



SDK HR- 03002.1

Information for Job Applicants

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Thank you for applying for a job with SDK Environmental Ltd. Please take the time to read this Information Booklet before completing the Job Application Form and the Equality & Diversity Monitoring Form.

If you need further advice or assistance in order to complete your application form, or if you would like it in a different format (e.g. Braille, tape, disc or large print) please contact the HR Administrator at the address given at the end of this Information Booklet.

About us

SDK Environmental Ltd is one of the principal UK providers of Dog Warden and Pest Control Services to local authorities. We also, under the banner 'Dial-A-Pest', provide pest control services to many private residences, as well as commercial and industrial premises.

Are you right for us?

Regardless of the post you have applied for, we are looking for certain qualities in employees joining SDK:

1. You must care about people and be prepared to work closely with members of the public and community groups.
2. You should understand that SDK is committed to equal opportunities and we expect you to actively support these aims.
3. You should get on well with people and be able to communicate with people of differing social and cultural backgrounds.

If you measure up to these qualities, then you are the type of person we are interested in. Of course, we will need to be sure that you can carry out the specific duties of the post for which you have applied. In many cases, on the job training is provided. All new employees are given initial induction training. Other training is provided to meet individual needs in association with appropriate supervisors/managers. Please note that only exceptional candidates will commence on higher than the base point of the salary grade.

Job Description

Make sure you have looked thoroughly at the Job Description for the job in question before applying.

The Main Tasks describe the duties and responsibilities the post holder will be required to perform.

The Key Competencies set out the knowledge, skills and attributes that the job holder will need to display, and that the Selection Panel would be seeking from you. Examples of these should be included in your Job Application Form saying how they are relevant to the post.

Applying for a Job with SDK Environmental Ltd

When you apply for a job with SDK Environmental Ltd selection for interview is based on the information contained in your Job Application Form and any additional sheets you attach to the form. Do not send a Curriculum Vitae (CV) as we shortlist on the basis of your ability to meet the requirements of the Job Description, and a standard CV may not cover all the points that you need to emphasise.

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Please write or type your form in black or dark blue ink because we have to photocopy the form and some other colours do not copy very well. Before beginning to fill in the form, it is a good idea to make a copy of it and fill this in roughly. You can then make changes until you feel you have covered everything and then fill in the actual form to return to us.

If you have applied for more than one job, you must fill in a different form for each job because the requirements will also be different.

Finally, ensure that your application form is returned in time to meet the closing date deadline and **Good Luck!!!**

Completing the Job Application Form

Complete **all** sections of the form as clearly and fully as possible. If you feel you need more space, use extra sheets of paper. If you do, **please put your name on these sheets, together with the Job Title.**

As you complete the form do not forget to include any skills and experience that you may use outside work. This may show the things that we are looking for just as much as any work experience. For example, do you help to run a club or voluntary group? Have you had a position of responsibility in a Trade Union? Have you campaigned on an issue? If so, write about it. If you have any doubt where to include this experience, then the Personal Statement section of the form should be used.

Remember to try to keep a photocopy of the application form and other details for your own reference.

Education and Training

Include in this section all school and further/higher education. Ensure that you include the place of education or training, exact dates (i.e. June 1997-June 1998), course details and any qualifications gained along with results/grades. Make sure you give all the information required such as 'A' levels, GCSE, RSA, BTEC, NVQ, GNVQ, etc in order that we can check for equivalent levels.

A condition of any job offer will be a requirement for you to produce certificates of qualifications that are relevant to the post. You are, therefore, advised to take steps to ensure that you either have original certificates or you can submit original notifications from the relevant examining bodies.

Also include in this section all other training relevant to the requirements of the post.

Professional Qualifications / Membership

Include in this section all other Professional Qualifications gained and details of any membership of an Institute or Body. Ensure that full details, including dates, are included.

Again, appointments will be conditional upon your ability to produce proof of qualifications and memberships.

Current and Previous Employment

You need to give details of past employment relevant to the job for which you are applying. Please give details of your current employer or, if you are not currently employed, your most recent employer. Provide a brief summary of your main duties and responsibilities in the job.

Then list your previous employment in reverse chronological order, starting with the most recent.

You can include any part-time or voluntary work you have carried out. If you include voluntary work, list the name and address of the group(s) involved and be sure you put exact dates.

Language skills

If an ability to speak or write a language other than English is not a requirement of the job for which you are applying you need not complete this section. However, if you are in a customer-facing role fluency in other languages could be a useful attribute to know about.

Driving Competency

If you are applying for a role which involves driving, please indicate whether you have a current full driving licence which is valid in the UK and state the type of licence. You should also list any endorsements or driving convictions you have.

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Given the nature of some roles and restrictions imposed by our insurance underwriters, certain driving offences could preclude us from offering employment and in certain circumstances prior approval will be required from the underwriters.

Following an offer of employment your driving licence will be checked and you will be asked for your authority to make a direct application to the DVLA to confirm your driving status. To meet our commitment to the safety of our staff, you may be offered the opportunity to enhance your driving skills with a safety awareness course.

Criminal Record

You are asked to declare any criminal convictions and police cautions that are 'unspent' as defined by the Rehabilitation of Offenders Act 1974. Any information given will be treated as confidential and will only be used in relation to the particular post applied for. An unspent conviction will not automatically bar you from appointment. However, if you are appointed and you have not declared that you have an unspent conviction, you may be disciplined and this could lead to dismissal.

Certain positions within the Company are exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. If the post for which you are applying has been designated exempt we will require you to apply for a Disclosure from the Criminal Records Bureau (CRB) prior to you starting work with the company. A Standard CRB Disclosure lists all spent and unspent convictions, cautions, reprimands and final warnings from the Police National Computer.

If the vacancy for which you are applying is exempt the Job Description will indicate that a CRB disclosure is required. CRB Disclosures are only sought following a job offer but appointment will be conditional upon the contents of the Disclosure.

Other Information

The Immigration, Asylum and Nationality Act 2006 requires employers to ensure that employees have the legal right to work in the UK. Following an offer of employment you will be asked to produce documented proof.

In order to ensure all job applicants are treated fairly we ask those who have previously worked, or who is related to anyone who works, for SDK Environmental Ltd to declare this. All offers of employment will be based entirely on merit.

If this post has been advertised as being suitable for Job Sharing, please tell us whether you are willing to share the job with another employee.

Personal Statement

In this section, and in any continuation sheet(s) you feel are necessary, you have the opportunity to provide any more details about your experience, qualifications, skills and abilities that you consider relevant to the position. Anything which you wish to add about yourself that you feel is pertinent but has not been included elsewhere should be entered here. This is an opportunity to make sure you have indicated how you meet the requirements detailed in the Job Description.

You may continue on a separate sheet if necessary, but if you do, remember to put your name on these sheets, together with the Job Title.

References

Make sure you complete all the details fully. Think about whose names you can give as referees. Choose two people who can say something useful in relation to the duties of the post applied for. Ask these people if they are willing to be a referee and what they might be able to write if a reference is requested. If you are currently in employment, one of the referees should normally be your present employer, or if you are a student one of the referees should be your school/college tutor.

Do not send copies of the references with your application form – we will want to contact them directly. If you wish to withhold permission for us to contact referees before interview, you should indicate this on the application form.

Completing the Equality & Diversity Monitoring Form

As an Equal Rights employer, the company seeks a workforce which reflects the community in which it serves. To ensure this policy is carried out effectively, we ask all applicants to provide information on the Equality & Diversity Monitoring Form. The information given is confidential and will be used only for

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administrative and monitoring purposes to ensure the fairness of our recruitment and selection procedures.

This information is not passed to those shortlisting for interview and will not be used to discriminate against any individual applicant.

Disability

Any applicant who discloses that they have a disability and who demonstrates that they have the Key Competencies listed in the Job Description will be invited for interview. The Equality Act 2010 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial or long-term adverse effect on his/her ability to carry out normal day-to-day activities.

To support our aim of removing barriers to employment for disabled people we are committed to making any necessary reasonable adjustments. These adjustments may include modifying the selection process, the job role or the working environment. As we wish to ensure that disabled applicant's needs are taken into account during the selection process, this will be discussed at interview with candidates who disclose a disability in so far as they are relevant to the requirements of the post.

If you consider yourself to have a disability which may affect the recruitment process or your employment with us please give details so that we can make reasonable adjustments where appropriate. This information will be treated as confidential within the recruitment process and will be used solely with your consent for the purpose of enabling selectors (and our Occupational Health advisers if appropriate) to make a fair assessment of your capabilities.

Trade Union Membership

Although the form does not ask about trade union membership, we would like you to know that SDK Environmental Ltd supports the right of any employee to belong or not to belong to a Trade Union.

Data Protection

Please be aware that any personal information divulged during this application process will be kept securely and only used for recruitment and monitoring purposes in line with the Data Protection Act 1998.

What Happens Next?

If you are shortlisted for interview, you will be contacted shortly after the closing date. However if you don't hear from us in 4 weeks, then please assume that on this occasion you have been unsuccessful, but do not let this stop you from applying for other vacancies.

Complaints Procedure

The Company has a Code of Practice on Recruitment and Selection to make sure that good practice is followed throughout the recruitment process and that the best person gets the job.

Occasionally, a candidate may consider that their application has not been dealt with fairly and that the standards and values in the Code have not been followed. All candidates can ask for feedback about any decision and if the explanation for non-selection does not satisfy you, then you should complain in writing to the Managing Director at the following address:

SDK Environmental Ltd
Acorn House
Aspen Way
Yalberton Industrial Estate
Paignton
TQ4 7QR

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