INFORMATION FOR CANDIDATES



**Terms and Conditions**

Salary

The Home Office will review your pay annually and will engage in a process of collective bargaining with the recognised trade unions – any increase to your salary will be at the discretion of the Home Office.

Former Civil Servants who have left the Civil Service early with a severance package or retired with a pension may see either their pension abated or be required to repay some of their lump sum compensation payment. For further information please contact MyCSP:

**Address:** MyCSP, PO Box 2017, Liverpool, L69 2BU

**Telephone:** 0300 123 6666

**Email:** contactcentre@mycsp.co.uk

Dual Workplace arrangements

Where dual workplace arrangements apply applicants need to be aware that if there will be a requirement to work regularly out of more than one location, e.g. Sheffield and London, there may be a tax implication on any expenses paid by the employer as all locations will be deemed to be permanent workplaces. Regular is defined as one day a week/4 days a month. You and the recruiting manager will need to be clear on the arrangements for the travel expenses and who will be required to pay the costs of travel to both locations. Day subsistence will not be paid in relation to travel to a permanent workstation.

The options are:

* Staff meet their own costs of travel e.g. for travel between Croydon and London; Liverpool, Manchester and Salford.
* The employer pays the expenses, e.g. for travel to London if the role is based in Sheffield but staff will be required to pay the tax
* As above but the employer pays the expenses and tax

It should also be noted that the expenses paid by the employer will form part of the P60 earnings and may therefore affect any tax credits or child benefit, or their tax band and that the employer will not compensate for any loss.

Shift working roles

Some HO roles in operational areas may require shift working to support business needs. Shift patterns can include early starts, evening working, night shifts weekends and public holidays. It is your responsibility to be aware of the shift pattern which relates to your post before accepting the offer.

Annualised Hours Working (AHW)

The rate payable under annualised hours is driven by business requirements and may vary depending on location. Your initial rate will be confirmed when you have started in post and will be paid as a percentage of your basic salary. If a member of staff has agreed an Annualised Hours arrangement, this does not become a permanent or guaranteed right. Annualised Hours working is subject to changes in operational needs and managers can adjust, cease or suspend it, for operational or performance reasons. The Annualised Hours year runs from 1 April to 31 March. If an individual begins working on an Annualised Hours basis part way through the year, they will receive a part-year agreement and the Annualised Hours Allowance will be pro-rated for the remainder of the year to reflect that agreement.

Grade

As detailed in the advert.

Pension

Pension schemes are available and more information will be provided to successful candidates.

For further information on these schemes please refer to the following website:

<http://www.civilservicepensionscheme.org.uk/>

Age of Retirement

The Civil Service has adopted a no retirement age policy. This came into effect on 31 March 2010.

Annual leave

**New entrants to the Civil Service**

New entrants to the Civil Service will receive 25 days leave rising to 30 days after 10 years service. In addition, you are entitled to 8 days bank/public holidays and 1 day privilege leave to be taken at a fixed time of the year (Pro-rata for part time).

**Existing Civil Servants**

Please see **Annex A** for the terms and conditions that will apply to you.

Hours

New entrants to the Civil Service will work a 37 hour week excluding meal breaks. Existing Civil Servants should refer to **Annex A** for the terms and conditions that will apply to them.

Nationality

Please check the advert to see which nationality and residency requirements apply for the advertised role.

Non-Reserved posts

Posts are open to UK Nationals, British Nationals (Overseas), British Protected Persons, Commonwealth Citizens, EEA Nationals of other member states and certain non EEA family members and Swiss nationals under the Swiss EU agreement.  Candidates with dual nationality are in principle eligible for employment in the Civil Service provided that they meet the requirements in relation to one of their nationalities. Candidates should note the need to be eligible under the Civil Service Nationality Rules. More information can be found on Gov.UK <https://www.gov.uk/government/publications/nationality-rules>

There must be no employment restriction or time limit on your permitted stay in the UK. You should normally have been resident in the United Kingdom for the last 3 years if the role requires CTC clearance, 5 years for SC clearance and 10 years for DV.

Reserved posts

Posts are open to UK nationals i.e. British citizens, British subjects under Part IV of the British Nationality Act 1981 having the right of abode in the UK and British Dependent Territories citizens acquiring citizenship from connection with Gibraltar. Candidates with dual nationality are in principle eligible for employment in the Civil Service provided that they meet the requirements in relation to one of their nationalities. Candidates should note the need to be eligible under the Civil Service Nationality Rules. More information can be found on Gov.UK <https://www.gov.uk/government/publications/nationality-rules>

You should normally have been resident in the United Kingdom for the last 3 years if the role requires CTC clearance, 5 years for SC clearance and 10 years for DV.

If you are unsure as to your eligibility on this point, please telephone the Shared Service Centre (SSC) on 0845 010 0122 for advice.

Health Standard

You must be able to give regular and effective service. You will be asked to complete a health declaration, and, if necessary, to attend a medical examination.

Probation

You will serve a period of probation unless you are transferring from another role in the Civil Service and have satisfactorily completed a probation period. Your performance, conduct and attendance will be monitored and reviewed.

Posting Length

The expectation within the Home Office is that staff will normally remain in post for a minimum of two years and will not apply for Home Office roles on level transfer during that time.

Secondment

Where a post is offered on secondment to applicants from outside of the Civil Service, applicants will be appointed on their existing terms and conditions and pension arrangements.

Loans

Where a fixed term appointment (FTA) post is offered on promotion as a loan to an existing civil servant, the successful candidate must seek written confirmation from their parent unit/department that the promotion will be recognised and made substantive.

Where the parent unit/department refuses to recognise promotion gained through a loan and the candidate on loan is moving to Home Office payroll, the Home Office line manager will place the successful candidate on temporary cover allowance (TCA), which will attract a 10% allowance on their current substantive salary until the end of the loan.

Confidentiality

You will be subject to the provisions of the Official Secrets Act and required to exercise care in the use of official information acquired in the course of official duties, and not to disclose information which is held in confidence.

Guaranteed Interview Scheme for Disabled Persons

The Home Office operates a guaranteed interview scheme for people with disabilities (as defined by the Equality Act 2010 and The Disability Discrimination Act 1995 (Amendment) Regulations (Northern Ireland) 2004) who meet the minimum criteria for this appointment as published in the advert. If you wish to apply for consideration under this scheme, please complete the appropriate section on the online application form. This will enable us to make the appropriate arrangements, if necessary.

Outside activities

As a civil servant you may not take part in any activity which would in any way impair your usefulness to the service, or engage in any occupation which may conflict with the interests of your department or be inconsistent with your official position. Subject to these conditions, work of a minor or short-term nature (for example, vacation work or work after hours) is normally allowed, provided you seek prior permission.

You will also be subject to certain restrictions, depending on your grade and the nature of your work, on national and local political activities. These include standing as a candidate in parliamentary or local authority elections, or canvassing on behalf of candidates; and expressing views on matters of political controversy in public speeches or publications.

Equal Opportunities

The Home Office is committed to a policy of equal opportunity for all staff. We will not discriminate on grounds of, gender, gender identity, race, disability, sexual orientation, religion or belief, age, marriage and civil partnerships, pregnancy and maternity, caring responsibilities, part-time working, or any other factor irrelevant to a person’s work. In Northern Ireland discrimination on grounds of political opinion is a protected characteristic.

We encourage a diverse workforce and aim to provide a working environment where all staff at all levels are valued and respected, and where discrimination, bullying, promotion of negative stereotyping and harassment are not tolerated.

Home Office HR procedures (for example, for recruitment and selection, staff appraisals and career progression) are based on an assessment of an individual’s ability and their suitability for the work. We are committed to providing all staff with opportunities to maximise their skills and achieve their potential, offering flexible working arrangements wherever possible.

As a public authority, the Home Office has statutory duties placed on it under the Equality Act 2010 and in Northern Ireland under the Northern Ireland Act 1998 that state that it must have due regard of the need to:

* + eliminate discrimination, harassment, and victimisation
	+ advance equality of opportunity, and
	+ foster good relations

We expect all staff to assist the department in meeting these obligations.

The Home Office has concluded that membership of any group or organisation that promotes hatred in its philosophy, aims, principles or policies based on any statutory protected characteristic, is incompatible with the work and values of the Home Office.

Retention of Personal Data

The personal data which you have provided, and which we may request in connection with your application, will not be retained beyond 24 months should your application be unsuccessful. If you are appointed to the post(s) applied for, your personal data will only be used for the purposes of Personnel Management.

Data Protection

The personal data supplied will be managed confidentially, securely and in accordance with the Data Protection Act 2018. Details relating to our Recruitment Privacy Information Notice can be found on Gov.UK: <https://www.gov.uk/government/publications/recruitment-privacy-information-notice>

Pre-appointment Enquiries

If you are recommended for appointment enquiries will be carried out on health and other matters, to ensure that you are qualified for appointment. To enable these enquiries to be completed, we will need to see your current valid passport or European Union Identification Card.

When the enquiries are completed satisfactorily, it will be for the department to make you a formal offer of appointment. We may also require other forms of identification which will be confirmed should you be invited to attend an interview for appointment, enquiries will be carried out into your nationality.

Where a Disclosure and Barring Service (DBS) check is required, to avoid delay we will send completed Criminal Disclosure checking forms to the Disclosure and Barring Service on your behalf. However, we recognise in exceptional circumstances some applicants will want to send their completed forms direct. If you will be doing this, please advise Government Recruitment Service of your intention by emailing horecruitment.grs@cabinetoffice.gov.uk.

Civil Service Commission’s Recruitment Principles

The law requires that selection for appointment to the Civil Service is on merit on the basis of fair and open competition as outlined in the independent Civil Service Commission's Recruitment Principles. The Civil Service Commission has two primary functions:

* Providing assurance that selection for appointment to the Civil Service is on

**merit** on the basis of **fair** and **open** competition.

* Hearing and determining appeals made by civil servants under the Civil

Service Code which sets out the Civil Service values – **impartiality**,

**objectivity**, **integrity** and **honesty** - and forms part of the relationship

between civil servants and their employer.

More detailed information can be found at on the Civil Service Commission website:

<https://civilservicecommission.independent.gov.uk/recruitment/>

If you feel your application has not been treated in accordance with the Recruitment Principles, and you wish to make a complaint, you should contact the vacancy holder in the first instance who will investigate your complaint.

If you are not satisfied with the response you receive from the Department, you can contact the Civil Service Commission:

<https://civilservicecommission.independent.gov.uk/recruitment/civilservicerecruitmentcomplaints/>

Application process

* Once you have submitted your application it cannot be amended; only submit your application when you have completely finished and answered all the relevant questions. **PLEASE NOTE**: when you reach the declaration section of the application form you will presented with a list of statements to read and agree to.  If you tick to agree the statements then click the ‘continue’ button your application will then be submitted.
* Late applications will not be accepted.
* An initial sift based on the first success profile element (i.e. behaviour, technical skill or experience) may be held if a large number of applications are received. For those who meet the minimum standard on the first element, all further elements (as detailed in the advertised vacancy) will then be considered.
* Where an initial sift based on the first success profile element is held, the minimum standard may be raised before going on to assess the remaining elements. However, any candidates applying under the Guaranteed Interview Scheme will only be required to meet the standard minimum criteria.
* Where an initial sift based on the first success profile element is held, those meeting the minimum standard may be invited to interview without the remaining elements being assessed.
* Where the post advertised is public facing your fluency in English will be assessed, as appropriate for the role, as part of the interview process.
* All applications must be made on-line. Paper applications will only be considered if you have a disability that prevents you from applying on-line. If this is the case, please email horecruitment.grs@cabinetoffice.gov.uk
* A reserve list may be held for 12 months.
* Disabled staff are encouraged to apply under the Guaranteed Interview Scheme.

**For Border Force and Immigration Enforcement Operational Roles only**

Shift Working

Where posts are open to full and part-time staff. Due to the current business position, part-time opportunities are very limited and cannot be guaranteed. Shifts will be allocated according to business requirements and staff may not be able to specify fixed days off in any week.  This will apply to all staff including those who work part-time and those who have Flexible Working Arrangements in place.

Annualised Hours Working (AHW)

See Annualised Hours Working paragraph above.

Minimum Age

These roles require attendance on a 24/7 shift rota, including early, late & night shift, weekend & public holidays. In line with the Working Time Directive applicants must be aged **18** and over.

Training

Applicants should be aware that this role requires a lengthy, accredited training process which must be passed before an applicant is legally allowed to undertake the duties of the role.

All aspects of this training and mentoring programme are tested and failure to pass will be deemed as poor performance.

New recruits to the Home Office, including transfers from other Government Departments, will not receive AHA during their initial training, or periods where they are being mentored but not working a shift pattern or weekends.  **Staff previously in receipt of AHA:** Home Office staff on level transfer or promotion will receive the rate of AHA applicable to the new role during the initial training periods

Candidates who have successfully completed their probation will be managed within the Performance Management policy. Failure in any aspects of the training will trigger the use of the departmental Managing Poor Performance policy and this may lead to a decision to dismiss on the grounds of inefficiency.  In certain circumstances the department may consider a request to re-grade as an alternative to dismissal.

Health Standard/Personal Safety Training

Some Border Force and Immigration Enforcements roles can be physically demanding and require a high level of flexibility to meet changing demands. Successful candidates will be required to complete specialist training including Personal Safety Training (PST) up to and including level 3. You will be required to attend and pass a course in personal safety, arrest and restraint techniques and also refresh these skills on an annual basis. This will involve physical activity and physical contact with delegates on the course. You will be required to complete a PST health declaration and, if necessary, attend a medical examination. A formal offer will not be made if you are not physically fit to undertake the training.

Uniform

You will be required to wear a uniform whilst on duty, which will be provided to you after your start date.

Border Force

You will be classified as a Border Force Assistant Officer / Border Force Officer/ Border Force Higher Officer / Border Force Senior Officer in your new role, however due to the legislative processes involved when staff from HM Revenue and Customs merged with Immigration you will officially work as an Assistant Immigration Officer/ Immigration Officer/ CIO/ HMI or a Customs Officer.  This is a statutory procedure and whilst you may notice this on official documentation you should consider yourself a Border Force Assistant Officer/ Border Force Officer/ Border Force Higher Officer/ Border Force Senior Officer.

Critical incidents

While you remain an employee of the Home Office Group we reserve the right in the event of a critical incident to recall you to the front line to carry out Border Force duties. This would apply regardless of grade or post.

Checks

Border Force will need to conduct checks using applicants personal data provided during the application process, which will include checks against Home Office databases. The personal data supplied will be managed confidentially, securely and in accordance with the Data Protection Act 2018. By making an application you will be providing Border Force with consent to use this information.

**For Her Majesty’s Passport Office Operational Roles only**

Dress code

If the primary part of your work involves dealing face to face with the general public, Her Majesty’s Passport Office will provide you with corporate clothing which you will be required to wear on a daily basis.  This will also apply if you are required to move to this type of work during the course of your employment.

**EMPLOYMENT OF EX-OFFENDERS IN THE HOME OFFICE: POLICY STATEMENT**

**General Principles**

* The principle responsibilities of the Home Office are to protect the public and to secure our borders. We work with the police and security agencies to ensure we do all we can to achieve these objectives.
* These responsibilities mean that we set very high standards for our staff. Honesty and integrity are essential and form part of the core values of the Civil Service.
* We will always carefully check the suitability of new employees for employment at the Home Office and are not tolerant of dishonest behaviour. We do not condone criminal activity in any way.
* However, within these constraints, we recognise the contribution that ex-offenders can make to a workforce. Our aim is to ensure that potentially suitable candidates for employment are not automatically ruled out from employment with the Home Office. As such, having a criminal record will not automatically bar an individual from working with us. This will depend on the:
* nature of the position;
* the circumstances, seriousness and background of the offence(s);
* whether or not the conviction is “spent” (“Spent” convictions need to be declared when applying for security clearance);
* the applicant’s openness shown in declaring the conviction.

**Pre-appointment Procedures**

* We carry out our own pre-employment checks and security clearances which include checks about an applicant’s character and integrity.
* We exercise vigilance and rigour in the recruitment of staff who will be working in sensitive areas of Departmental business or with vulnerable groups.  For example, where a position involves regularly caring for, supervising, training or being in sole charge of children under the age of 18 or vulnerable adults we will seek enhanced disclosure from the Disclosure and Barring Service.
* Pre-employment enquiries relating to identity and immigration will be undertaken. This will include any criminal offences that fall under these areas. The relevant form is usually submitted via the recruiting manager but can be sent under separate, confidential cover, to authorised individuals if desired and will normally only be seen by those who need to see it as part of the recruitment process.
* Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or termination of a contract where employment has already started and then information subsequently comes to light.
* In addition to the pre-employment checks post in the Home Office will require National Security Vetting checks. All applicants are obliged to complete an online Security Questionnaire or Criminal Convictions Declaration Form when applying for a position within the Home Office. The type of form to be completed depends on the level of clearance required for the post. It includes the requirement to disclose all convictions, spent and unspent.
* We ensure that all those who are involved in the security vetting process have been suitably trained to identify and assess the relevance and circumstances of offences. We will consider issues such as the post for which the individual is applying, the nature and seriousness of the offence, the length of time since the offence was committed and the relevance of the conviction but each case will be considered individually on its merits.
* Information about convictions or criminal activities provided as part of the Security Vetting process will be treated in strict confidence. A criminal record will not necessarily prevent anindividual from gaining security clearance.
* The HO will maintain the confidentiality of any disclosures made and in asking for disclosures we trust the applicant to be honest about their background. Any failure to disclose relevant circumstances or information is likely to be regarded as evidence of unreliability and will be taken into account in assessing suitability for security clearance.

**The Civil Service Code**

**Civil Service values**

The statutory basis for the management of the Civil Service is set out in Part 1 of the [Constitutional Reform and Governance Act 2010](http://www.legislation.gov.uk/ukpga/2010/25/contents).

The Civil Service is an integral and key part of the government of the United Kingdom. It supports the government of the day in developing and implementing its policies, and in delivering public services. Civil servants are accountable to ministers, who in turn are accountable to Parliament.

As a civil servant, you are appointed on merit on the basis of fair and open competition and are expected to carry out your role with dedication and a commitment to the Civil Service and its core values: integrity, honesty, objectivity and impartiality. In this code:

* ‘integrity’ is putting the obligations of public service above your own personal interests
* ‘honesty’ is being truthful and open
* ‘objectivity’ is basing your advice and decisions on rigorous analysis of the evidence
* ‘impartiality’ is acting solely according to the merits of the case and serving equally well governments of different political persuasions

These core values support good government and ensure the achievement of the highest possible standards in all that the Civil Service does. This in turn helps the Civil Service to gain and retain the respect of ministers, Parliament, the public and its customers.

This [Civil Service Code](https://www.gov.uk/government/publications/civil-service-code/the-civil-service-code#fn:4) sets out the standards of behaviour expected of you and other civil servants. These are based on the core values which are set out in legislation. Individual departments may also have their own separate mission and values statements based on the core values, including the standards of behaviour expected of you when you deal with your colleagues.

Further information about the Civil Service Code can also be found on the Civil Service Commission website: <https://civilservicecommission.independent.gov.uk/code/>

**Annex A: Modernised terms and conditions for existing Civil Servants**

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| --- | --- | --- |
|  | **Home Office staff on promotion in relation to adverts for posts issued on or after 31 August 2014** | **Staff joining the Home Office on level transfer or promotion from an OGD on a permanent and voluntary basis in relation to adverts for posts issued on or after 31 August 2014**  |
| **Mobility** | All grades and all working patterns can be compulsory permanently transferred to any civil service post within the UK and abroad - if deemed reasonable taking into account individual circumstances.  | All grades and all working patterns can be compulsory permanently transferred to any civil service post within the UK and abroad - if deemed reasonable taking into account individual circumstances.  |
| **Hours of work**  | Standard full-time working week of 37 hours net regardless of geographical location (pro-rata for part-time staff). | Standard full-time working week of 37 hours net regardless of geographical location (pro-rata for part-time staff). |
| **Occupational sick pay** | If on pre-modernised T&Cs prior to promotion: 5 months full pay and 5 months half payIf on modernised T&Cs prior to promotion: continue accruing entitlement as for new starters up to 5 months full pay and 5 months half pay during the fifth year of service  | If on pre-modernised T&Cs prior to transfer: 5 months full pay and 5 months half payIf on modernised T&Cs prior to transfer: continue accruing entitlement as for new starters up to 5 months full pay and 5 months half pay during the fifth year of service  |
| **Privilege leave** | 1 day privilege leave in recognition of the Queen’s Birthday | 1 day privilege leave in recognition of the Queen’s Birthday |
| **Annual leave** | Annual leave starts at 25 days rising to 30 days after 10 years of service – any change to take effect from the start of the next annual leave year after promotion. Existing leave entitlement up to 30 days (excluding 1.5 privilege days that have been rebranded as annual leave) will be honoured. However, the qualifying period for additional days up to 30 days will be aligned to 10 years’ service. | Annual leave starts at 25 days rising to 30 days after 10 years of service. Existing leave entitlement up to 30 days (excluding 1.5 privilege days that have been rebranded as annual leave) will be honoured.  However, the qualifying period for additional days up to 30 days will be aligned to 10 years’ service. |

**NB: If you are moving on level transfer within the Home Office your terms and conditions will not be affected.**