

Guidance Document

Thank you for your interest in working for Estyn.

Please read through this document carefully before you start your application. It explains our selection process – and how we identify the right person for the role. The Information Pack contains full details of the role and the person specification which is available from '[Current Vacancies](http://www.estyn.gov.wales)' on our website www.estyn.gov.wales.

Completing your application form

We will assess your application against the job specific criteria and key behaviours set out in the Information Pack. It's important that your application sets out how you meet the job specific criteria and key behaviours required for the role.

You can complete the application form in English, Welsh or both languages. We will not treat an application submitted in Welsh less favourably than an application submitted in English.

Please complete the application form **electronically** in a Word document and submit it to: recruitment@estyn.gov.wales by the stated closing date and time. If you are unable to send your application electronically, please contact Shuna Lovering on 02920 446336 to discuss alternative arrangements.

We are unable to consider late or incomplete application forms. You are responsible for ensuring that you complete the application form correctly and that it's received by the stated time on the closing date.

Use the Tab or arrow button to move between fields on the application form and provide the information requested. Please note that spell check is only available on the supporting statement and continuation sheets.

Section One – This section of the application form is not seen by the selection panel to support anonymous recruitment

We use the information you provide here to process your application.

Please enter the title of the post you are applying for and let us know where you heard about the vacancy. This helps us to link your application to the correct vacancy and measure the effectiveness of our recruitment adverts. For His Majesty's Inspector (HMI) vacancies, please also indicate which specialism(s) you are applying for (NB only select

those where you are able to provide evidence in your application that you meet the essential criteria and behaviours set out in the person specification).

Applicant Details : Please complete all relevant sections. We will use this information to communicate with you. If the role requires regular travel and it's essential that you have your own car or access to a car, we will state this in the Information Pack.

Interviews under the Redeployment Interview Scheme (RIS): We value our staff and want to make every effort to retain them if we can. Under this scheme, Civil Service employers can offer a fair and proportionate number of civil servants who are at risk of redundancy and who meet the minimum essential job requirements the opportunity to go directly to the next stage of selection. For example, you may be at risk if your work area has launched a voluntary or compulsory redundancy scheme that you're eligible for, or you're aware that your employer has begun consultation on how to reduce staff in your immediate team or work area.

To be considered for this scheme, you must:

- have good reason to believe that you are likely to be made redundant in the near future
- have demonstrated in your application and assessment stages that you meet the minimum essential job criteria detailed in the person specification
- be applying for a job at the same grade as, or lower than, your current job.

If you believe that you are eligible, and wish to apply using the Redeployment Interview Scheme, let us know by selecting 'Yes'. If you are not eligible, select 'No'.

A Great Place to Work for Veterans initiative: We offer a fair and proportionate number of veterans who meet the minimum standard on each of the job's essential criteria the opportunity to go directly to the next stage of selection.

If you've completed at least one year in His Majesty's Armed Forces (as a Regular or Reserve), and are in transition from, or no longer a member, you can apply for roles in the Civil Service under the Great Place to Work for Veterans initiative.

There is no maximum time limit from when you left HM Armed Forces to be eligible for this initiative.

If you believe that you are eligible, and wish to apply using the Great Place to Work for Veterans initiative, let us know by selecting 'Yes'. If you are not eligible, select 'No'.

Please note that during pre-employment checks for a role in the Civil Service, your employment history will be checked. An attempt to use this initiative fraudulently may result in your application being terminated.

Nationality: To be eligible for employment in the Civil Service you will need to be aged 16 or over and meet the nationality requirements. Please complete your age and date of birth in the applicant details section. Our roles are broadly open to the following nationality groups:

- UK nationals
- nationals of Commonwealth countries who have the right to work in the UK
- nationals of the Republic of Ireland

- European Economic Area (EEA) nationals with (or eligible for) status under the European Union Settlement Scheme (EUSS)
- relevant EEA or Turkish nationals working in the Civil Service
- relevant EEA or Turkish nationals who have built up the right to work in the Civil Service
- certain family members of the relevant EU and Turkish nationals

If you answer 'yes' to any nationality questions, please give details. The [Civil Service Nationality Rules](#) provide full details about eligibility to work in the Civil Service. You must have the right to remain and take up work in the UK before employment starts. Visit [UK Visas and Immigration](#) for more information.

We interpret the rules about nationality and right to work strictly and impartially. We can't investigate the eligibility of every candidate before interview. You should make sure that you meet the Civil Services Nationality requirements and have the right to remain and take up work before you apply. If you are successful at interview, we will check your eligibility before offering you a post. If you are uncertain about any aspect of your eligibility please contact Shuna Lovering on 02920 446336.

Availability: The dates for assessments and interviews are set out in the Information Pack. If you are unavailable for one or more of the stated dates, let us know and we'll try to find an alternative date where possible. If you are not able to attend for assessment or interview we may not be able to consider your application further.

Preferred Language for future correspondence, including interview / Translation of Application: Let us know your preferred language for all future communication, including interview. Confirm if you are happy for your application to be translated in to Welsh or English if required (this will depend on the majority language of the selection board). If you request a Welsh interview, we may use a simultaneous translator to translate your responses for selection board members where Welsh is not their first language. For roles where Welsh language skills are essential, we will test your fluency throughout the selection process.

Section Two – The selection board use this section to consider your application

Education, vocational and professional qualifications and professional development, training, professional memberships and voluntary experience:

Don't include personal information that identifies you in this section. This means that we can recruit based on your knowledge and skills, and not background, gender or ethnicity – it's called name blind recruitment.

Remove references to your:

- Name/title
- Educational institutions
- Age
- Gender
- Email address
- Postal address
- Phone number
- Nationality / immigration status

Please give full details of any relevant:

- educational, vocational or professional qualifications or Qualified Teacher Status (QTS) (completed or in progress)
- professional development or work-related learning
- voluntary work
- membership of a professional organisation, for example accountancy or teaching.

We will ask you to provide the original certificates for any qualifications listed if they are relevant to the post. You don't need to provide dates in this section. To prevent bias, we remove the name of the institution before sending this section to the selection board.

Welsh Language: Please state your current level of ability in the Welsh language. We conduct our business in both Welsh and English and many of our customers and stakeholders are bilingual. It's desirable if you can communicate well in both Welsh and English. Where the ability to communicate in both Welsh and English is essential for a role, we will state this in the advert and Information Pack.

Employment history: Please provide brief details of all relevant experience (including self-employment) starting with the most recent. You should include the main duties of the job and your reason(s) for leaving (where applicable). You can continue on an extra sheet if needed. If you are successful, we will request references to confirm your employment history for the last five years.

Additional information about any gaps in career history : It's important for us to understand the reason for any gaps in your career history. Please give full details here of any period during your career over the last 10 years is not covered in previous sections. Include dates and reasons (e.g. raising a family, periods of unemployment, extended overseas travel, study, voluntary work etc). If you were overseas, please state the countries you visited. If you have just left or are about to leave education then this section may not apply to you.

Evidence of behaviours, skills and experience or a Supporting Statement: This section asks you to **answer questions or provide a supporting statement.**

This is the most important part of your application. The evidence you provide here will determine if your application will progress to the next selection stage. Make sure that you link your answer(s) to the job specific criteria and behaviours set out in the person specification and provide examples.

There is a word limit. It's essential that you use the space as effectively as possible. We recommend the use of bullets. The word count may seem small but drafting statements that are comprehensive yet brief is part of the assessment.

You can give examples from your current and previous employment, voluntary or community work, training and any other areas you think are relevant. Remember, we can only base our initial recruitment decisions on what you tell us so please complete this section as fully as possible.

If you are applying for an HMI role where Welsh language skills are essential, you must complete at least one supporting evidence question in Welsh and one in English.

Consider using the **STAR** approach. It provides a framework for answering each question and demonstrating your suitability for the role:

- **Situation** – briefly describe the situation/circumstances/context and your role
- **Task** - what did you have to do, what specific challenge, task or job did you face
- **Action** - what you did, how and why you did it
- **Result** – what you achieved through your actions / what was the outcome

Keep the **situation** and **task** parts brief. Concentrate on the action and the result. If the result was not successful describe what you learned from this and what you would do differently next time. **STAR** may help you to cover all the points you need to make and ensure that you describe what you have done.

Section Three – This section of the application form is not seen by the selection board

To help us monitor diversity and equality of opportunity, we need to ask the questions on the monitoring form. Monitoring of equality and diversity outcomes in recruitment is considered good practice and is recommended by the Equality and Human Rights Commission. Your answers are confidential and will not affect your application in any way. We select all candidates for assessment/interview based on how well you meet the criteria set out in the person specification and behaviours.

This section also includes your consent to use this information anonymously if you choose to complete this section. We anonymise the information you provide and use the data in the following ways:

- To monitor how we compare nationally (and locally) with regard to equal opportunities in recruitment and selection
- Reporting on equality and diversity in recruitment and appointments in our [Strategic Equality Plan Annual Review](#).
- To feed anonymously into our [Civil Service Commission](#) compliance return (they regulate our recruitment activity)
- For successful candidates the information you provide will form part of your personnel record
- Completion of the Office for National Statistics Annual Civil Service Employment Survey (ACSES)

Interviews under the Disability Confident Scheme

We are a committed Disability Confident organisation. We want to encourage disabled people to apply for jobs and give them an opportunity to show their skills, talent and abilities at the interview stage. We will:

- Ensure that our recruitment process is inclusive and accessible
- Anticipate and provide reasonable adjustments as required
- Support any employee who acquires a disability or long-term health condition, enabling them to stay in work
- [Offer an interview](#) to a fair and proportionate number of disabled applicants that meet the minimum essential selection criteria for the job set out in the person specification

To be considered for an interview under this scheme you must have:

- a physical or mental impairment, or a long term health condition which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities
- demonstrated in your application and assessment stages that you meet the minimum essential job criteria as set out in the person specification for the post

If you'd like us to consider your application under the Disability Confident Scheme, please let us know by ticking the box in the Equal Opportunities Section (Three).

Reasonable adjustments: We want to support you if you need an adjustment in the recruitment process, even if you don't feel you qualify for the Disability Confident Scheme.

We consider visible and non-visible disabilities, neurodiversity or learning differences, chronic medical conditions or mental ill health. Examples include dyslexia, epilepsy, autism, chronic fatigue, diabetes, or schizophrenia.

Some of the adjustment we have offered are:

- application or interview help
- a time of day that works for you
- extra time
- sign language interpretation
- advice about assistive technology
- help in and out of your vehicle

We will provide access, equipment, adjustments or other practical support, where it is reasonable to do so, to ensure that disabled people compete on equal terms. For more information, you can read the government guidance on [Reasonable adjustments for workers with disabilities or health conditions - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/reasonable-adjustments-for-workers-with-disabilities-or-health-conditions)

Please let us know if you require a reasonable adjustment during the interview or assessment stages. Alternatively you can contact our HR team on 02920 446336 or by email: recruitment@estyn.gov.wales.

Declaration : You must complete this section – we're unable to consider your application if this section is incomplete. The declaration asks you to sign and date the form to confirm that the information you've given is true and complete. It's important that you read this section before signing. Providing misleading or false information, or a significant omission will normally result in:

- the withdrawal of any offer of appointment made
- withdrawal of your participation in the recruitment process
- if appointed, may result in dismissal.

If you're sending the form electronically - add an electronic signature or select the box next to signature and type your name to show that you have read and understood the declaration. You'll be asked to sign the form if you are invited to assessment/interview. If you're sending the form by post, you should sign the form.

Data Protection: Under the Data Protection Act and the General Data Protection Regulations, we will only use the information you give us for the purposes of recruitment, selection and monitoring. But if your application is successful and we employ you, the information will be used for operational management and Human Resources administration and reporting. Further details are set out in the [Privacy Notice for Job Applicants](#).

Flexible working

We welcome applications for full-time, part-time/reduced hours, job share or on another flexible basis. If you want to apply to work flexibly, please include a statement in your application outlining the flexibility/preferred pattern you'd like us to consider and the reasons for your request. We can't guarantee we will be able to offer your exact requirements but we will consider your preferred pattern and our operational requirements.

Communication and feedback

You'll receive an e-mail confirming the outcome of your application at each selection stage.

We will provide verbal feedback on request, following assessment and interview once the selection process has finished. We don't usually provide feedback following the initial sift stage due to the number of applications we receive.

Pre-employment checks

If your application is successful, we will carry out pre-employment checks to confirm your eligibility and suitability for employment in the Civil Service. We use the Government [Baseline Personnel Security Standard](#). This includes the following checks:

- health
- character
- identity
- nationality
- right to work
- receipt of satisfactory references.

We may withdraw an offer of employment if, as a result of the pre-appointment checks, if you don't meet the conditions of the offer.

For some roles we complete an Enhanced DBS disclosure or an Enhanced check for regulated activity. Where this is needed, we will state it in the Information Pack. Our [Policy on Disclosure and Barring Service checks for those who work for Estyn](#) explains our process for checking criminal records through the Disclosure and Barring Service (DBS). We comply with the Disclosure and Barring Service (DBS) Code of Practice and will treat all applicants fairly.

Where the DBS check discloses an offence, we will investigate this fully, taking account of the Rehabilitation of Offenders Act 1974 and will not discriminate unfairly on the basis of conviction or other information revealed. **Having a criminal record will not necessarily**

bar you from working with us. If a disclosure shows content, we will consider your eligibility to work with us taking into consideration previous cases and any information provided by you in relation to the offence.

If we need to do any extra checks we'll discuss this with you once we've made you a conditional offer of employment. If all checks are successfully completed we will make you a formal offer of employment. We reserve the right to withdraw an offer of employment where your references or the results of other checks are considered to be unsatisfactory.

Complaints

Our recruitment processes are based on the principle of selection for appointment on merit on the basis of fair and open competition. We follow the Civil Service Commission's Recruitment Principles. You can find out more about the Principles at <https://civilservicecommission.independent.gov.uk/>

If you feel we have not treated your application under the Principles and you want to make a complaint, in the first instance please contact:

Helen Lovitt, Branch Head: People
Helen.Lovitt@estyn.gov.wales

If you're not satisfied with the response you receive from us, you may be able to ask the [Civil Service Commission](#) to consider your complaint further, they can be contacted at:

info@csc.gov.uk

Civil Service Commission
Room G8
1 Horse Guards Road
London SW1A 2HQ

Phone: 020 7271 0831

Selection Process

The selection process will be detailed in the Information for applicants. It generally includes an:

- initial sift
- assessment
- interview

Selection stages may be combined e.g. assessment and interview together or separate e.g. an additional sift stage after assessment (for inspection vacancies).

For roles at Senior Executive Officer (SEO) grade and higher (including HMI vacancies), the interview will include a presentation. The topic will be confirmed when you're invited to interview.

We use the [Civil Service Success Profiles framework](#) at all selection stages. The behaviours being assessed will be set out in the person specification. We will look at those behaviours at each selection stage.

Record Retention

We keep all recruitment documentation in line with our [Records Retention Policy and Schedule](#).