

Warwickshire Armed Forces Guaranteed Interview Scheme

Introduction

The Armed Forces Covenant seeks to ensure the Armed Forces community are not disadvantaged as a result of their Service. The Covenant covers Regulars, Reserves, Veterans, their spouses and dependents.

Warwickshire County Council (WCC) signed the Armed Forces Covenant in 2012 and chairs the Coventry, Solihull and Warwickshire (CSW) Covenant partnership. WCC is a 'Forces Friendly' employer and recognises and values the commitment made by members of the Armed Forces community.

WCC recognise that those leaving the Armed Forces may be disadvantaged in terms of securing meaningful employment and adjusting to a civilian environment. WCC uses this Guaranteed Interview Scheme (GIS) to address this disadvantage.

WCC also recognises the contribution that members of the Armed Forces community can make to its staff group in terms of the soft skills, attributes and values they bring to the organisation.

Scope

This GIS applies to the following:

- Any serving member of the Armed Forces and who is within 12 weeks of their discharge date
- Service leavers within 3 years of their Discharge date or where the Armed Forces are the individual's last substantive employer

Eligibility

A Guaranteed Interview will be provided to the Service person or leaver who meet the 'Essential' criteria for any post being externally advertised.

Operation

Prior to advertising recruiting managers are encouraged to review the job description and person specification to ensure they are written in such a way as to not exclude members of the Armed Forces community. For example, the requirement for specific qualifications or experience of working within defined fields should only be stated as essential criteria where they are necessary to the role.

WCC uses its own recruitment portal as well as the Career Transitions Partnership, which is an MOD funded outsourcing agency provided by Right Move.

The HR process and system will be amended to allow applicants to tick a box to determine in which category they are requesting a Guaranteed Interview.

Recruiting managers will be alerted if anyone is asking for a Guaranteed Interview under this scheme. They will need to check that the individual meets the 'Essential' criteria before inviting them for interview.

The Scheme will apply criteria that will create a longer shortlist of candidates than might otherwise arise. No candidate will be displaced from a shortlist by the application of the Scheme. The Scheme is not a guaranteed job for veterans; selection procedures will still ensure the best candidate for the job is appointed based on objective criteria.

Recruiting managers will need to request evidence of eligibility at the interview stage, alongside other pre-employment checks. This will be:

- Discharge notice for those within 12 weeks of leaving the Armed Forces
- Service record evidencing date of discharge for veterans
- A letter from a senior Officer of the Service individual's Unit, Ship or Establishment to the recruiting manager confirming that the named person is a currently serving member of the Armed Forces

Where an individual has falsely claimed to be a veteran or a currently serving member of the Armed Forces any offer of employment may be withdrawn or employment terminated.