

How to apply for a job with Portsmouth City Council

Please follow this guide to complete your application. It helps us get recruitment right first time – and gives you the chance to make sure the role is right for you.

⚠ If you've been made redundant by Portsmouth City Council within the last year, or you have applied for the same post in the last six months please do not submit an application – it may be set aside.

The essentials

- Make sure you include all the information requested – use the checklist
- Make sure you read the job profile closely – make sure it's right for you
- Send your application to **recruitment@portsmouthcc.gov.uk** or post it to Recruitment, Portsmouth City Council, Floor 1, Core 5, Civic Offices, Guildhall Square, Portsmouth, PO1 2EP

Checklist

- Job reference number
- Where you saw the advert
- Contact details
- Employment history
- References
- Secondment permissions
- Why we should consider you for this role
- Disclosure of relationships statement
- Criminal convictions
- Agency worker statement

Top tip

Don't just submit a CV – make sure you include a personal statement to show you're right for the role too.

The basics – make sure you include this information

- The job reference number and post title – you'll find this information on the job advert
- Where you saw the advert
- Your contact details including email and phone number
- Full employment history including:
 - Employer
 - Employment dates
 - Reason for leaving
 - A short explanation of any gaps in your employment history
- References, including current or most recent employer. Let us know when we're able to contact your references – for example, if you want us to wait until after the interview.
- If you're applying for a secondment, you'll need permission from your current line manager releasing you. Include this in your application.

Let us know why we should consider you for this role

Make sure you read the 'Who is the person' section of the job profile. Use this information to demonstrate why you're the right person for the job, using specific and relevant examples for each of the points listed.

We receive lots of applications, so well-chosen and suitable examples will help your statement stand out.

Additional information needed for your application

Disclosure of relationships statement

Please include one of the following statements in your application:

- *I certify to the best of my knowledge and belief, I am not related to, or in a relationship with, any councillor, or employee of Portsmouth City Council.*
- *I declare that I am related to, or in a relationship with, the following councillor or employee of Portsmouth City Council.*

Please include the person's name, role and the nature of your relationship.

Criminal convictions

Please include the following information:

The Rehabilitation of Offenders Act 1974 requires applicants to give details of any convictions that are not spent. Failure to disclose such convictions could result in disciplinary action or dismissal. For more information on this act [view this Ministry of Justice webpage](#)¹. For some posts this may be followed up with a basic check with Disclosure Scotland.

Do you have any previous convictions?

If yes, please detail offence(s) including date(s) and sentences(s) on a separate document.

Agency workers

In line with the agency worker regulations, if you are assigned within Portsmouth City Council as an agency worker, you are able to apply for posts that are open to council employees.

When applying, please include the following information in the subject line of your email or the first page of your application: the agency you work for, the area you are on assignment in and the post reference number.

Submitting your application

Send your application to **recruitment@portsmouthcc.gov.uk** making sure to include the job reference number and post title in the subject line. If you don't receive an automatic reply to your email, your application hasn't been received.

You can also post your application to:

Recruitment,
Portsmouth City Council,
Floor 1, Core 5, Civic Offices,
Guildhall Square,
Portsmouth,
PO1 2EP

Make sure you include the job reference number and post title on the first page of your application.

If you have any questions, contact us on **023 9284 1191** between 8.30am and 5pm Monday to Thursday and 8.30am to 4pm on Friday.

Top tip

All offers of employment are conditional, subject to relevant reference, identify and other checks being carried out.

You should also know

Data protection and fraud

Portsmouth City Council will process your personal information appropriately and legally in accordance with the Data Protection Act 1998, the National Fraud Initiative (visit **www.audit-commission.gov.uk/nfi** or information) and other relevant legislation. The details you provide will be held in a secure system or database and will only be shared with other organisations where the law allows.

The Portsmouth Information Sharing Framework – which sets out the conditions under which we will share information with other organisations – is available on our website. Go to **www.portsmouth.gov.uk** and search for **Portsmouth Information Sharing Framework**. The council may share your information with relevant departments to help develop new services or improve existing services. You should be aware that we may be required to disclose your personal information without your consent for the purposes of preventing or detecting crime/fraud or apprehending and prosecuting offenders (for example to the Police, Audit Commission or Department for Work and Pension or as part of the National Fraud Initiatives) or where we have a statutory duty to do so.

Providing false information is an offence and could result in your application being rejected or summary dismissal if you are appointed to the post. In the case of all safeguarding posts, it may also be referred to the police or the DBS.

Job seekers from outside the European Economic Area (EEA)

Applications from job seekers who require Tier 2 sponsorship to work in the UK are welcome and will be considered alongside all other applications. However, non-EEA candidates may not be appointed to a post if a suitably qualified, experienced and skilled EU/EEA candidate is available to take up the post as the employing body is unlikely, in these circumstances, to satisfy the Resident Labour Market Test. The UK Border Agency requires employers to complete this test to show that no suitably qualified EEA or EU worker can fill the post. For further information please visit UK Border Agency website.

Recruitment
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You can get this information in large print, Braille, audio or in another language by calling 023 9284 1191