

Recruitment, Advertising and Pre-employment Checking Service

The service can advise on the best place to advertise your vacancy to maximise response. It can secure advertising on websites and in publications at a discounted rate, as well as placing adverts on the County Council's website. The service has moved to an online system for processing electronic Disclosure and Barring Service (DBS) checks, which means disclosures are received on average within 5 days. The service offers an online applicant tracking system (eRecruitment solution), providing a streamlined, managed recruitment service, configurable to individual requirements.

What we offer

Advertising

Placement of teaching and non-teaching vacancies on the Nottinghamshire County Council website.

Placement of teaching and non-teaching adverts in local/national publications and on external websites as requested. The school will benefit as any media discounts obtained by the Council are passed back.

Costs

Details of advertising costs and administration charges are available by logging into the Schools Portal, under Local Authority > Business Support Centre.

DBS

Standard check – for spent and unspent convictions, cautions, reprimands and final warnings.

Enhanced check – includes the same as the standard check plus any additional information held by local police that's reasonably considered relevant to the role being applied for.

Basic check – for unspent convictions (new service, available now).

Costs

Details of DBS administration charges are available by logging into the Schools Portal, under Local Authority > Business Support Centre and will apply to all types of check plus DBS application charge.

The application charges are set by the DBS and may be subject to an annual increase.

Please note - DBS do not charge for eligible volunteers checks. However, the NCC administration charge is still applicable.

**Reference checking
(new service available April 2017)**

On-line reference request service, reducing timescales for receipt of checks.

**Full recruitment administration service
(new service available April 2017)**

A managed recruitment administration service through the NCC e-recruitment solution, from placement of advert to issue of formal offer. Candidates apply online via an application form which is configurable to individual requirements.

Costs and introductory prices

All costs (including one off setup costs for the managed recruitment service) are available by logging into the Schools Portal, under Local Authority > Business Support Centre.

Additional advertising in publications or other websites will be subject to an additional cost, quotation details will be provided at point of advert and are subject to an administration charge.

DBS and reference checks will be charged separately, as appropriate, see relevant section on these pages.



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