



GUIDANCE NOTES ON COMPLETING YOUR JOB APPLICATION FORM

These notes will help you complete the form as effectively as possible, ensuring that your application is treated fairly and free from discrimination.

Your application form will be used in deciding whether you will be shortlisted and called for an interview. This applies equally to internal candidates. Please therefore complete the form accurately and include all the information asked for. If you do not complete the form fully, we may have to return it to you for the missing information or even reject your application outright. If you send a CV, please ensure you also return a completed Equal Opportunity Monitoring Form (Part B of the Application Form) and give the information required to complete the shortlisting process.

SECTION A

THE APPLICATION PACK

Together with the form and these notes, you will have received a job description and person specification for the post. Please read these documents carefully, they list the main duties of the post. The person specification sets out the knowledge, skills, abilities, experience and education that you will need to do the job. By assessing the information you give us in your application form against the criteria on the person specification, we decide whom to invite to the next stage of the selection process.

THE FORM ITSELF

You should note the date the form must be returned to us – late applications will not generally be accepted. You may find it useful to keep a copy of your completed form.

ITEM 1 - PERSONAL DETAILS (PLEASE COMPLETE ALL DETAILS REQUESTED)

Only include your telephone number(s) and email address if it is convenient for us to contact you by phone. Please note that you will need to produce your birth certificate (or some other official documentary evidence such as a passport) to confirm your date of birth if you are appointed.

ITEM 2 - CURRENT OR MOST RECENT EMPLOYMENT

Please state your employer's name, address and telephone number in full.

ITEM 3 – PREVIOUS EMPLOYMENT

Please complete this section, starting with your most recent job/work experience first.

Here you must detail ALL your work experience (relevant to the post). Include voluntary work, particularly if you have not been in paid work before. You must account for ALL time since you left school, college or university. Where possible, give the month and year and mention and explain any gaps in employment. If you have worked abroad, make sure you give the full address or your overseas employer, otherwise, we may have to return the form to you.

We reserve the right to approach any of your previous employers to confirm the information you have given.

ITEMS 4, 5 & 6 – RELEVANT EDUCATION, PROFESSIONAL QUALIFICATIONS & TRAINING

The person specification will say whether the post requires any particular qualifications, training or educational background. If you are appointed, we will need to see evidence of your qualifications.

ITEM 7 – SUPPORTING STATEMENT (RELATE YOUR SKILLS AND EXPERIENCE TO THE PERSON SPECIFICATION)

This is your opportunity to tell us why you are suitable for the job. Read through the job description and person specification thoroughly so that you are familiar with the duties of the post and the skills, abilities etc. needed to do them effectively. Then tell us how you meet each of the criteria in the person specification by giving details of all your relevant experience (paid and unpaid), knowledge, skills and abilities. **You may find it useful to deal with each point in the person specification in turn.** This will ensure that you structure your supporting statement clearly and coherently. Make sure you relate your experience and skills to each shortlisting criterion.

If you are an internal candidate temporarily covering the advertised post, you still need to meet the criterion. Do not assume that you will automatically be shortlisted.

If you have been out of work for a long time, or have never been in work, you may have acquired relevant skills and experience from being involved in community or voluntary work, through school or college activities, or by running your home.

Ensure that the information you give is well organised and relevant. Write in a positive way e.g. "I was responsible for..." Or "I organised" Remember we are interested only in what you did and achieved personally, not the work and achievements of the group or organisation in which you worked.

ITEM 8 – REFERENCES

External Candidates

All jobs are offered subject to our receiving satisfactory references, which confirm employment status for the last 36 months. Referees must be able to provide details about your suitability for this post. Please provide all the details requested for two people who know you and who are able to comment on your suitability for the post.

Where possible, your first referee must be a person who was responsible for managing or supervising you. Please give the name, business address, business telephone number and e.mail address along with details of the position in the employing organisation of your referee, and their professional relationship to you.

If you are a school/college leaver, you should give your head teacher's or tutor's name.

References from your relatives or friends are not acceptable. Select someone who knows your capabilities, can comment on your reliability and is aware of your potential. If you cannot provide suitable referees to meet this requirement, please contact the Human Resources Section who will try and assist you.

If you have been self-employed or employed by an organisation which has ceased trading, you should give the name, business address and business telephone number of an official (such as an accountant or bank manager) who can vouch for the period when you were self-employed and the information you have provided. If you do not do this, we may not be able to consider your application.

It is always advisable to make sure that your referees know you have used their names before we contact them to obtain the references. Make sure that the people you choose are willing to act as referees before you give us their details.

Remember to state on the form if you do not want us to contact one or both of them before the interview.

If you are giving the name and business address of a referee who lives abroad, please make sure you give the full business address and a business telephone number. If you do not do this, we may not be able to consider your application.

We reserve the right to request you to provide the name(s) of one or more additional referee(s) if we are not satisfied with the name(s) or the business positions of the referee(s) you provide.

Internal Candidates

Normally internal applicants will not need to give a reference, as their Line Manager will be approached directly. However, please ensure that you give information on your current section/location and the name of your manager.

If you have worked for the Council for less than six months, you should also give the name and business address of an external referee.

Agency staff and those on temporary or fixed term contracts who have been employed for more than six months will need to give an additional external referee as well as the Line Manager. If you are unsure of your status seek clarification from the Human Resources Section.

ITEM 9 – OTHER INFORMATION

This question is required to ensure an open and fair selection process.

ITEM 10 – DECLARATION

Read through your completed form carefully, checking for errors or omissions. You must read and sign the declaration. False declaration or omission in support of your application will disqualify you from appointment and, if you are appointed or for internal candidates, this may lead to disciplinary or legal action against you.

SECTION B

Ethnic Origin

This part is used for monitoring purposes only and no details will be passed to the Selection Panel.

Disability

The Council holds the Positive About Disabled People award and does not discriminate against applicants with disabilities. Please, therefore, assist us by completing this section of the application form fully. This information will not be seen by the selection panel. However, at the appointment stage, we may need to check whether you have indicated that you have a disability and to seek further details from you on a confidential basis. This is to comply with our legal obligation to make reasonable adjustment (s) to working arrangements, duties, equipment etc., subject to practical or financial arrangements where these may arise.

Health

All appointments are subject to a satisfactory medical questionnaire and at the discretion of the Occupational Health Advisor, a medical examination. This questionnaire will be sent to you if you are invited for interview.

CONFIRMATION OF RECEIPT OF APPLICATION FORM

If you need confirmation that we have received your application, please ensure a stamped addressed envelope. If you do not receive an invitation for interview within four weeks of the closing date, you can assume that your application has been unsuccessful. **Disabled candidates will be informed of the reasons for non-selection.**

Finally, we hope that you will be successful in your application. If you are not, please do not be discouraged from reapplying. Your skills and experience may be what we need for our next vacancy.