



JOB APPLICATION

Either standard application forms or an online portal will be used to collect the relevant information to permit the assessment of applicants' suitability for the role in question.

INTERNAL CANDIDATES

- ✓ must complete a standard application form or an alternative document as stated in the advertisement;
- ✓ are required to fill in an [Additional Information Form – click here](#); this will confirm that their applications qualify for further consideration by the candidates having completed their probationary period and, for example, not having outstanding disciplinary or capability warnings;
- ✓ must have successfully completed their probationary period to be eligible to apply for internal vacancies, except in cases in which a Line Manager presents a strong business case to request discretionary authorisation from a Principal Officer;
- who are under investigation for disciplinary or capability issues are eligible to apply for internal vacancies; however, if they are successful, an appointment will not be confirmed until the investigation has been concluded with the award of no sanction, except in cases in which a delay in appointment would cause disruption to service delivery;
- ✗ will not be eligible to apply if they have received any warnings under disciplinary or capability processes if the closing date of the respective application process falls within the currency of their warning period;
- ✗ for temporary or substantive promotion, individuals will not be eligible to apply during the currency of their warning period. This does not include informal warnings or Notes for File (documented conversations in relation to minor issues).

PERSONAL RELATIONSHIPS

Whilst it is recognised that personal relationships may exist or develop within the workplace, the Service seeks to conduct its business with the highest standards of integrity and professionalism. Personal relationships are only of concern where there may be:

- an abuse of the employee's position of trust;
- a breach of the required standards of propriety;
- a compromise of standards;
- a conflict of interest;
- the potential for harm to occur to employees;
- a potential breach of confidentiality.

All applicants, regardless of whether they have a personal relationship with a Service employee or not, will follow the standard recruitment process and will submit an application which will be considered on the basis of set objective criteria. Whenever personal relationships are identified during the recruitment and selection process, the Service will ensure that this process is independent of bias towards or against the applicant on the basis of the personal relationship as declared.

The [Personal Relationships in the Workplace Policy – click here](#) requires applicants to declare any relationships they may have with existing Service employees on their application form. Applicants who are invited for interview are also asked to disclose any relationships they may have with members of the interview panel; this information must be provided prior to the interview taking place, so that any appropriate action may be considered.

Equally, Service employees involved in any recruitment activity who have a personal relationship with a candidate must declare this to the manager who is leading the process as soon as they become aware of the candidate’s application. In such circumstances, it would normally be appropriate for the employee to have no further participation in the selection process, so as to ensure that any recruitment decisions can only be made on an objective and fair basis.

Fair consideration will be given to:

- the impact that any declared relationship may have within the working environment;
- any resulting risks or conflicts of interest;
- any steps which could be taken to resolve these factors.

This document forms part of a suite of information covering this subject area; hyperlinks to all the documents are available by clicking back to the home page.

It is recommended that this document be reviewed on a triennial basis; however, it might require earlier revision in the light of any regulatory change which comes into effect in the interim.			
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