

JOB SWAP REQUEST SCHEME – FREQUENTLY ASKED QUESTIONS

1 Who can apply for the job Swap request?

Any permanent employee who has been in the post for at least 12 months can apply. A match would require both employees to have the same job title and job grade.

2 What job titles are eligible to request a swap?

The swap scheme is open to Care Assistants, Social Care Officers, Domestic Assistants, Cooks and Assistant Cooks.

3 Do you have to be full time?

No, you do not have to be full time, but you will have to indicate your hours etc., on the request form, to allow for as close a match as possible.

4 Who approves the request?

Both line managers have to approve the requests following an informal interview/visit, the reason for the swap must be in connection with reducing your normal commuting journey.

5 Would the swap be permanent?

Yes you will receive a new contract of employment with the new location and this will be permanent.

6 What if I don't like the swap, can I ask to return?

The swap is permanent so there is no automatic right to return. You could apply for any vacancies through normal recruitment procedures.

7 If both line managers agreed when would the swap take place?

The date would be agreed with all involved, but the aim would be for both employees to swap at around the same week if possible (taking account of shift patterns).

8 How do I apply for a job swap?

You can apply for a job swap by completing the [submission form](#) your details will then be retained for a period of 12 months. You will be notified of any potential swap opportunities. Please note this will not prevent you from applying for any internal vacancies following the normal recruitment procedures.

9 How do I withdraw my details if I no longer wish to be considered?

If you wish to withdraw please contact Amanda.j.smith@aberdeenshire.gov.uk who will remove your details from the list.

10 What if a suitable job swap is not identified for me?

If you are unsuccessful in being matched with an establishment closer to your home, this will not have an impact on you applying for any jobs that may come up in establishments closer to where you live. Click [here](#) to take you to My Job Scotland, this is where all council jobs are advertised. You may want to set yourself up to receive alerts, where you will be informed when jobs are advertised.