



# Applying to the Parliamentary ICT

## CONTENTS

- Completing your application ▶
- About our selection process ▶
- Eligibility & pre-employment checks ▶
- Valuing diversity, equality & fairness ▶
- Suggestions ▶

This guidance is designed to help you complete your application as effectively as possible.

## Completing your application

### Preparation

First, read the job information carefully. This is based on the job description and describes the main duties of the post and the skills, experience and qualifications we are looking for. Please make sure that you understand what the job involves and what's required.

### Content

Fill in the application as completely and clearly as possible so that we can consider all candidates on the same basis.

You will be asked to submit your Curriculum Vitae (CV) and to provide specific information regarding your personal details, references and supporting employment information.

We will separate your personal details and Equality and Diversity information from your job application information and your application will be given a unique job reference number.

Consequently, it is imperative that all Personal Details and Equality and Diversity information are removed from your CV and supporting information including your Name and Address, Gender, Age, Ethnicity, Disability, Nationality, Family Status, etc.

### Job Suitability

You will be asked to select responses to questions that are based on the assessment criteria for your chosen role.

Based on your responses you will receive a message advising you of your suitability to the role. At this stage you can decide whether or not to proceed with the remainder of the application process.

We employ an external agency to handle initial recruitment administration. Details of where to send your application are on our recruitment website: [www.pict-careers.org.uk](http://www.pict-careers.org.uk)

**Applications must be received by the closing date stated on the job application: any received later than this will not be considered.**

## About our selection process

### Shortlisting

After the closing date we assess the application forms to see how your skills, qualifications and experience relate to the vacancy. Those who best match the criteria will be selected for interview.

### Outcome of your application

If you are selected for a test and/or interview, our recruitment team will write to you. If you are unsuccessful, we will let you know this within 3 weeks of the closing date.

### Assessment

If you are short-listed we may ask you to complete a task or a test either at or before the interview. If so, we will provide details to short-listed candidates.

Please note that performance at the testing stage may result in the conclusion of your job application process if you do not achieve the satisfactory pass mark required.

### Interviews

The interview panel is normally made up of three or four people. They will each ask questions which enable you to expand on your application so that you can show how far you meet the essential requirements of the post. You will also have an opportunity to ask us about the job, the terms and conditions of service etc.



Please do not be concerned by the panel taking notes during the interview: they have to keep a full record of their assessment of each candidate so that they can show that their decisions are clear, consistent, and based only on the evidence which you provide.

### Information for candidates with disabilities

We welcome applications from candidates with disabilities. We want to ensure that everyone has a fair opportunity, and that our decisions are based only on your ability to do the job and not on any irrelevant factors. **If you consider that you have a disability you are invited to tell us on the application form: this helps us to make any particular arrangements that you may require if you are selected for interview.** We will contact you to confirm these. At each further stage of the process there will be an opportunity to discuss any specific questions that you may have.

All information will be treated as confidential and processed in accordance with the Data Protection Notice on the application form.

### Travelling expenses

You can claim some expenses for travelling to the interview. These may not exceed the cost of the return fare and we expect candidates to take advantage of any cheap fares which may be available.

If you are travelling from overseas you can only claim expenses for travel between the place of arrival in the UK and Parliamentary ICT. This does not include overnight expenses.

## Eligibility & pre-employment checks

### Confirming your appointment

Confirmation of your appointment will be subject to the satisfactory outcome of the normal pre-employment checks:

- security clearance to Counter Terrorist Check level;
- health clearance;
- references;
- proof of educational and professional qualifications.

You will be able to start work once our pre-employment checks have been completed.

### Security clearance

If you are selected for interview, we will send you a green security clearance application form to complete.

Please note that a minimum 12 month period of residence is required in the UK for a non EU national or a national from a country where there is no vetting liaison with the UK. If you are unsure whether your country of origin has a vetting liaison with the UK, please state this on the security clearance form and we will check this for you. We will only inform you if there are likely to be any difficulties with obtaining security clearance.



In some cases we may need to request character references to assist with completion of security clearance. If so, one of our recruitment team will contact you.

### References

We require references to cover the past three years; these should be from your current and previous employers and/or academic tutors. Please provide accurate and up to date contact details, and if possible let your referees know that we may contact them.

**Please note that referees cannot be relatives.**

### Educational & professional qualifications

If selected for interview, you will need to provide original copies of all certificates for educational and professional qualifications listed as essential for the post.

### Applicants from overseas

You will be required to provide evidence of your right to work in the UK. **If you are invited for**

### interview, our recruitment team will ask you for the documents.

If you have any queries about your eligibility to work please contact the Recruitment Team.

If you are a national from the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia or Slovenia you may have to register with the UK Border Agency if we offer you employment.

If you are a national of Bulgaria or Romania, please indicate this on your application form as you will need permission from the UK Border Agency before you take up employment.

## Valuing diversity, equality & fairness

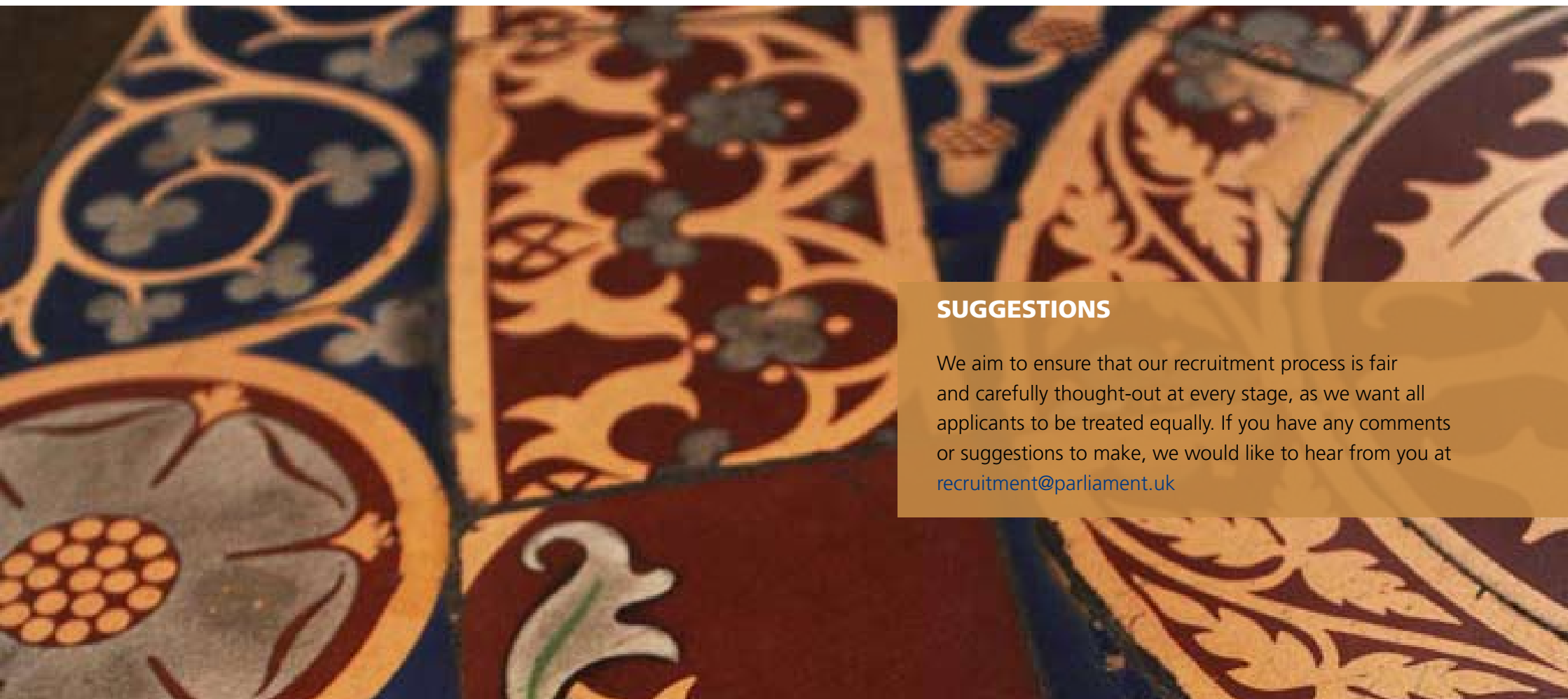
Parliamentary ICT and Parliament recognise and value the diversity of its staff and are committed to developing working practices which will allow everyone to contribute their best, regardless of race, sex, marital status, religion or belief, age, disability, sexual orientation, gender reassignment or any other irrelevant factor.

Staff are expected to behave in a way that promotes dignity and respect at work at all times, and to uphold Parliamentary ICT's core values of integrity, professionalism, teamwork, recognition and commitment.

Current and prospective staff benefit from a range of policies, including:

- 1 House of Commons/PICT Single Equality Scheme Single Equality Scheme. This promotes equality of opportunity and positive attitudes, encourages participation, and protects staff from unlawful discrimination and harassment
- 2 Training and development opportunities are available to all staff. We support many staff through higher and further education, professional qualifications and provide extensive personal and professional development opportunities at all levels.
- 3 Corporate Social Responsibility encourages staff to take part in our community volunteering programme and supports a range of parliamentary outreach initiatives.





## SUGGESTIONS

We aim to ensure that our recruitment process is fair and carefully thought-out at every stage, as we want all applicants to be treated equally. If you have any comments or suggestions to make, we would like to hear from you at [recruitment@parliament.uk](mailto:recruitment@parliament.uk)