

**Perth & Kinross Council  
Single Status Employees**

**INTERVIEW FORMAT SHEET**

**Information to Candidates**

This information sheet has been produced so that managers can discuss all aspects of the post with the candidate

- Post applied for** :
- Location/Base** :
- Hours** : Inform the candidate of the number of hours per week they would be required to work and what days they would be expected to work. If term time working explain the number of weeks they will be required to work for.
- Salary Scale** : (Found on Recruitment Portal)  
<https://emea5.lumessetalentlink.com>  
Inform candidates that if part time or term time, salary will be pro-rata, also available on Portal
- Shift Working** : If the post involves shift working please discuss this with the applicant and inform them whether the salary information includes shift allowance
- Term Time Working/  
Equated Pay** : Explain to the candidate that the post they have applied for is term time only i.e. they are only required to work for a set number of days per year. So they are not left without money when not working, we take the days they work, plus their holiday entitlement, plus their public holiday entitlement and incorporate this into their salary and spread the payment over the year so that 12 equal monthly salary payments are made.
- Increment Dates** : Start date between 1 April and 30 September – increment date is the following 1 April and 1 April each year thereafter until the top of the scale is reached. Start date between 1 October and 31 March – increment date is 6 months from start date then 1 April thereafter until top of scale is reached.

- Annual Leave** : Annual leave entitlement will be based on 25 working days, rising incrementally by one day per year up to 30 days after 5 years continuous service at the commencement of the leave year. Additional leave is awarded at 10, 20 and 30 years service (an additional 1, 2 and 2 days respectively)
- Flexi Leave** : For posts that are eligible inform the candidate of the flexi time rules – i.e. 2 flexi days in 1 period up to a maximum of 20 days in a year, core times 10am – 11:30am and 14:00 – 15:30, credit and debit limits etc
- Public Holidays** : 7 days – Pro rata dependant on start date and working hours.
- Identification** : Please copy all identification, and proof of right to work in the UK, that candidate brings
- PVG** : <http://www.disclosurescotland.co.uk/>  
Manager is to advise candidate that a PVG maybe required for the post