by Brussels. The Government awarded Assisted Area status to the north east part of the borough to encourage new business into the area. In addition, the European Union has included the eastern part, along with the wider 'Lee Valley corridor', as the only part of London eligible for assistance under 'Objective Two' of the European Regional Development Fund.

In addition, the Council and its partners have made successful bids for £60m from the Government's Single Regeneration Budget.

KEY

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1 Civic Centre
2 Cumberland Road
3 Alexandra House
4 48 Station Road
5 Hornsey One Stop Shop
6 Hornsey Town Hall
7 639 High Road
8 Contract House
9 Tottenham Town Hall
10 Apex House, One Stop Shop
11 Wood Green, One Stop Shop

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1 Alexandra Palace
2 Shopping City
3 Wood Green Crown Court
4 New River Sports Centre
5 Tottenham Hotspur Football Club
6 Technopark
7 Tottenham Green Leisure Centre
8 Park Road Pools

HARINGEY COUNCIL

Haringey Council consists of 59 elected members or councillors. Each councillor represents a small area of the borough known as a ward. Currently, 54 of Haringey's councillors are Labour Party representatives, three are Liberal Democrats and two are Conservative.

Council Structure

The Council is organised into five directorates that are responsible for a range of services and each is headed by a director. There is also a small central unit known as the Strategic Unit. The Chief Executive, who is the principal advisor to the Council, is the line manager to the directors and to the Head of the Strategic Unit and is the main link between these officers and councillors.

Corporate and Service Plans

The Council has a Corporate Plan which covers a four-year period and defines the overall direction, values, aims and objectives of the Council. It establishes a framework to ensure that the services the Council provides work together to achieve a common purpose. In addition, each directorate produces a Service Plan which details its own service delivery issues and priorities.

Equal Opportunities

The Council has developed a number of equal opportunities policies both in relation to employment and service provision. However, with the changing role and scope of local authorities – brought about by government legislation and reduced financial resources – we now have a commitment to MAINSTREAM equalities as the best way of ensuring equality of opportunity for all. Mainstreaming means that the Council will seek to ensure that the Corporate and Service Plans, and all its policies, practices and procedures reflect and incorporate its equalities objectives. This work is supported by a small, central equalities team and equalities officers based in directorates. However, it is the responsibility of all employees to progress the Council's equal opportunities aims.

Equal Opportunities Policy Statement

"In the provision of services and the employment of staff, Haringey Council is committed to promoting equality of opportunity for everyone. Throughout its activities, the Council will treat all people equally and will ensure that no job applicant or employee receives less favourable treatment than another. The Council is committed to eliminating discrimination on the grounds of age, colour, disability, ethnic origin, gender, HIV status, marital status, nationality, national origins, race, religious beliefs, responsibility for dependants, sexuality or unrelated criminal conviction. It is the responsibility of every employee of the authority to uphold and implement this policy and the direct responsibility of management to manage and plan council services so as to realise this policy in keeping with council objectives."

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GUIDANCE NOTES FOR APPLICANTS

Completing the application form is the first stage of the selection procedure. The information you provide in it is the only information we will use in deciding whether or not you will be shortlisted for an interview. It is, therefore, very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

The following notes are designed to help you, particularly if you do not have experience of filling in application forms. All information you provide is confidential.

The application form may be photocopied. Please type or write clearly using black ink.
A curriculum vitae will not be accepted. However, if you are disabled and your disability means you cannot complete the application form easily, we are prepared to accept your details in some other suitable medium. Please note that applications received after the published closing date will not be considered.

NB Before you start, read carefully the job description and candidate specification, which have been sent to you along with the application form.

The Job Description describes the main duties and responsibilities of the job.
The Candidate Specification describes the necessary criteria – i.e. skills, knowledge, experience and qualifications – that are needed to do the job. You will need to have all the essential criteria, and it is an advantage to have some or all of the desirable/useful criteria.

COMPLETING THE APPLICATION FORM

You may find it useful to complete a draft in pencil or to make some notes first. Fill in all sections of the form – you do not have to fill up all the space given. However, if you need more space, continue on a separate sheet. Put your name on each sheet and indicate on the application form how many sheets are attached. Read your completed form through carefully to check for any mistakes. Return to the address shown at the top of the application form.

SECTION 1

Personal Details

If you require a work permit and are offered a job, you will need to provide evidence that you have a current permit.

The Council is working towards becoming an equal opportunities employer and expects all successful applicants to support its equal opportunities policies actively. All applicants must complete the monitoring section. This information will be used only for monitoring purposes and is not used as part of the selection process.

SECTION 2

Present or Most Recent Employment (if any)

Give an outline of your main duties and responsibilities. You can provide further details in Section 6 – Additional Information.

SECTION 3

Previous Employment and Work Experience

It is essential here that you include all relevant work experience that you have had. This should include any part-time or temporary jobs or work undertaken on a voluntary basis, particularly if you have not been employed before.

Outlining your previous work experience or other responsibilities may help you recall knowledge and skills that you have taken for granted and which you have taken for granted and which are a clear sign of your ability to do the job. Continue on a separate sheet if necessary.

SECTION 4

Education and Qualifications (since age 11)

Make sure you give all the information needed including dates and level of any examinations passed. If shortlisted, you may be required to provide evidence of your qualifications.

SECTION 5

Training Courses Attended if Relevant

Mention any short courses that you have attended, including dates, that are particularly relevant to the job you are applying for.

SECTION 6

Additional Information

This section of the application form is very important. **It is where you make your case for the job!**

(a) Read carefully the advertisement, the job description and the candidate specification, which describes the necessary skills, experience and qualifications we are looking for.

(b) You will be assessed on whether you have demonstrated the necessary experience, qualifications and ability to carry out the duties as outlined in the candidate specification. This may be from your current or previous job, or from community or voluntary work, particularly if you have not been employed on a full-time basis before, or have been out of paid employment for a long time.

For example, you may have considerable domestic responsibilities, or may organise social or community activities in your spare time.

(c) Ensure that the information you provide is well organised, relevant and that you have covered everything in the candidate specification. You should show how and to what extent you have gained the skills and experience necessary for the post. Give specific examples of the work you have been involved in and write in a positive way, (e.g. ***I was responsible for…I organised…)***. Remember to give details of **your** responsibilities rather than those of your section. You can continue on a separate sheet of paper if necessary.

SECTION 7

References

You should provide the names and the addresses of two people who know you and who are able to comment on your suitability for the post. One of these should be your current or most recent employer. If you are a school or college leaver, give your head-teacher's or your tutor's name. It is always advisable to make sure that your referees know you have used their names before we contact them. If you have ticked the box on the application form indicating you do not want references taken up prior to interview, we will only contact your referees after you have been interviewed. The appropriateness and accuracy of references will be checked. You are also advised that any previous employer may be contacted to verify the details you provide.

Finally, when you have completed your application, read through your form carefully, checking for errors or omissions. You may find it useful to keep a copy for yourself. Make sure you send your application form well before the closing date.

Rehabilitation of Offenders Act/Disclosure of Criminal Convictions

i) Exempt Posts

If you are applying for certain posts you must always declare any pending prosecutions, cautions or convictions even if they would otherwise be regarded as spent under the Rehabilitation of Offenders Act 1974 (amended 1986). These posts are referred to as 'exempt' because they are not covered by the Act,eg nursery worker, youth worker, social worker, accountant, solicitor etc.

If it is indicated that the post you are applying for is exempt, you must complete the section on the application form and attach details of any pending prosecutions, cautions or convictions on a separate sheet. It does not matter how long ago or what type of sentence you received. You must declare it.

We are also entitled, under arrangements introduced for the protection of children, to check with the police for the existence and content of any criminal record of the successful applicant for a job involving substantial unsupervised access to children. Information received from the police will be kept in strict confidence and will be destroyed immediately the selection process is completed.

ii) All Other Posts

If you are applying for any other Council post, you do not need to complete the section on the application form. However, if you are shortlisted for the post and invited for interview, you will be asked to disclose any pending prosecutions, cautions or convictions you may have which are not yet spent. Further information will be sent to you at that stage, together with a form for you to complete.

Any information you provide us with will be treated in strict confidence. The disclosure of a criminal record will not debar you from appointment unless the selection panel consider that the conviction renders you unsuitable for appointment. In making this decision the panel will take into account the nature of the offence, how long ago and what age you were when it was committed, and any other factors which may be relevant, including appropriate consideration in relation to the Council's Equal Opportunities policies.

Failure to declare a pending prosecution, caution or conviction may disqualify you from appointment or result in a summary dismissal if the discrepancy comes to light at a later date.

Shortlisting and Interviews

After the closing date, the application forms are read very carefully and the information you provide is matched against the requirements to do the job well. Those candidates whose applications most closely match the candidate specification will be invited to attend an interview. Unfortunately, for reasons of economy, it may not be possible to inform individuals if they have been unsuccessful with their application, even if a stamped addressed envelope has been provided. Generally, if you have not heard from us within 28 days of the closing date for the post, you should assume you have not been successful in your application.

The interview panel is normally made up of three to four people who will ask the candidates a set of questions, which are agreed beforehand. The questions have been chosen to allow you to expand on your application and to show the panel the extent to which you meet the most important requirements of the post. You will have the opportunity to ask questions about the job, conditions of employment etc. The panel keeps a record of their assessment of each candidate so that the reasons for their decisions are clear, consistent and objective. You should not be worried, therefore, by the panel taking notes. Applicants who are unsuccessful following an interview will be informed individually.

Complaints

If you wish to make a complaint, this should be addressed to the 'Head of Personnel' of the Directorate in which the post is based.

We hope these guidance notes have been helpful and we wish you luck with your application. If you are not successful this time, please do not be discouraged. Your skills and experience may be what we need for our next vacancy. Always pay particular attention to the candidate specification and remember, **the most important thing is for you to tell us about yourself –** we are unable to guess or make assumptions.

HARINGEY COUNCIL

INFORMATION FOR DISABLED APPLICANTS

As a result of the employment provisions in the Disability Discrimination Act 1995 (DDA) the Council has reviewed its positive action policy on the recruitment of disabled people.

We remain committed to increasing employment opportunities for disabled people and encouraging all disabled people to apply for jobs with us. In light of the DDA we have introduced a guaranteed interview scheme.

The guaranteed interview scheme provides that any disabled candidate who meets the essential criteria for the job will be guaranteed an interview alongside other shortlisted candidates. The final appointment, nevertheless, will be on merit.

The Disability Discrimination Act defines a disabled person as someone with "*a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities*".

If you consider you have a disability and would like to take advantage of the guaranteed interview scheme, please complete the form below and return it with your application form.

If you have any specific requirements in relation to attending an interview or to assist you at work, please provide details where indicated on the application form.

If successful, you will be asked to provide details of your disability to our Occupational Health Unit as part of our pre-employment procedures. The information will be treated in confidence and will be used to ensure the Council's compliance with Health & Safety regulations.

We hope these guidelines are helpful. However, if you have any questions or want to discuss your application in confidence, please contact the Personnel Section in the Directorate in which the job is located.

Disabled Applicants Only

I have read the DDA definition of a disabled person above. I consider I have a disability under this definition and would like to take advantage of the guaranteed interview scheme.

Signed _____ Date ___/___/___

Job applied for _____