



**Melton
Borough
Council**

Guaranteed Interview Scheme

Introduction

Melton Borough Council is committed to offering a guaranteed interview scheme for applicants that meet the essential criteria for a job profile and who:

- Declare themselves to have a disability covered by the definition outlined within the Equality Act 2010
- Are considered to be a care leaver
- Are a veteran or reservist

The guaranteed interview scheme provides for applicants that meet the essential criteria for a role and who meet the criteria above to be afforded with a guaranteed interview. It does not automatically mean that applicants interviewed will gain employment. The recruitment and selection procedures will ensure the most suitable candidate for the job is appointed, based on the selection criteria of the job profile.

Scope

The Guaranteed Interview Scheme for applicants declaring a disability, Care Leavers, or Veterans and Reservists will operate for all external recruitment. This scheme has no bearing on redeployment, redundancy selection or organisational reorganisations.

Applicants declaring a disability

When applying for a job with us, if an applicant has a disability covered by the definition outlined within the Equality Act 2010 and can show that they meet the 'essential criteria' described in the person specification for the role being applied for, they are guaranteed a priority interview for the job for which they are applying, through our [Disability Confident scheme](#).

Under the Equality Act 2010, a disabled person is someone who has – or has had in the past – a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

As an equal opportunities and disability confident leader employer, we actively encourage applications from people who consider themselves to have a disability falling within that broad definition.

The Disability Confident scheme only guarantees an interview – it does not automatically mean that applicants interviewed will gain employment. The recruitment and selection procedures will ensure the most suitable candidate for the job is appointed, based on the selection criteria of the job profile.

There is a space on the application form to declare if you have a disability to ensure we are aware you may be eligible for the scheme.

Care Leavers

We offer a guaranteed interview to anyone who meets the essential criteria for the role and is considered as a Care Leaver.

The Children (Leaving Care) Act 2000 defines a Care Leaver as someone who has been in the care of the Local Authority for a period of 13 weeks or more spanning their 16th birthday. The Care Leavers' Association expands the definition as the following:

Any adult who spent time in care as a child (i.e. under the age of 18).

This care would have been approved by the state through a court order or on a voluntary basis. It can range from as little as a few months to as long as one's whole childhood (18 years). Such care could be in foster care, residential care (mainly children's homes) or other arrangements outside the immediate or extended family. The care could have been provided directly by the state (mainly through local authority social services departments) or by the voluntary or private sector (e.g. Barnardos, The Children's society and many others). It also includes a wide range of accommodation. For example, it would include secure units, approved schools, industrial schools and other institutions that have a more punitive element than mainstream foster or residential care.

There is a space on the application form to record if you are a Care Leaver to ensure we are aware you may be eligible for the scheme.

The scheme does not guarantee a job for a Care Leaver. The recruitment and selection procedures will ensure the most suitable candidate for the job is appointed, based on the selection criteria of the job profile.

Veterans and Reservists

Melton Borough Council has committed to being a Veteran and Reservist friendly employer. The Council recognises it has a role to play in helping those leaving the Armed Forces (veterans) to fulfil their potential in civilian life.

This Scheme recognises the valuable transferable skills, qualities and benefits, including:

- Communication skills
- Organisational skills and commitment
- Problem solving and adaptability
- Leadership and management skills
- Health and safety / security awareness
- Team working skills

The Guaranteed Interview Scheme for Veterans and Reservists is a commitment that the Council has made to support the Armed Forces Community Covenant. This commitment is to guarantee an interview for any veterans and reservists that meet the selection criteria set out in the job profile for roles that are advertised externally.

The scheme does not guarantee a job for a veteran or reservist. The recruitment and selection procedures will ensure the most suitable candidate for the job is appointed, based on the selection criteria of the job profile.

Eligibility

The following applicants are eligible for the Guaranteed Interview Scheme:

- Applicants that meet the selection criteria set out in the job profile, and
- And; if the Armed Forces were their last long term substantive employer
- Or; is a member of the Reservists

There is a space on the application form to record if you are a Veteran or Reservist to ensure we are aware you may be eligible for the scheme.

Recruitment and Selection

- Advertising – The Council has agreed to advertise relevant jobs on the Career Transition Partnership (CTP) website in addition to normal advertising processes.
- Shortlisting - The recruiting manager must check the application form to see if the applicant has declared that they are a veteran. Any veteran that meets the selection criteria for the role and the scheme eligibility must be offered an interview alongside other applicants that meet the selection criteria.
- Interviewing – The Veterans Military Service Records pack should be checked by the Recruiting Manager at interview. This pack will outline the veteran's military service record, alongside their skills and experience.

Where a candidate has falsely claimed to be a veteran or reservist an offer of employment may be withdrawn.