

Notes for Candidates – Conditions of Employment

Conditions of Service

This campaign is to select individuals to join a register of Associate Inspectors. If you are successful through the selection process you will be placed on a register pending a suitable role arising. Periods of employment may be anything from a few days up to a maximum of 11 months. This is not a route to permanent employment within the Civil Service and any periods of employment will not be pensionable.

Salary

The daily rate will depend on role offered and period of employment. Abatement of salary may apply if you are in receipt of a public service pension. In addition, civil servants who have been granted early retirement (under the terms of Compulsory Early Retirement, Compulsory Early Severance, Flexible Early Retirement, Flexible Early Severance or Voluntary Exit) will be required to repay all or part of their lump sum compensation payments if their re-employment commences during the period represented by the compensation payment. For further information on abatement please contact:

Capita Hartshead,
Mowden Hall,
Darlington,
Co. Durham,
DL3 9GT

Phone: 08701 699 700

Website: csp.capitahartshead.co.uk

Email: csp.enquiries@Capita.co.uk

Hours

You will normally be required to work 7 hours and 24 minutes a day excluding meal breaks. You will however be expected to work in excess of these hours as and when required for which overtime will not be paid.

Annual Leave

Periods of employment of less than one month's consecutive work will not accrue annual leave. For continuous periods of employment greater than one month, your annual leave allowance will be 25 days per annum, pro rata.

Pension

Pension schemes are not available for these appointments.

Nationality

These posts are open to UK Nationals, British Nationals (Overseas), British Protected Persons, Commonwealth Citizens, EEA Nationals of other member states and certain non EEA family members and Swiss nationals under the Swiss EU agreement. There must be no employment restriction or time limit on your permitted stay in the UK. You should normally have been resident in the United Kingdom for three years preceding your application at a BC clearance level. This is extended to five years for SC, and 10 years for DV. If you are unsure as to your eligibility on this point, please telephone the Shared Service Centre (SSC) on 0845 010 0122 for advice.

Guaranteed Interview Scheme for Disabled Persons

The Home Office operates a guaranteed interview scheme for disabled people (as defined by the Disability Discrimination Act 1995) who meet the minimum criteria for this appointment as published in these Notes. If you wish to apply for consideration under this scheme, please complete the section at the end of the application form. If you require any special arrangements at our selection centre, please give details in a covering letter to enable us to make the appropriate arrangements, if necessary.

Employment of ex-offenders in the Home Office

Policy Statement

This statement applies to the central Home Office and the United Kingdom Border Agency (UKBA).

General Principles

- The principle responsibilities of the Home Office are to protect the public and to secure our borders. We work with the police and security agencies to ensure we do all we can to achieve these objectives.
- These responsibilities mean that we set very high standards for our staff. Honesty and integrity are essential and form part of the core values of the Civil Service.
- We will always carefully check the suitability of new employees for employment at the Home Office and are not tolerant of dishonest behaviour. We do not condone criminal activity in any way.
- However, within these constraints, we recognise the contribution that ex-offenders can make to a workforce. Our aim is to ensure that potentially suitable candidates for employment are not automatically ruled out from employment with the Home Office. As such, having a criminal record will not automatically bar an individual from working with us. This will depend on the:
 - nature of the position;

- the circumstances, seriousness and background of the offence(s);
- whether or not the conviction is 'spent' (spent convictions need to be declared when applying for security clearance); and
- the applicant's openness shown in declaring the conviction.

Pre-appointment procedures

- We carry out our own pre-employment checks and security clearances which includes checks about an applicant's character and integrity.
- You should, in normal circumstances, bring a current, valid travel document (e.g. Passport) with you to your interview. EEA citizens are entitled to produce a National Identity Card or a Passport and should bring a residence card if they have one. Your interviewer will use the travel document to verify your identity and a photocopy of your document(s) will be taken to assist with other checks. If you are unable to provide a current, valid travel document the Department will, in exceptional circumstances, consider your representations. If these are accepted you will be subject to additional checks, based on other documentation. Non- EEA, Swiss, or Turkish Nationals will have to demonstrate that they have no time limit or restrictions on their stay. If you are successful at interview you might be required to produce your identity documents again before being offered a position.
- We exercise vigilance and rigour in the recruitment of staff who will be working in sensitive areas of Departmental business or with vulnerable groups. For example, where a position involves regularly caring for, supervising, training or being in sole charge of children under the age of 18 or vulnerable adults we will seek enhanced disclosure from the Criminal Records Bureau.
- All applicants are obliged to complete a Security Questionnaire or Criminal Convictions Declaration Form when applying for a position within the Home Office. The type of form to be completed depends on the level of clearance required for the post. In order for security clearance to be considered, certain

pre employment enquiries for example, relating to identity, immigration, some financial and recent background checks will need to be undertaken. The relevant security form can be sent under separate, confidential cover, to authorised individuals and will normally only be seen by those who need to see it as part of the recruitment and vetting process

- We ensure that all those who are involved in the security vetting process have been suitably trained to identify and assess the relevance and circumstances of offences. We will consider issues such as the post for which the individual is applying, the nature and seriousness of the offence, the length of time since the offence was committed and the relevance of the conviction but each case will be considered individually on its merits.
- Information about convictions or criminal activities provided as part of the recruitment process will be treated in confidence. A criminal record will not necessarily prevent an individual from gaining security clearance.
- The HO will maintain the confidentiality of any disclosures made and in asking for disclosures we trust the applicant to be honest about their background. Any failure to disclose relevant circumstances or information is likely to be regarded as evidence of unreliability and will be taken into account in assessing suitability for employment and security clearance.
- Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or termination of a contract where employment has already started and then information subsequently comes to light.

Last updated April 2007