

**Re.cr.uit Scheme – Internal Application Form**

**Employees - Conditions of use of the form**

* You must be an internal employee of the council, a casual / relief / supply worker or an agency worker engaged currently with the City Council.
* Certain employees of an arms-length external organisations (ALEOs) or Partnership organisations may use the form and will have been advised of this. This includes NHS Grampian employees who work for the Aberdeen City Health and Social Care Partnership.
* You are encouraged to sign up to [the re.cr.uit digital](https://peopleanytime.aberdeencity.gov.uk/recruitment-and-talent/re-cr-uit-2/) tool to be considered for other vacancies across the organisation.
* This form should be submitted directly to the recruiting manager for the vacancy and not the Talent Team.

**Recruiting Managers - Guidance**

Internal Application forms should be retained by recruiting managers in line with [record retention schedules](http://internalblog/wiki/index.php?title=Managing_Recruitment).

Following a selection process for a vacancy, using the Internal Application process, Recruiting managers should email **talent@aberdeencity.gov.uk** to advise of a preferred candidate or unsuccessful process.

In addition, recruiting managers should also submit copies of interview paperwork along with copies of the forms. Interview paperwork should be saved as “**VACANCY JOB TITLE – SUCCESSFUL / UNSUCCESSFUL CANDIDATE – EMPLOYEE NAME – INTERVIEW PAPERWORK**”.

**Employee Details**

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| **Name** |  |
| **Current Job Title** |  |
| **Current Cluster (if not ACC, please leave blank)** |  |
| **Employee Number** |  |
| **Vacancy Applied For** |  |
| **Date Completed** |  |

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| **Please select your current priority status** |
| **Priority 1 –** Aberdeen City Council employee on redeployment |  |
| **Priority 2\* -** Aberdeen City Council employee, formally advised at risk of displacement OR Modern Apprentice within last 3 months of apprenticeship |  |
| **Priority 3 –** Aberdeen City Council employee not in any of the above categories |  |
| **Priority 4 –** Relief / Casual / Agency worker at Aberdeen City Council or employee of an Arm’s Length External Organisation or Partner Organisation where eligibility to apply has been confirmed. This includes any NHS Grampian employee who works within the Aberdeen City Health and Social Care Partnership (ONLY).  |  |

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| **Note for Recruiting Manager:** Please ensure selection processes are undertaken in priority group order. Priority 1 employees should be fully considered and assessed first, then Priority 2 and so on. Interviews should only be arranged in priority group order – please do not arrange interviews for different priority groups at the same time. **\*Priority 2 is not applicable in situations where, as part of the Aberdeen City Health and Social Care Partnership, employees from both Aberdeen City Council and NHS Grampian have equal rights to apply for the vacancy. In these instances, anyone at Priority 2 would be considered at the same time and with as much weighting as Priority 3 employees.****If an employee has selected that they are Priority 1 or 2, and you are not sure if this is the case, please contact** **talent@aberdeencity.gov.uk** **who will be able to confirm.** |

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| **Please select the situation which applies to you** |
| **I was contacted by the Talent Team to apply for this job as I had aligned to it through the re.cr.uit digital system.**  |  |
| **I am applying based on my interest in the role.**  |  |
| **Note for Recruiting Manager:** Employees who aligned to this vacancy via the re.cr.uit digital system have been contacted based on their skills, knowledge, experience and typical behaviour. Their re.cr.uit profile suggests that the employee is a good ‘fit’ for your role. While technical skills, knowledge, experience and qualifications can be gained ‘on the job’, overall ‘fit’ is something that is less easy to train or develop. Someone who has overall ‘fit’ to a role is likely to have longer-term success. In accordance with the commitment to our approach to internal recruitment and movement of staff approved by Staff Governance Committee in 2019, we ask that recruiting managers factor this into their selection and decision-making processes. Overall ‘fit’ should be considered as equally as important as technical skills, experience and qualifications. The Talent and People Development teams in People and Organisational Development are happy to discuss further with you any learning, training and development a candidate may require and what is feasible to achieve ‘on the job’. |

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| **Please outline your work history.** |
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| **Please provide details of any relevant qualifications or training.**  |
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| **Please outline your suitability for this vacancy as set out in the job profile for the role. [You might want to consider your relevant skills, knowledge & experience as well as your behaviours / working style].** |
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