



How to Apply for Jobs @ www.birmingham.gov.uk/jobs

Birmingham City Council has a wide range of current vacancies on our recruitment website birmingham.gov.uk/jobs and this site is regularly updated.

Our online recruitment service provides you with instant access to information on the latest vacancies, at the touch of a button. You can view the vacancy Applicant Information Pack online. The pack contains all the essential information to support you with submitting an application. The job description states what the job entails and the person specification show you the skills, abilities and experience needed to do the job.

We offer a choice of options of how you can get hold of and submit an application form. You can opt to complete an online form, downloading a form to your PC to complete off-line, or if you prefer, you may choose to print the application form to handwrite and return by post.

Below you will find all the essential information and guidance you need to search for vacancies and to complete and submit an application form, by us answering the following questions:

- [How Do I Find A Suitable Vacancy?](#)
- [Why The Applicant Information Pack Is Important? & Content](#)
- [Where Can I Get An Application Form? - The Options Available](#)
- [Guidance Notes For Completing An Application Form](#)
- [I Have Completed My Application Form - What Happens Next?](#)

Accessibility:

A full copy of the online 'How to Apply Guidance' is available in Large Print as a PDF document on our website. Alternative information formats i.e. other large print formats, audio and/or Braille Applicant Information Packs, Application Forms and How to Apply Guidance are available on request. For these formats please telephone 0121 464 1111 (8am to 8pm Monday to Friday).

How Do I Find A Suitable Job Vacancy?

When you access our online recruitment service you will have instant access to vacant jobs.

The 'List All Vacancies' option will display a complete list of the current jobs in alphabetical order by job title. You can tailor your search using the job search criteria to meet your own requirements, for example selecting a specific salary range.

The [Search Facility](#) enables you to tailor your job search using the following criteria options: -

- Job reference number (vacancy code given in the advert)
- Salary range
- Occupational field
- Service area
- and/or sort jobs by salary, job title, contract type or closing date.

Once you have located a job of interest, you need to look at how your experience, skills and abilities match against the job criteria given in the Job Description and Person Specification, which are contained in the Applicant Information Pack.

For details on the content and importance of the applicant information pack, see [Why The Applicant Information Pack Is Important? & Content](#).

Why The Applicant Information Pack Is Important? & Content

Each job vacancy has its own unique Applicant Information Pack. The pack contains an applicant letter, job description, person specification, information for people with a disability, an application form, and guidance notes on completing the application form.

By reading through the information in the applicant pack you will gain essential details and guidance on the vacant position and application process. The pack will tell you what the job entails and what skills, abilities and experience are needed to do the job. This information will support you

when writing your application form, because it shows the criteria we look for when considering applications and selecting people to invite for interview.

Applicant Information Packs can be viewed online and printed, or saved onto your own PC (if you have Adobe Acrobat Portable Document Format (PDF) software).

Please note the job applicant information will only be displayed online until the day of the closing date.

Applicant Information Pack Content

The information pack provides guidance on the recruitment process and vital contact details. For jobs in Council Service areas the pack consists of 4 attachment documents:-

- 1) Applicant Information
- 2) Job Description and Person Specification
- 3) Disability Employment Team Leaflet
- 4) Application Form

Together these documents provide you with all the essential job details and vital guidance notes needed to make an application. A brief description of what the applicant pack contains is given below. Applicant information packs for jobs in schools will differ and for some jobs other information may also be included.

1) Applicant Information

Letter to Applicants: Important information on the application process; where to submit your application form and essential details on providing reference contacts.

Employing Disabled People Our Commitment to Applicants: Birmingham City Council welcomes applications from people with a disability and is committed to ensuring employment practices for disabled people are based on the social model of disability, to eliminate unlawful and unfair discrimination.

Guidance Notes: Before completing your application form, please ensure you read the [Guidance Notes](#). These notes explain how each section of the application form should be completed, particularly 'Section 12 - Information in support of your application'. Separate guidance notes are provided for Teaching vacancies and Head and Deputy Head vacancies.

2) Job Description and Person Specification

Job Vacancy Advert: Copy of the advert text is provided for reference purposes and shows the vacancy closing date. You must ensure that we receive your application form by no later than the closing date, for your application form to be accepted for shortlisting.

Job Description: Details what the job involves, the purpose of the role and lists the day-to-day duties and responsibilities of the job.

Person Specification: Lists the experience, skills and abilities needed to carry out the duties and responsibilities of the job. Every application form we receive will be compared against the criteria listed on the Person Specification, so it is very important that you look at the Person Specification, before and when completing your application form. In Section 12 of the application form you need demonstrate, by giving examples of how you have the essential experience, skills and abilities listed in the Person Specification (refer to the application form guidance notes).

3) Disability Employment Team Leaflet

Birmingham City Council Welcomes People with Disabilities Leaflet: The Disability Employment Team are available to provide practical support to applicants with a disability throughout the application and recruitment stages.

4) Application Form

Application Form: Application Forms must be completed in FULL and submitted in response to an advertised vacancy. Before you start writing your application form read through the Guidance Notes, which provides key information on how to complete each section of the form. CV's are only accepted when accompanied by a completed application form.

Once you have identified a job you want to apply for, you need to decide on the option of how you wish to submit your application form. For details on the options available, see [Where Can I Get An Application Form? The Options Available](#).

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Application Forms and How to Apply Guidance are available on request. For these formats please telephone 0121 464 1111 (8am to 8pm Monday to Friday).

Where Can I Get An Application Form? The Options Available

Once you have found a job, read through the information in the Applicant Pack and have decided to make an application, you then need to complete an application form.

Because we endeavour to meet the individual needs of applicants, we offer the following ways for you to access and submit your application form.

Options available are:-

Word Document Application Form: You can download a Word document Application Form onto your PC to complete off-line. Select 'Word Application Form', and Save (by selecting File and Save As). Once you have completed this application form you can submit it, either by e-mail as an attachment or you can print the form to send to our postal address. This option enables you to keep a copy of your completed application form on your PC.

Print to Handwrite the Application Form: If you prefer to handwrite your application form you can select and print the PDF version application form. You can then send your completed form to our postal address. If you do not have Adobe Acrobat Portable Document Format (PDF) software to download this form, you can print and handwrite the Word Document Application Form.

It is important that you read all the information contained in the Applicant Information Pack before you start writing your application form, especially the Job Description and Person Specification. The [Guidance Notes](#) will provide you with important information on how to complete each section of the application form. Separate guidance notes for Teaching vacancies and Head and Deputy Head vacancies.

For details on the next stage of the recruitment process, see [I Have Completed My Application Form - What Happens Next?](#)

If you are unable to apply using the above methods or encounter technical difficulties accessing the applicant information and application form, you can telephone Contact Birmingham on 0121 464 1111 (8am to 8pm Monday to Friday). Please quote the vacancy reference number where provided.

Application Form Guidance Notes

Birmingham City Council, the largest council in the country, employs around 50,000 people in a number of directorates which provide a vast range of key services to the citizens of Birmingham.

The City Council has an Equal Opportunities in Employment Policy. This means that we welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, responsibility for dependants, religion, trade union activity and age. One of the City Council's main aims is that all levels of its workforce should reflect the City's population and that everyone seeking jobs and promotion within the City Council has an equal chance. Some of the ways in which we do this are by:

- advertising jobs widely to enable all sections of the community access to our jobs;
- making sure that we only ask for particular qualifications or experience if they are essential.

The Equal Opportunities and Employment Policy is here to ensure that both present and future employees are treated fairly. If you become a Birmingham City Council employee, you will in turn be obliged to follow this policy.

The application form

Completing the application form is the first step in the recruitment process which may lead to an interview and the possible offer of a job. It is therefore most important that you complete ALL sections of the application form which are relevant to you as clearly and fully as possible. If you are unable to complete the form, you may ask someone to do it on your behalf. If you have a disability and would prefer to submit your application on tape or in another format – you may do so. Your recording should follow the format of the application form.

Criminal records bureau (CRB) disclosures

For posts where there is contact with, or access to personal records relating to children, young people and vulnerable adults, a CRB Disclosure will be required. The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 does not allow employees with access to children, young persons under the age of 18 and vulnerable adults the right to withhold information regarding previous criminal convictions, cautions and bindovers, including those regarded as 'spent' - all must be declared. You should be aware that we have a policy on the recruitment of ex-offenders and a copy is available on request. A criminal record will not necessarily be a bar to obtaining a position.

Section 1: vacancy details

This section may have already been completed by Contact Birmingham, but please check that all the details are complete and correct. If they are not included please refer to the job advertisement to fill in this section.

Section 2: personal details

Please enter your personal details fully and clearly so that we may contact you about your application.

We only need to know if you have a driving licence if this is a requirement of the job.

If you do not currently have an National Insurance Number, please leave this blank.

Please provide eligibility of your Right to Work in the UK. Please note: original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment the copy of your identification documents will be retained on file under the regulations governed by the Immigration, Asylum and Nationality Act.

Section 3: general information

If you are related to a Councillor or an employee of the City Council we ask you to tell us so that we can make sure all applications are treated fairly. Canvassing any Councillor or employee of the City Council (i.e. seeking to

gain an unfair advantage through personal contacts) will disqualify your application.

As part of the City Council's Equal Opportunity in Employment Policy most of the City Council's vacancies are open to job sharing. This normally means that two people can voluntarily share one full time job.

They share the pay and other benefits in line with the hours worked; the split need not be 50/50. It is not necessary to apply with a partner. If you would like to job share the job you are applying for, please tick the relevant box. Further information is available online.

Section 4: arrangements for interview

If you have a disability, please complete this section so that we can make suitable arrangements if you are called for an interview and/or a work based exercise.

Section 5: education/qualifications

We are interested in any form of education you have followed, including any courses which did not lead to an examination or qualification. We will take full note of any education or qualifications gained overseas or as part of an employment training scheme. Successful candidates will be required to provide proof of qualifications.

Section 6: training

Please include any training gained through work or other activities, which you feel, is relevant to the job you are applying for.

Section 7: membership

This section refers to membership of institutes or organisations relevant to the job you are applying for, such as Professional, Occupational or Trade Membership.

Sections 8 & 9: past & present, or most recent employment

We require information on past or present employment. If you have recently left school or college, or a training programme and have not yet had a full-time or permanent job, please give details of any other employment that you may have had such as work experience, part-time, holiday work or voluntary work.

section 10: retirement/dismissal

Please ensure you tick the appropriate box.

Recruitment monitoring

All applicants are requested to complete this section including those that submit a CV.

You are asked to complete this section to enable us to monitor the effectiveness of our Equal Opportunity in Employment Policy. To do this we need to know:

- your ethnic origin
- whether you are male or female
- whether you have a disability
- your employment status
- your sexual orientation
- your religion
- how did you first find out about this job?

Please help us by ticking or completing the appropriate boxes in this section. Any information gathered will not identify individuals, but will only be used to measure how we are progressing. Some of the information may also be used because we have a policy of guaranteeing an interview to people with disabilities who meet the essential requirements of the job.

Section 11: references

References will be taken up before appointment. In any instance the references will only be considered once interviews have taken place to support the Selection Panel's decision. Please give the names and addresses of two referees. If you are employed or have been employed in the past, the first referee should be your present or most recent line manager/supervisor or other person in your organisation designated to provide references.

For jobs where you will be responsible for money or stock including Computer Systems Analysts and Programmers, you must ensure you provide details of former employers to cover the last twelve months. If you are unable to provide an employer reference for reason of unemployment or where your employer no longer exists, you are asked to name referees who are able to verify your good character. School or college leavers should give a Head Teacher or their college principal as the first referee. "Job Title" (if applicable) refers to the referee, e.g. Manager, Head Teacher. "Relationship to you" refers to how they know you, e.g. immediate supervisor, neighbour etc. If you have changed your name, e.g. by marriage or deed poll or are known by a nickname, please indicate the name that your referee(s) know(s) you by.

Section 12: other information in support of your application

When completing this section you can mention any experience gained through work, school, college, at home, in voluntary work, on work experience or through hobbies.

Think about how you can draw upon your skills and experience, and then match these against the criteria set out on the person specification. You should avoid bland statements such as "I have all the skills and abilities mentioned in the person specification" and fully explain how you meet the requirements e.g. if the person specification asks for "experience of working with elderly people", you need to explain when, where and what was involved, e.g. "I helped to care for my grandmother for 3 years. She lived in the family home and I helped her to wash and dress each morning. I also helped with personal care including..."

For Section 12 only, you may enclose a Curriculum Vitae (CV). You should ensure it contains sufficient information to assess whether you possess the essential requirements for the job when the selection panel is shortlisting. Should you choose to provide a CV for this section you must complete all other sections on the application form.

Section 13: data protection act 1998

Please make sure that you have signed and dated the application form to confirm that your details are correct and complete. The falsification of information on the form will result in the application not being pursued or your contract being terminated if you have already been appointed.

What happens next?

After the closing date, shortlisting will be conducted by a Panel, who will match your skills/experience(s) against the criteria in the Person Specification.

If you meet all the essential criteria for the job and have a disability you will be guaranteed progression to the next stage of the selection process. The selection process may involve an interview(s), a short presentation or other work-based exercise.

The Person Specification indicates how the criteria will be assessed, e.g. 'AF' = application form, 'I' = interview, 'T' = test, 'P' = presentation and 'E' = exercise.

You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

Each application is given equal consideration. The selection panel treats all applicants fairly and makes no assumptions about you. We look at what you tell us about yourself on the application form.

In the interest of economy we only acknowledge receipt of your application if you include a stamped addressed envelope.

We look forward to receiving your application.

I Have Completed My Application Form - What Happens Next?

Once you have completed your application form, send your form in either by e-mail or by post to the address given.

If you return your application form by post, please ensure the correct postage is paid. Application forms without the correct postage will regrettably be returned to sender.

Your application form must be received no later than the advertised closing date.

When we receive your application form it will be registered, then a day or two after the closing date your application form will be passed to the recruitment selection panel to shortlist.

Each member of the selection panel will read your application form and will be looking at how the information you have written about your experience, skills and abilities, match the criteria shown on the person specification.

The selection panel as a team will make the decision on whether you will be invited for an interview. The selection panel can only assess your suitability for interview from the information you have written on your application form, so demonstrate your experience, skills and abilities fully and clearly.

If you are successful at the shortlisting stage, you will normally be notified by letter of the interview date and time. Where applicable, the invite to interview letter will also confirm arrangements of any work-based exercise/test or presentation. The person specification indicates how the assessment criteria will be assessed i.e. work-based exercise (E), test (T) or presentation (P).

Please note, if you have not been contacted within 28 days of the closing date, you may assume that you have not been selected for an interview on this occasion.

Now you have all the necessary guidance you need, all that remains is to wish you all the best in searching job vacancies online and applying for jobs at birmingham.gov.uk/jobs.

Search current jobs

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