



Advisory notes

Thank you for your interest in our company. These notes provide some guidance about what you should include in your application and they also tell you a bit about what you can expect from the recruitment process.

Good luck with your application; we hope you will be joining us in the near future.

We prefer you to apply for a job by submitting your CV together with a supporting statement telling us why your skills, knowledge and experience make you a suitable candidate for the vacancy.

Your CV and supporting statement should be emailed to jobs@ubico.co.uk before the closing date stated in the advert; it is not normally possible to consider late applications.

If you don't have a CV and are unable to pull one together, you can apply using the online application form that is on the website. When you click on the submit button it will automatically be emailed to the address above.

Writing your supporting statement

Whether you are submitting a CV or an application form, one of the most important parts is where you describe how your skills, abilities, knowledge and experience make you a suitable candidate.

This is your opportunity to tell us why you are the best person for the job. Your application will be assessed against the essential and desirable criteria listed in the employee specification. It is a good idea to use those criteria as headings and provide evidence against each one to show how you meet the requirements.

You should provide specific examples of situations; tell us what you did and why and what the outcome was as a result of your actions.

What happens after you have submitted your application?

Soon after the closing date (normally a couple of days later), the recruitment team will review all the CVs and online application forms received. A shortlist of candidates to be interviewed will be drawn up; it will be based on the criteria in the employee specification as described above.

If you are not selected for interview, you will receive an email to let you know. It will not specify where your application fell short but if you would like some feedback, you can request it from the recruitment team.

If you are selected for interview, you will receive an invitation by email. It will tell you where you need to go; what the interview will involve; who will be doing the interview and what documents you will need to bring with you.

At the end of the interview, you will be told when you can expect to hear if you have got the job or not. It would normally be within a few days and the recruitment team will always let you know the outcome, whether successful or not.

Disability

Ubico is committed to ensuring that disabled people receive fair treatment and that reasonable adjustments will be considered. If you do consider yourself to be disabled, please help us by making sure that you tell us if any adjustments are needed at interview.

Pre-employment checks

A number of checks will be carried out. Some will be done at interview and others will only be required if you are offered the job.

At the interview: Qualifications

Some jobs require qualifications. If so, it will be indicated in the employee specification. If you are shortlisted for a job that requires qualifications, you will be asked to bring evidence, in the form of original certificates, to the interview.

Previous employment history

In your application, please provide us with at least three years' previous employment history. If there are any gaps in your employment of longer than 28 days, you will be asked to account for them at interview.

If you have not worked before, you should give details of what you have been doing; e.g. school; college; university; volunteering etc.

Entitlement to work in the UK

In order to comply with the Immigration, Asylum and Nationality Act 2006 we are required to ask for proof of your right to work in the UK. No appointment can be confirmed until evidence is produced. If you are selected for interview, we will ask you to bring the appropriate documents to the interview.

Proof of current address

You will be asked to bring a document to the interview which contains your current address.

After the interview for the successful candidate only:

If you are offered the job, a conditional offer of employment will be made. The offer will be subject to verification of all the above. In addition, the checks below will be done. You will be sent a personal information form to complete which will capture information that you may not have already

supplied such as NI number, date of birth and bank details.

Medical questionnaire

You will be asked to complete a confidential medical questionnaire and return it to the company's occupational health provider.

References

You will be asked to supply details of one or two referees (depending on the job role) who can comment on your suitability for the job. One must be your current or most recent line manager. We cannot accept personal references from friends or relatives. If you are leaving full time education or have not worked since doing so, you can give us details of the head teacher, college/university tutor or similar. If you are self-employed, you can give us details of somebody who knows you in a professional capacity such as a client, accountant or bank manager. Please remember to ask your referees for permission to give their names.

Criminal convictions

If you have a criminal conviction that is not considered spent under the Rehabilitation of Offenders Act 1974, you will be asked to give details.

Most convictions become spent or ignored after a period of time. If you are unsure about whether a conviction is spent or not, please call NACRO Resettlement Advice Service on 0300 123 1999 or email helpline@nacro.org.uk.

Some jobs are exempt from the 1974 Act, which means that you must declare any criminal convictions, including those which would otherwise be considered spent. If the post for which you are applying is regarded as exempt, that will be indicated in the employee specification.

Are you related to a UBICO employee?

If you are related to an existing employee of Ubico, you will be asked to declare it on the personal information form. Canvassing any employee, either directly or indirectly, in order to gain unfair advantage will result in your application being disqualified.

Equal opportunities

We are an equal opportunity employer. We will endeavour to treat all people equally and fairly whether they are:

- seeking employment with the company or are already employees of the company
- users of, or potential users of, the company's services
- contracting to supply services or goods to the company
- seeking assistance from the company

Our equal opportunities policy aims to ensure that no individual receives less favourable treatment on the grounds of gender, race, religion, nationality, disability, age, marital status, sexual preference, responsibility for dependants, or any conditions or requirements which cannot be shown to be justified.

Data Protection

The information that you provide in your application and that is obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways permitted by law.

If you are successful, it will also form the basis of your personal file and may be held on computer and on manual records. If you are not successful, your details will be kept for six months and then destroyed.

All information and data that you provide is only ever used in line with current data protection legislation. For further information and to view our privacy statement please visit the [data protection page](#) on our website.

Recruitment complaints and queries

If you have a complaint or a query about any aspect of the recruitment process or you feel that that you have been unfairly treated at any stage of your application, you should contact the recruitment team as soon as possible. The contact email address is jobs@ubico.co.uk

In the case of a complaint it should be, at most, within four weeks of the event taking place.

