

our ref  
your ref  
please ask for recruitment team  
direct dial 01473 432766  
email [recruitment@ipswich.gov.uk](mailto:recruitment@ipswich.gov.uk)

Date as post marked

Dear Applicant

**RE: CASUAL FOOTBALL COACH**

Thank you for your interest in the above post. Enclosed in this application pack you should find a copy of:

- Application Form
- Job Description
- Person Specification

In addition, please note the following:

- As a thriving multi cultural regional centre, Ipswich offers excellent quality of life. The Council is committed to promoting equality of opportunity and welcomes applicants from all sections of the community.
- Any disabled candidate meeting the minimum requirements will be guaranteed an interview
- Job sharers welcome
- The above post is subject to job evaluation

**Application Form:**

The application form plays a key part in our selection process. We use the information you provide to shortlist for interview.

You are urged to ensure that all the information contained in your application is relevant and that you demonstrate how you meet the criteria on the person specification. Please use the person specification for guidance when filling in the application form.

**References:**

If successful at interview, Ipswich Borough Council will seek to obtain two employment references. Wherever possible the name of your first referee must be from current employment/education and the second from either current or former employment/education. If you cannot provide an "employment" reference please contact the HR Team at Ipswich Borough Council for further assistance.

For your information, the salary for this post is: £15.4871 per hour.

The closing date is 11<sup>th</sup> August 2010. Please send your completed application form to either Human Resources, 5<sup>th</sup> Floor Grafton House, 15-17 Russell Road, Ipswich, IP1 2DE or [recruitment@ipswich.gov.uk](mailto:recruitment@ipswich.gov.uk).

**Single Status Harmonisation' exercise:**

For your information, the Council is in the process of implementing a national Single Status agreement to harmonise the pay and other terms and conditions of all of its employees (with the exception of jobs designated as 'Craft' posts). This includes assessing every post in the organisation using a common job evaluation scheme to determine its new grade and, therefore, rate of pay. Therefore please be aware that, the rate of pay for this job could go up, stay the same or go down when the new pay structure is implemented - which is currently scheduled for later in 2010.

As part of this exercise, new Job Descriptions are being produced for every job to ensure they are job evaluated using an accurate and up-to-date list of main duties and responsibilities. A copy of the new job description has been enclosed for your consideration.

**CRB Disclosure:**

The above post has been risk assessed and requires the completion of a Criminal Records Bureau (CRB) Disclosure. Should you be successful at interview, further details will be given to you regarding the disclosure process and the Council's relevant policies and procedures.

Ipswich Borough Council complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

We also fully comply with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure Information and our obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

Copies of the full Policy Statements regarding the "CRB Code of Practice", "IBC Recruitment of Ex-Offenders" or the "IBC Secure Storage, Handling, Use, Retention & Disposal of Disclosure" can be obtained by writing to Human Resources, at the above address, by emailing [recruitment@ipswich.gov.uk](mailto:recruitment@ipswich.gov.uk) or phoning 01473 432766.

Yours faithfully

*Jane Hennell*

Recruitment Team  
Human Resources