

**Equality and Diversity**

**Statement of Intent for Metro (NEMOL)**

We are totally committed to achieving equality of opportunity in service delivery and employment.

The success of our business depends on the ability, commitment and dedication of our employees.

As an organisation delivering public services NEMOL wants to create a culture where people of all backgrounds and experience feel appreciated and valued.

We welcome and respect differences in culture, background, working style, education and other less obvious differences. We value the contribution that people from all backgrounds can make to the success of our business, irrespective of sex, gender reassignment; marital status including civil partnership, pregnancy and maternity, race, ethnic or national origins, disability, age, religion or belief, sexual orientation and trade union affiliation.

Our commitment means that we strive to continually seek to improve our policies and procedures to ensure that our employees, potential employees and other workers are treated equally and fairly.

People who access our services, job seekers and employees, contractors, neighbours and other people affected by our undertaking will be treated fairly and without discrimination and we seek to promote good practice by others through the way we do business.

My senior colleagues and I are committed to promoting equality and diversity within NEMOL and will ensure that the principles of intent set out in this statement become a reality throughout our company.



**Chris Carson**

**Metro Services Director**

 

|  |
| --- |
| **GUIDANCE NOTES FOR APPLICANTS** |

***PLEASE READ THESE NOTES BEFORE YOU COMPLETE THE APPLICATION FORM***

1. Metro aims to implement fair and effective employment policies to ensure that the best people are employed and retained by Metro.

1. Metro is an Equal Opportunities employer. Metro will ensure as far as possible that no job applicant or employee receives less favourable treatment on the grounds of sex, race, disability, age, sexual orientation, religious belief, gender reassignment, pregnancy and maternity, marriage and civil partnership or any other factor irrelevant to the job.
2. If you have a disability and wish to enquire about the requirements of the job in relation to your disability or notify any reasonable special arrangements required to assist you in attending and undertaking the interview, please contact the H.R. Department. If you would like the job description and other details of the post produced in another medium, such as large print or braille, please let us know and we will do our best to assist. In order to meet our obligations under the Equality Act 2010 we will discuss at interview any special needs you may have and the reasonable adjustments which may be necessary in order to help you to do the job you have applied for.

4. The application form has two parts. The first part (Section 1) is a form entitled “Personal Details and Equal Opportunities Monitoring Form” which provides personal information required by the H.R. Department to contact candidates selected for interview. This section will not be seen by those who shortlist and Section 1B will only be made available to the manager on the Interview Panel for contact purposes. Section 1 is also used for completion of the confidential personal record of the successful candidate and the monitoring of the Equal Opportunities in recruitment. It is therefore essential that this form is completed.

5. The second part is the main application form entitled “Application for Employment” which is used for short listing and interview purposes.

 When completing the ‘Application for Employment Form’ please remember:

* By returning the Form to Metro you are confirming that all information given is accurate and correct to the best of your knowledge and belief.
* Metro may check any of the details provided by you.
* Deliberately giving false or incomplete answers could disqualify you from consideration or, in the event of your appointment, make you liable to dismissal without notice.
* Canvassing Employees of Metro, directly or indirectly in conjunction with this application, will disqualify the candidate.
* You must be eligible to work in the United Kingdom. If you are not a British or European Community Citizen and need a work permit to work in the UK, you must tell us when you apply. If you are the successful person you may not start work until you obtain a valid work permit.
* You are authorising us to process your name through our internal system which will highlight if you have been issued a Penalty Fare Notice on the Metro system, which may disqualify you from the recruitment process

6. Some posts may involve access to children and or vulnerable adults and these will be subject to checks with the Criminal Record Bureau (CRB). The advert and supporting documentation will confirm if checks are to be made and you should refer to ‘Guidance Notes for Applicants – Rehabilitation of Offenders Act 1974’ for further details.

7. The Application Form must be completed in full. A Curriculum Vitae **WILL NOT** be accepted as part, or instead of your application.

8. It is important that you use the space provided to explain how your skills, abilities, experience and qualifications compare with what we are looking for in the job. Please read the Job Description (Role and Responsibility Statement), vacancy advertisement and any other information supplied carefully and we recommend preparing draft statements before filling in the form. If you are unsure as to how to complete the forms for any reason, please contact the H.R. Department for guidance.

9. Please complete the application form as accurately as possible. Make sure you check the dates and details of Education, Training and Qualifications, as well as employment details and previous appointments.

10. Give examples and evidence to show why you think you have the right qualities for the job. Don’t just say, “I have experience in.....” Give details of what you did and how you did it. Use positive statements about what you did. You must support what you say with examples of what you have done. Not all of your skills and experience may match but may be transferable to the duties of the job. Explain how you think your skills may be relevant as fully as possible. You should consider any relevant skills or experience gained outside full-time work, for example, you may have considerable responsibilities at home, or organise activities socially, at work or within the community.

11. We are unable to acknowledge receipt of your application. Due to the volume of applications received we are not normally able to respond directly to unsuccessful applications. Should you not receive a response in 6 weeks of the closing date, please consider your application unsuccessful.

12. The procedure, after the closing date for application has passed will normally be carried out in accordance with the following procedure:

* The H.R. Department will check forms and remove the Personal Details and Equal Opportunities Monitoring Form from the Application for Employment Form and send it to the appropriate manager.
* Short listing will be carried out by a minimum of 2 interview panel members including a representative of the H.R. Department. Short listing is based solely on information given in the Application for Employment Form.
* Short listed candidates will be invited for interview and advised in writing of details of date, time, location etc. If you have provided an email address this may be used to contact you instead of a letter through the post.
* Short listed candidates may be required to bring original copies of Examination Certificates, Training Certificates and/or personal references to interview.
* Employment References for the potential successful applicant will only be sought if permission is given in Section 6 ‘Referees’ of the Application for Employment Form.
* Internal applicants should provide the name of their current line manager in Section 6 ‘Referees’ of the Application for Employment Form and internal references will be taken up.

13. If you feel you have been unlawfully discriminated against, please write to the address below within 2 months of the action giving rise to the complaint. Every complaint will be investigated and you will be advised of the outcome.

14. Internal applicants MUST inform their line manager of their intention to apply prior to submitting an application.

HR Director

Metro

Metro Depot, Cheswick Drive

 

Gosforth

Newcastle upon Tyne

NE3 5DG



|  |
| --- |
| **GUIDANCE NOTES FOR APPLICANTS – REHABILITATION OF OFFENDERS ACT 1974** |

This information has been provided to offer guidance when completing Section 6 of the application form ‘Criminal Convictions’. You should read this information fully before completing the section.

Metro has made a commitment not to discriminate against ex-offenders and if you have to disclose any previous convictions this will not automatically exclude you from the selection process. Former convictions will only be considered and taken into account where relevant to the role.

**What is a ‘Spent’ Conviction?**

The Rehabilitation of Offenders Act 1974 states that if someone has not been convicted again during a specified rehabilitation period, their conviction is deemed to be ‘spent’. A spent conviction need not be disclosed on your application form. If, however, your conviction has not been spent, you must disclose it on your application form.

**How long are Rehabilitation Periods?**

A conviction becomes spent after a certain length of time and this changes with both the sentence and your age at the time of your conviction. Below are some examples:

|  |  |
| --- | --- |
| **Sentence** | **Period of good conduct needed for a conviction to become spent.** |
| \* 6 months to 2.5 years imprisonment or Youth Custody Sentence | 10 years |
| \* Less than 6 months imprisonment or Youth Custody Sentence | 7 years |
| \* A Final Community Service Order | 5 years |
| An Absolute Discharge | 6 months |
| Dismissal from HM Forces | 7 years |
| Borstal | 7 years |
| Probation Order, Conditional Discharge or Bound Over | 1 year, or until the Order expires (whichever is longest) |
| A Fine | 5 Years |

* The Rehabilitation periods are halved if the offender was under 17 at the time the offence was committed.

If you have previous convictions for which the specified rehabilitation period is not yet expired **you must** declare these convictions on your application form. Sentences exceeding 2.5 years (30 months) are **NEVER** spent. It is the sentence imposed by the Court that counts (even if it is a suspended sentence), not the actual time in prison.

Any information given will be treated as strictly confidential and used only in connection with the application.

**Where can I get further advice?**

If you are unsure whether you have to declare a previous conviction you should contact; your local Probation Office, the Citizens Advice Bureau, your Solicitor or consult the Home Office Publication ‘A Guide to the Rehabilitation of Offenders Act 1974’.

Further information about the CRB can be obtained from [www.crb.gov.uk](http://www.crb.gov.uk) or [www.disclosure.gov.uk](http://www.disclosure.gov.uk)