Border Force Officer
External Recruitment
April 2018
Version 20.04.18

Candidate Information Pack
What’s included in this pack?

Within this pack you will find both information and advice on applying for a role in Border Force including:

- An introduction to the role of Border Force Officer;
- Who we are and what we do;
- What we are looking for;
- Our recruitment process;
- Lots of important information such as our policies and terms and conditions.

It is important that you read all of the information in this pack and our website www.capitaras.co.uk/borderforce thoroughly before you complete your application. You will be asked to confirm that you have read and understood this pack within your application.
Welcome from our Director General

Thank you for your interest in this exciting and rewarding opportunity.

The role of a Border Force Officer is central to maintaining the security and integrity of the UK border. It is also essential in promoting the national economy, through facilitating the legitimate movement of individuals and trade across the border.

Border Force expects the highest possible standards of professionalism and teamwork from our staff and adherence to our core values: Commitment; Discipline; Respect and Moral Courage. We require our people to operate in sometimes difficult and pressurised environments and to make well balanced decisions. We select through a comprehensive recruitment process only those candidates who display these qualities.

For those who meet these demanding standards, we offer a hugely rewarding and very satisfying career – and one that offers the opportunity for increasing responsibility and reward.

I wish you well in your application.

Paul Lincoln
Director General, Border Force
Key Information about this role

Contract type and Grade

- These are permanent posts at Executive Officer (EO) grade.

Salary

In addition to an excellent benefits package and shift allowances we offer the below salaries;

- £23,330 - £26,831 (National)
- £24,165 - £27,790 (Gatwick)
- £26,866 - £30,896 (Heathrow)

This total reward package is indicative only and subject to review. The salary and, if applicable, allowances payable in this role will be confirmed upon a formal offer of employment being made. The formal offer will not be lower than the bottom of the advertised pay scale.

Eligibility Criteria

Please see below; this is a summary and further information is provided on page 12. You must:

- Be a UK national;
- Hold a full and valid passport;
- Be at least 18 years old as you will be required to work between midnight and 4am which is not legal unless you are 18. For more information visit: [www.gov.uk/night-working-hours](http://www.gov.uk/night-working-hours)
- Either hold a minimum of two A Levels at Grade E and above or relevant experience (see page 13 for details of the experience you would need in place of qualifications);
- Hold a full UK Driving Licence (manual) which you MUST present at interview;
- Be able to provide all of the documents we need to complete your pre-employment screening and security clearance.

Why apply?

This role gives you an opportunity to:

- Serve Border Force, the Government and your Country;
- Gain experience within a range of duties across Border Force;
- Positively affect some of the challenges facing your country today
Who are we and what do we do?

Border Force is a law enforcement command within the Home Office responsible for managing the UK border control by enforcing immigration and customs regulations and working with the wider Home Office on counter-terrorism, organised crime, modern slavery and trafficking. This is some of the most important and challenging work in Government as it both protects and enhances the UK economy.

Border Force has five operational regions in the UK: North, Central, Heathrow, South and SE & Europe. The regions have responsibility for securing the border 24 hours a day, 365 days a year at the UK’s 140 seaports, airports, 200+ general aviation ports, postal depots and international rail network. This includes the Eurostar from Brussels and Paris to St Pancras International and the Eurotunnel from Coquelles to Cheriton, where Border Force has juxtaposed controls.

The regions’ varied work includes checking 100 per cent of passengers arriving on scheduled flights, officers also conduct intelligence-led interceptions for controlled drugs, cash, tobacco, alcohol, firearms, offensive weapons, prohibited goods, counterfeit goods and clandestine entrants. We do this at passenger and freight controls, covering passengers travelling on foot, by car, coaches, freight vehicles, as well as air freight and sea containers.

Our postal depots are a unique ‘warehouse’ type environment where Border Force has specific functions including the raising of duty and VAT on parcels entering the UK and targeting, examining and subsequent seizure of parcels containing prohibited or restricted items entering the UK.
Our strategic aim and vision

Our strategic aim is to secure the UK’s border and promote national prosperity by delivering the following five strategic objectives:

- To deter and prevent individuals and goods from entering the UK that would harm the national interest;
- To facilitate the legitimate movement of individuals and trade to and from the UK;
- To protect and collect customs revenues from trade crossing the border;
- To provide excellent service to customers and protect the vulnerable in need of our care;
- To provide demonstrable effectiveness, efficiency and value for money.

Our values

Our values are hugely important in achieving our vision and are:

- Commitment;
- Discipline;
- Respect;
- Moral Courage.

For more information, please visit:

www.gov.uk/government/organisations/border-force/about
What are we looking for?

We are looking for staff who:

- Have excellent interpersonal skills;
- Are flexible, adaptable and creative in solving problems and dealing with change;
- Are able to successfully perform a range of multi-skilled duties;
- Have a strong sense of personal ethics and integrity;
- Enjoy interacting with colleagues, members of the public and external stakeholders;
- Are able to confidently manage potentially difficult and challenging situations;
- Can demonstrate sound interpersonal, communication and relationship building skills and thrive working as part of a team;
- Have leadership potential or demonstrated leadership ability;
- Think in an objective and analytical manner;
- Are robust at enforcing UK law whilst maintaining professionalism and sensitivity.

What would you do?

You could be engaged in a variety of exciting and flexible duties – from checking all passengers arriving by sea, air or rail for immigration control purposes to the detection and interception of prohibited goods (such as drugs, cash, tobacco, alcohol, firearms or counterfeit goods).

You would do this at passenger and freight controls, controlling people and goods arriving by air, sea and rail; including the control of passengers arriving by foot, in cars and in coaches, and the screening of freight vehicles, air freight and sea containers.

You could also expect to be deployed on other key tasks such as Radiological Nuclear Detection roles and support strategic objectives such as counter terrorism and human trafficking, which may require working across sites rather than at one location, as well as in a mobile capacity inland.

PLEASE NOTE:
There may be longer periods of time where you will be expected to undertake the same duties for all of your rostered shifts.
Key tasks and responsibilities

You would be responsible for delivering a wide variety of tasks, in an airport, seaport/maritime environment or international rail environment, which may include but are not limited to:

- Operating the EU / EEA primary control point (PCP), making decisions to allow free movement of EEA and Swiss nationals and taking appropriate action in cases where further examination is required;
- Operating the non-EEA primary control point (PCP), making decisions to admit non-EEA passengers under the Immigration Act;
- Profiling people, goods and vehicles for border offences, making referrals to the secondary examination area, conducting and noting interviews as necessary;
- Conducting casework and dealing with associated queries;
- Detecting and assisting in the investigation of offences arising from the importation/exportation of prohibited and restricted goods;
- Gathering information and making appropriate notes for evidential purposes;
- Supporting aviation, maritime and international rail operations, visiting privately operated flights and vessel arrivals;
- Making arrests of persons, conducting the search of these people and their supervision. Assisting with the search of premises or vehicles;
- Ensuring arrangements are made for the issuing of appropriate documentation following a decision to detain, refuse entry or remove an individual;
- Demonstrating the professional behaviours associated with a law enforcement organisation;
- May have line management responsibility for Border Force Assistant Officers and Border Force Administrative Assistants;
- Reporting the outcome of any investigation as a witness in court when required.
Start dates, working hours and shift pay

Start Dates
We are advertising for anticipated vacancies as part of our rolling recruitment plans, we expect that the majority of start dates will be between August and December 2018. Where we are not in a position to offer posts, we may place you (if you meet the standard), on a reserve list for up to 12 months. If you are successful at interview, we may also offer you a post in any location subject to business need and is dependent on SC clearance being obtained.

Working Hours and Patterns
We operate 24 hours a day, 365 days of the year and you would be required to work flexibly and operate over a 24/7 shift rota, this can include:

- Night shifts;
- Early morning starts, sometimes before 6am;
- Late night finishes, sometimes after midnight;
- Weekends and public holidays;
- Shifts vary in length and can be up to 12 hours;
- Shifts that change or extend according to business need.

We have provided further information, sample shift patterns, how the Annual Hours Working (similar to a shift allowance) works and the answers to many other Frequently Asked Questions in Annex E. Please consider carefully that you are able to work on this basis before applying.

Annual Hours Working (AHW) Allowance
You would be expected to work shifts and be required to work flexibly on a 24/7 shift rota, including early, late and night shift, weekend and public holidays. We have provided further details of the Annualised Hours Working and allowances in the annex of this pack. These posts include shift allowances of up to 49% which varies by flexibility, shifts and location; however the average allowance is likely to be between 15-30%. You would be deployed to a range of different duties, shifts and locations and should expect to have a variance in the AHW dependent on the varying duties and shifts.
Which base locations can you apply for?

We anticipate that there will be vacancies available in the coming months across a variety of locations listed below.

- Dover / Folkestone
- Heathrow
- Southampton
- Portsmouth
- Newhaven
- Pembroke/Fishguard
- Cardiff
- Bristol
- Plymouth
- Poole
- Gatwick
- Manchester Airport
- Glasgow Airport
- Edinburgh
- Aberdeen
- Holyhead
- Liverpool
- Hull
- Immingham
- Doncaster Sheffield
- Leeds Bradford
- Newcastle Airport
- Port of Tyne
- Tees Port
- Stansted
- Luton
- Birmingham
- Felixstowe
- Tilbury

Please ensure you have read and understood the below before applying:

- When you apply, you will need to indicate the location that you want to apply to work in;
- You will be able to detail up to two other locations you are interested in as subsequent preferences;
- You will not be able to complete more than one application;
- We are advertising for anticipated vacancies across the above locations as part of our rolling annual recruitment plans;
- Posts may not be available in all locations immediately or even at all;
- Posts may become available in the coming months, however, this is subject to change based on business need;
- Where we are not in a position to offer posts, we may place candidates who meet the standard, on reserve lists for up to 12 months;
- Further opportunities may also become available in other locations not listed and we may offer successful applicants a post at any location due to the mobile nature of this post;
- We firstly consider your preferred location then may offer successful applicants posts elsewhere;
- We have provided further information on how we will manage location preferences in Annex A.
Information on our eligibility criteria

Nationality
These are reserved posts and are only 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 a connection with Gibraltar. You should normally have been resident in the UK for the last 5 years. There must be no employment restriction or time limit on your permitted stay in the UK. Please refer to the CS nationality rules Civil Service Nationality Rules.

Dual nationals are eligible to apply for these reserved posts, any queries please contact BFEqueries@capita.co.uk.

Under statutory identification rules, at the interview stage all candidates (including those from other government departments) will need to produce documents to support the pre-employment screening checks.

Driving Licence
You must possess a full UK manual (not automatic) driving licence and be prepared to drive on official business as part of your shift rota. If you are required to be an airside official driver, you will need to undertake an airside medical test and airside driving course. Where you have a medical condition or disability that prohibits this, reasonable adjustments will be considered.

Physical Fitness
These roles can be physically demanding; if successful you will be required to complete and pass specialist training including Personal Safety Training (PST) which develops skills in personal safety, arrest and restraint techniques. This demands 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 and pass the training.

This role can be physically demanding. You may need to search cars and freight vehicles; you will require a high level of flexibility and mobility to meet changing demands. In addition, these posts include working outside in sometimes adverse weather conditions.

Security Clearance
Successful candidates must pass security clearance (SC Level) and will only be offered the position if you either hold Home Office SC level clearance already or subsequently pass the clearance process.
Qualifications or Experience

In order to be eligible to apply you must meet ONE of the essential criteria, either the relevant experience or the relevant qualifications, as outlined below. Please check and consider carefully if you meet either the experience or qualifications before applying:

**Experience Criteria**

You must have either:
- Served as a fully attested Police Officer/ Special Constable;
- Served in the British Armed Forces;
- Served as a Border Force Officer for two years.

We will require evidence (such as discharge papers) to be presented at interview to demonstrate this.

**Qualifications Criteria:**

2 A Levels at Grade E or above (or equivalent)

Please note this can include equivalents at the same levels, equivalent qualifications could include a wide range of formal or vocational training as determined by Ofqual such as some BTEC and higher level NVQs. You must have already been awarded the qualification(s) and must be able to provide your certificate(s) at interview.

Please note:

- We reserve the right to verify that you hold these qualifications or meet one of these criteria as part of the application process;
- We will ask you to detail which criteria you meet in your application and we will also ask that you provide certificates if you are shortlisted to attend an interview;
- **If you need any help determining if your qualifications are the equivalent of 2 A Levels please visit [www.gov.uk/what-different-qualification-levels-mean/compare-differentqualification-levels](http://www.gov.uk/what-different-qualification-levels-mean/compare-differentqualification-levels)** or speak to your local careers service;
- We will consider some vocational qualification equivalents which are formally accredited and can be evidenced as the equivalent of two A Levels Grades E and above;
- We also reserve the right to complete independent checks. Any false declaration will result in your application being withdrawn or you may be subject to dismissal.
The Recruitment Process

We very much hope that having read the information provided so far, you find the prospect of this role exciting. We have created a thorough selection process that has been designed with you in mind.

There are five key stages to the application process:

- An online application;
- Online test;
- Statements you will make in your application form will be assessed;
- An interview;
- Security clearance.

Please be aware that our selection process may change during the campaign to include additional sifting and selection tools or alternative processes and timelines. The selection process will consist of the following stages:

- **Stage 1**: Online Application
- **Stage 2**: Online Test
- **Stage 3**: Strengths Statement Review
- **Stage 4**: Face to Face Interview
- **Stage 5**: Outcome & Security Clearance

The application process will be open **until 23:59 on 7th May 2018**.

The email inviting you to complete the online test will clearly state the date by which you need to complete the test and we anticipate interviews taking place in June and early July.

Candidates will be notified of the outcome of interviews and the security clearance process will commence from July 2018 onwards.

**PLEASE NOTE:**

Should you not complete your online application and tests, be available for interview or provide your documentation during the timeframes above we may withdraw your application. Our selection process and timelines may also change during the campaign.
Your online application

Your application will be managed through an online automated process. Simply click on the Job or the ‘Apply Now’ button on our web page and you will be able to apply for the roles from 28/03/18 until 23:59 on 07/05/18.

Firstly you will be asked to register your personal details. You will then be asked a series of questions and to make declarations to ensure you meet the eligibility criteria and understand the role.

Next you will be asked to detail which of the essential criteria you meet, your previous employment history, as well as other personal details.

You will also be asked to answer some questions to enable us to assess how your strengths match those required by a Border Force Officer please refer to Annex B for further information on how to answer the questions.

- Once you have submitted your application it cannot be amended; only submit it when you are confident it is completely finished and you have answered all the relevant questions;
- You will be asked to make declarations in your application. False declarations may result in your application being rejected or your later dismissal;
- Paper applications will only be considered if you have a disability that prevents you from applying online. If this is the case, please email: BFEnquiries@capita.co.uk
- Please ensure you read the Eligibility Criteria in this pack and on our web pages.

Should you have any queries relating to this recruitment process (or if you require any additional assistance in completing your application), please email BFEnquiries@capita.co.uk

We will endeavour to come back to you within 48hours (Monday to Friday). Please ensure that you allow yourself sufficient time (i.e. 48 hours) to contact us before the close date and time of the vacancy as we will not consider late applications.
Your online test

After completing your application, you will receive an email to confirm the form has been submitted. If your application meets the key criteria for the role you will be invited to complete an online verbal reasoning test. The email inviting you to complete the online test will clearly state the date by which you need to complete the test.

We actively encourage applications from people with disabilities. If you are registered disabled and require reasonable adjustments or support please contact us at your soonest convenience so that the appropriate support can be arranged.

- You must provide details of any adjustments in your application form. If you need any reasonable adjustments you must email us before starting the tests;
- The information provided in your application will be treated in the strictest confidence and will only be considered to provide support during the recruitment process;
- Please review the Disability and Guaranteed Interview Scheme in Annex B.

Before you start your test please note:

- You should be in a quiet environment before starting the test to avoid distraction and ensure you receive fair and honest test scores;
- Once you have started the tests, you cannot stop;
- Only the highest scoring applicants will progress to the next stage of the selection process;
- We reserve the right to ask a selection of applicants to re-sit the tests in controlled conditions to validate test scores if selected for interview, any variance in scores outside of accepted norms may result in your application being rejected.

Important information required to access the tests:

- You will not be able to access these tests from a terminal server;
- HTTPS access and JavaScript must be allowed;
- Pop-up blocker setting should allow pop-ups on the application URL.

The test can operate on the following operating systems:

- Microsoft Internet Explorer v7, or later;
- Mozilla Firefox v3 or later;
- Google Chrome, Apple Safari.
Application review – the sift

If you meet the required standards in the online test, you will progress through to the next stage of the selection process which is when our independent panel will assess and score your responses to the strengths based questions within the application form.

You will be notified of the outcome by email. We may place your application on hold if you pass the sift yet are not in the top scoring applications. This means that dependent on the number of posts that become available you may be invited to progress your application at a later date.

Please note:

If you have applied under the Guaranteed Interview Scheme you will be progressed to the next stage if the minimum test and sift scores have been achieved.

If you do not achieve a position in the order of merit to be invited to interview for your preferred location, you may be offered the chance of an interview to be considered for the role of Border Force Administrative Officer.

We regret that due to the potential volume of applications, we will NOT be able to provide you with feedback on your statements.

Please refer to Annex B where we have provided guidance, hints and tips on completing the application form.
Your Interview

Should you be invited to interview you will receive an email inviting you to book a face to face interview via our online booking system.

Please ensure that you book your interview as soon as possible so that you receive the best possible choice of dates and times. You will then receive an email confirming your interview time and date.

We will provide you with full details once you have booked your interview slot. You will also be reminded of all documents that you will need to bring to your interview.

You will need to allow yourself around two hours for the interview:

- We will firstly verify all of your documentation and identification (see Annex C for full list);
- You will be asked strengths based questions;
- The panel will consist of two people. Typically, the interview itself takes around 45 minutes. You will be expected to discuss how your strengths are aligned with the strengths needed to perform the Border Force Officer role (see Annex B).

If you are shortlisted to attend an interview we will provide you with full guidance on how best to prepare and what to expect.

PLEASE NOTE:

- Interviews may be held in any location and on any day of the week, including weekends; we may not be able to offer you an interview at your preferred location.
- We anticipate interviews taking place in June and early July. You may however have your application placed on hold and potentially be offered a later interview date.
- Failure to bring the correct documentation may mean that your interview will NOT be completed. Please refer to Annex C for a full list.
Security clearance and start dates

All applicants who are interviewed will be scored and ranked. If you are a top scoring applicant you will receive confirmation via email of your employment offer (a recommendation), subject to completion of the appropriate pre-employment checks.

We may also offer you, if successful, a place on the Reserve List. This means that we may contact you, if you meet the standard at interview, any time in the following 12 months and offer a post if and when they become available. We will notify applicants in merit order; this means that those who obtain the highest scores at interview may be offered posts first.

PLEASE NOTE:
If you are successful, you must pass security clearance (SC Level) and will only be offered the position if you either hold Home Office SC level clearance already or you subsequently pass the clearance process.

If you are recommended for appointment, we will make enquiries into your nationality, health and other matters, to ensure that you qualify for appointment. We will NOT be able to provide you with feedback at any stage of the application or recruitment process.
What’s involved in training?

We will be teaching you about legislation; law; procedures; personal safety and how you will be deploying your powers. Then once we’re sure you understand the theory we’ll be taking you through extensive application of that by putting it into practice in a safe environment with our trainers in our classrooms and out in our operational areas.

Modular technical skills training will focus on immigration and customs legislation and will based upon your role and the location to where you are posted. The training will consist of three parts to include pre course online learning, classroom learning and mentoring.

Please be aware your training is full time over a period of 14 weeks. You will be expected to commit to the entire duration. There will be a break after week 6 for a week’s annual leave then you will be back with us until the end of your training. Your training period is crucial to preparing you for your initial career as a Border Force officer so no other annual leave will be authorised during this phase. Sometimes emergencies do happen and if they do whilst you are on your training phase you will have lots of support to help you re-coup any training lost.

Where will the training take place?

You may not complete training in your preferred location. You will either be allocated to our North or South cohort close to Manchester or Heathrow. Unless you live in easy commute distance, you should plan to be residential. You will receive full joining instructions closer to your start date with details of your hotel and other arrangements. All meals will be provided; you will be able to park on site and there will be WIFI too so you can stay in touch with home.
PLEASE NOTE:

- This role requires mandatory training, which must be passed before you are legally allowed to undertake the duties of the role.
- During the initial training period, you will receive a 0% AHW allowance to reflect the Monday to Friday working pattern.
- This role requires a significant commitment on your part to training and development.
- All aspects of this training and mentoring programme are tested and failure to pass may be deemed as poor performance.
Who to contact if you have any questions

Should you have any queries or if you require any additional assistance in completing your application, please contact us by email and we will endeavour to respond within 48 hours (Monday to Friday). Email us at:

BFEnquiries@capita.co.uk

Please ensure that you allow yourself sufficient time to contact us before the closing date of the vacancy. We are sorry that we are unable to provide a telephone number to deal with queries.

Capita Resourcing are appointed to support us in the management of the recruitment process only. If you are successful, the Home Office and Civil Service Resourcing will process your pre-employment checks and security clearance and your contract would be signed directly with Border Force (the Home Office).

Thank you for your interest in this exciting opportunity. We have provided further information in the Annexes to follow. These annexes include important notes about this role and guidance on how best to manage your application. Please ensure you have read and understood these before you apply.

WE WISH YOU ALL THE BEST WITH YOUR APPLICATION
ANNEX INFORMATION

Please ensure you read the Information below to include:

<table>
<thead>
<tr>
<th>Annex</th>
<th>Subject</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annex A</td>
<td>Location choices and availability of posts</td>
<td>22</td>
</tr>
<tr>
<td>Annex B</td>
<td>Strengths statement and interview</td>
<td>23</td>
</tr>
<tr>
<td>Annex C</td>
<td>Important documents required at interview</td>
<td>25</td>
</tr>
<tr>
<td>Annex D</td>
<td>Guaranteed Interview Scheme</td>
<td>26</td>
</tr>
<tr>
<td>Annex E</td>
<td>Annual Hours Working Frequently Asked Questions</td>
<td>27</td>
</tr>
<tr>
<td>Annex F</td>
<td>Terms &amp; Conditions</td>
<td>30</td>
</tr>
<tr>
<td>Annex G</td>
<td>Modernised Terms &amp; Conditions for existing Civil Servants</td>
<td>41</td>
</tr>
</tbody>
</table>
Annex A: Availability of posts

This candidate pack covers a range of adverts. Please only apply for either Border Force Officer of Border Force Assistant Officer. Please select the role that is the most appropriate to your qualifications and aspirations. You can indicate the locations in which you want to work in the application form.

Please also note:

- We are advertising for anticipated vacancies across the above locations as part of our rolling annual recruitment plans;
- We cannot guarantee that there will be opportunities in your preferred location;
- Posts may become available in the coming months, however, this is subject to change based on business need;
- Further opportunities may also become available in other locations not listed and we may offer successful applicants a post at any location;
- Posting will be done on the basis of merit and business need;
- We will firstly consider your preferred location and then we may offer successful applicants posts elsewhere;
- If you accept a post in a location which is not your stated preferred location, you will lose your right to be transferred to that location should posts subsequently become available;
- Where we are not in a position to offer posts, we may place candidates who meet the standard, on reserve lists for up to 12 months;
- We will not be able to advise you of your position on the merit or the reserve list;
- If we offer you an alternative location which you are not able to accept, you will maintain your position on the reserve list of your preferred location. However, please note there is no guarantee that you will be offered a post at your preferred location depending on your position on the list and business need;
- These are anticipated vacancies and if you are recommended for appointment any formal offer of employment will be based on business requirements at that time and will be subject to successful completion of our pre-employment checks;
- We may consider your career history / desirable experience to differentiate between applicants on the merit list who achieve the same score.
Annex B: Strengths statement guidance notes

Please note that we are not using competencies. We will be using a strengths based selection process to identify the best applicants with the selection process consisting of an application form sift, online test and interview.

Whilst we are interested in what you have done in the past our selection process will focus on your aspiration to be a Border Force Officer.

What do we mean by Strengths?

Something that you are good at and find energising is a strength. Our strength based recruitment process will help us to understand what you enjoy doing- your natural motivation.

Application Form

You will be asked to answer four application form questions that give you the chance to show us you have the strengths required to perform the role to a high standard.

There are no right or wrong answers to these questions. However, it is important that you answer the questions as openly and honestly as you can, thinking about the kind of work that you enjoy doing, what strengths are needed for the Border Force Officer role and how your strengths make you suitable for the role.

Be aware of the maximum word limit for each response indicated at the end of each question. It is important that you stay within this word limit and we will also potentially assess your written communication skills so please make sure you check your statement to ensure that it is well written, you have checked spelling and grammar and that you have written no more than the permitted word count.

Feedback – please note due to the high volume of applications we expect, it will NOT be possible to provide candidates with feedback following the sift.

Interview

If you are successful at the application form sift you will be invited to complete a strengths based interview.
Annex B: Strengths statement guidance notes - Continued

What to expect in our strengths based interview?

Instead of talking through your CV or competency - focusing on your past, we will ask you some strengths based questions to see what you are naturally capable of and motivated towards doing. We are interested in your potential and will explore the following strengths:

- Skilful Communicator
- Supportive Team player
- Inquisitive Vigilant
- Considered
- Resilient
- Flexible
Annex C: Important documents to bring to your interview

If you work for the Home Office today you will need to bring your passport and driving licence to your interview.

Under statutory identification rules, at the interview stage all candidates from other government departments and non-civil servants will need to produce various documents and bring them to the interview these include, but are not limited to:

- A full and valid passport
- Evidence of UK nationality (if you do not hold a UK passport)
- Valid driving licence

We will also ask you to bring TWO of the following:

- bank or building society statement at given address dated within the last three months;
- credit card statement at given address dated within the last three months;
- original birth certificate (issued within 42 days of birth);
- adoption certificate (issued within 42 days of adoption order);
- utility bill (dated within the last three months) / council tax bill (dated within the current tax year) sent to your given address (please note, mobile phone bills will not be accepted).

National Insurance Number

If you have never worked in the UK, you will be required to provide proof of your National Insurance Number using one of the following:

- National Insurance card;
- original letter confirming National Insurance Number issued by Government Department.

Evidence of meeting the Essential Criteria

You will be asked to provide documents to evidence either your qualifications or experience as detailed on page 13.
Annex D: Disability and the Guaranteed Interview Scheme

We incorporate equality into our core objectives, making every effort to eliminate discrimination, create equal opportunities and develop good working relationships between different people.

The Home Office actively encourages applications from people with disabilities. Within your application please tell us about any support you require in completing your Application, Online Assessments, Interview or in the workplace if you are successful.

Paper applications will only be considered if you have a disability that prevents you from applying online. If this is the case, please email BFEnquiries@capita.co.uk as we would be delighted to provide support. The information provided in your application will be treated in the strictest confidence and will only be considered to provide support during the recruitment process.

Adjustments to online assessments

If you have a documented medical condition or disability that may affect your performance in the online test, you may be entitled to reasonable adjustments in accordance with the Equality Act 2010.

Please contact us by email at BFEnquiries@capita.co.uk BEFORE you take the online test so that we can arrange any support required.

Guaranteed Interview Scheme

If you consider yourself to have a disability which has a long term and substantial affect you are able to apply under the Guaranteed Interview Scheme. This means that if you meet the minimum criteria for the campaign, we will guarantee you an invitation to interview. For this recruitment the criteria is meeting the minimum score in the online assessments. If you meet the minimum score in your online test you will then be guaranteed an invitation to interview.

PLEASE NOTE:

In order to progress under the Guaranteed Interview Scheme your aspiration statement would need to score 4 or more.

Any false declarations made in order to obtain an interview will lead to the withdrawal of your application or later dismissal.
Annex E: Annual Hours Working – frequently asked questions

This guide provides some additional information on how annualised hours works in practice in Border Force to enable you to decide if it is for you. AHW is not for everybody although lots of our staff enjoy the benefits it brings.

How does annualised hours work in Border Force?

Essentially you work an agreed number of hours for the year rather than weekly conditioned hours. Your hours will vary each week in line with business requirements. You will be expected to work a full range of shifts which may include night shifts. Your shifts may vary in length, usually between 6 and 12 hours, if you are full-time. You may also work longer shifts at peak periods. Because of the sometimes unpredictable nature of our business you will be contracted to undertake an agreed number of short notice shift changes each year. We might need you to change the day and time of your shift. If a flight is delayed we might also want you to stay beyond the end of your shift to process the passengers.

How is the annualised hours allowance (AHA) actually calculated?

AHA rewards you for all the flexibility you offer. The allowance is calculated as a percentage of your basic salary based on your attendance patterns for the year, in particular the number of nights and weekends you work, and the number of short notice changes required. This and your AHA percentages will all be set out in an annual agreement between you and your manager.

Does my pay vary depending on how many hours I work each month?

No. As your AHA is a percentage of your basic salary, it will be divided equally over 12 months so that you will receive the same monthly salary regardless of the hours you work that month.

Do I keep the same AHA percentage year on year?

Not necessarily. It is an annual agreement based on current business need. Your manager will review attendance requirements for the following year and produce an AHA agreement in line with these requirements. AHA percentages may go up or down dependant on these requirements.

Is AHA pensionable?

AHA is made up of modules, the majority of which are pensionable.

Will I receive AHA during my training?

During the initial training period, you will receive a 0% AHA allowance to reflect the Monday to Friday working pattern. When you start working shifts, a written part year agreement for the remainder of the year will be provided to you to advise you of the applicable AHA rate.
Can my agreement change during the year?

This would be exceptional and would only result from a major change in business need or if your personal circumstances change. Any changes made to AHA percentages resulting from a change in business need require 28 days’ notice.

Do I have any input into my annual agreement?

You will be required to work a shift pattern that will be determined through discussions between managers, staff and the unions at the start of each year. In most locations team working structures are in place and all officers working in a team will normally work the same shift pattern. There is limited scope for change within the pattern but some shift swaps may be agreed during the year.

How much notice will I get of what shifts I am on?

We give you as much notice as possible of your shift pattern as we know this helps you to plan your life, particularly if you have domestic commitments. In some locations attendance is based on rolling pattern rosters, i.e. the same pattern over a period of several weeks will be continuously repeated. In others rosters are published 6-12 months in advance. It is best practice at all ports/stations for staff to be provided with 4-6 weeks notice of planned shifts.

Will I be able to swap shifts if I have a regular commitment outside work?

There may be limited opportunities to change or swap shifts with colleagues for a one-off event but it is unlikely that you will be able to do that on a regular basis.

I can’t work weekends/nights/stay beyond the end of my shift. Can you make an exception for me?

This is very unlikely. Staff on AHA will be expected to work the full range of shifts and to offer the level of flexibility required by the business.

What shifts will I be working?

For example, at some locations, scheduled flights typically arrive between 0500 and 2300hrs and our shift working patterns are arranged so that we have sufficient cover to meet these, as well as earlier/later arrivals due to the nature of international travel. These include night duties for certain grades. You will work an average of 41 (existing terms) or 42 (modernised terms) a week including meal breaks. Shifts will be set in advance and will vary according to business needs. Staff are required to be flexible and work the shift patterns they are allocated.
### Shift Times

<table>
<thead>
<tr>
<th></th>
<th>Start</th>
<th>Finish</th>
<th>Meal Break</th>
<th>Length of shift</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHIFT A</td>
<td>05:00</td>
<td>13:53</td>
<td>00:30</td>
<td>09:33</td>
</tr>
<tr>
<td>SHIFT B</td>
<td>05:30</td>
<td>14:23</td>
<td>00:30</td>
<td>09:33</td>
</tr>
<tr>
<td>SHIFT C</td>
<td>13:37</td>
<td>22:30</td>
<td>00:30</td>
<td>09:33</td>
</tr>
<tr>
<td>SHIFT D</td>
<td>14:07</td>
<td>23:00</td>
<td>00:30</td>
<td>09:33</td>
</tr>
</tbody>
</table>

(Start and Finish Times are actual)

### Example of a Shift Roster

Please see an example below of a shift pattern that we have created purely for demonstration purposes, this shift pattern does not exist and is provided as an example only.

Please note that each business area across Border Force has rosters designed to meet their specific requirements. You will be required to work a full range of patterns.

In this scenario you would work a level roster of 9 hour 33 minute shifts (9.56), which provides a level ‘baseline’ of coverage throughout the day. The duty would be for 8 hours 53 minutes a day with a 30 minute in-shift meal break included.

#### Sample Roster (Delivers 224 Shifts per Year)

<table>
<thead>
<tr>
<th></th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>OFF</td>
<td>OFF</td>
<td>D</td>
<td>D</td>
<td>C</td>
<td>OFF</td>
<td>C</td>
<td>38.24</td>
</tr>
<tr>
<td>Week 2</td>
<td>C</td>
<td>OFF</td>
<td>OFF</td>
<td>B</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>47.8</td>
</tr>
<tr>
<td>Week 3</td>
<td>A</td>
<td>OFF</td>
<td>OFF</td>
<td>OFF</td>
<td>D</td>
<td>D</td>
<td>C</td>
<td>38.24</td>
</tr>
<tr>
<td>Week 4</td>
<td>C</td>
<td>C</td>
<td>OFF</td>
<td>OFF</td>
<td>B</td>
<td>C</td>
<td>OFF</td>
<td>38.24</td>
</tr>
<tr>
<td>Week 5</td>
<td>OFF</td>
<td>B</td>
<td>B</td>
<td>A</td>
<td>OFF</td>
<td>OFF</td>
<td>D</td>
<td>38.24</td>
</tr>
<tr>
<td>Week 6</td>
<td>D</td>
<td>D</td>
<td>C</td>
<td>OFF</td>
<td>OFF</td>
<td>B</td>
<td>A</td>
<td>47.8</td>
</tr>
<tr>
<td>Week 7</td>
<td>A</td>
<td>OFF</td>
<td>D</td>
<td>C</td>
<td>OFF</td>
<td>OFF</td>
<td>B</td>
<td>38.24</td>
</tr>
<tr>
<td>Week 8</td>
<td>B</td>
<td>C</td>
<td>OFF</td>
<td>OFF</td>
<td>B</td>
<td>C</td>
<td>OFF</td>
<td>38.24</td>
</tr>
<tr>
<td>Week 9</td>
<td>OFF</td>
<td>B</td>
<td>A</td>
<td>A</td>
<td>OFF</td>
<td>OFF</td>
<td>D</td>
<td>38.24</td>
</tr>
<tr>
<td>Week 10</td>
<td>D</td>
<td>D</td>
<td>C</td>
<td>C</td>
<td>OFF</td>
<td>OFF</td>
<td>B</td>
<td>47.8</td>
</tr>
<tr>
<td>Week 11</td>
<td>B</td>
<td>A</td>
<td>OFF</td>
<td>OFF</td>
<td>D</td>
<td>D</td>
<td>C</td>
<td>47.8</td>
</tr>
<tr>
<td>Week 12</td>
<td>C</td>
<td>OFF</td>
<td>OFF</td>
<td>B</td>
<td>A</td>
<td>A</td>
<td>OFF</td>
<td>38.24</td>
</tr>
<tr>
<td>Week 13</td>
<td>OFF</td>
<td>A</td>
<td>A</td>
<td>OFF</td>
<td>OFF</td>
<td>B</td>
<td>A</td>
<td>38.24</td>
</tr>
<tr>
<td>Week 14</td>
<td>A</td>
<td>OFF</td>
<td>B</td>
<td>D</td>
<td>C</td>
<td>OFF</td>
<td>OFF</td>
<td>38.24</td>
</tr>
</tbody>
</table>

Longest run of shifts - three 5 day runs
Annex F: Additional Information & Terms

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 Home Office 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.
Annex F: Additional Information & Terms

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 G page 41 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 and page 10 of this document to see which nationality and residency requirements apply for this role.
Annex F: Additional Information & Terms

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. 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. 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.

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 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.

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) 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.

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 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.
Annex F: Additional Information & Terms

The Home Office has concluded that membership of any group or organisation that promotes hatred in its philosophy, aims, principles or policies, based on gender, gender identity, race, disability, sexual orientation, religion or belief, 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.

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 Civil Service Resourcing of your intention by emailing homeofficejobs.csr@hmrc.gsi.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: http://civilservicecommission.independent.gov.uk
Annex F: Additional Information & Terms

If you feel your application has not been treated in accordance with the Recruitment Principles, and you wish to make a complaint, you should email BFEnquiries@capita.co.uk in the first instance who will investigate your complaint. If you are not satisfied with the response you receive, you can contact the Civil Service Commission

http://civilservicecommission.independent.gov.uk/civil-servicerecruitment/complaints/

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 two strengths based questions may be held if a large number of applications are received.

- Where an initial sift based on the first two strengths based questions, the minimum standard may be raised before going on to assess the remaining questions. 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 two strengths based questions is held, those meeting the minimum standard may be invited to interview without the remaining competencies 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 online. Paper applications will only be considered if you have a disability that prevents you from applying online. If this is the case, please email BFEnquiries@capita.co.uk

- A reserve list may be held for 12 months.

- Disabled staff are encouraged to apply under the Guaranteed Interview Scheme.
Annex F: Additional Information & Terms

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. This vacancy is only open to applicants aged 18 and over as legally staff aged 16 or 17 cannot work between midnight and 4am, which is a requirement for this role. Please follow the link for more information www.gov.uk/night-working-hours

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 applicant’s 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 1998. By making an application you will be providing Border Force with consent to use this information.
Annex F: Additional Information & Terms

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.
Annex F: Additional Information & Terms

- 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 an individual from gaining security clearance.

- The Home Office 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.
Annex F: Additional Information & Terms

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.

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 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.
### Annex G: Modernised terms and conditions for existing Civil Servants

<table>
<thead>
<tr>
<th>Mobility</th>
<th>Home Office staff on promotion in relation to adverts for posts issued on or after 31 August 2014</th>
<th>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</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
<td>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.</td>
</tr>
</tbody>
</table>

| 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). |

<table>
<thead>
<tr>
<th>Occupational sick pay</th>
<th>If on pre-modernised T&amp;Cs prior to promotion: 5 months full pay and 5 months half pay</th>
<th>If on pre-modernised T&amp;Cs prior to transfer: 5 months full pay and 5 months half pay</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If on modernised T&amp;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</td>
<td>If on modernised T&amp;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</td>
</tr>
</tbody>
</table>
Annex G: Modernised terms and conditions for existing Civil Servants

<table>
<thead>
<tr>
<th>Privilege leave</th>
<th>Annual leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 day privilege leave in recognition of the Queen’s Birthday</td>
<td>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.</td>
</tr>
<tr>
<td>1 day privilege leave in recognition of the Queen’s Birthday</td>
<td>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.</td>
</tr>
</tbody>
</table>

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