

GUIDANCE NOTES FOR JOB APPLICANTS

COMPLETING THE APPLICATION FORM

The application form is usually the only information we have about a candidate when deciding who to select for interview. It is therefore very important that you take the opportunity to complete your form as fully and concisely as possible based on the information we have given you about the job.

It is sometimes difficult to determine from an application form how well an applicant meets the criteria that have been identified for successful performance in the job. To make this a more objective process, and to assist us in short listing, it would be helpful if you could bear in mind the following suggestions when completing your application form:

- To complete the application to the best effect, make full use of the blank section headed 'Statement of Application' by demonstrating how you meet each of the criteria identified in the Job Description and Person Specification. You will find it useful to list these on the Statement of Application and, where possible, give examples to show how you match these criteria by drawing on your past and current experience and highlighting the transferable skills and experience you have gained or developed as a result. Where possible, give examples to show how you match the particular skill.
- Do a rough draft first. This helps you to avoid making mistakes and allows you to make sure that the information you have given is relevant.
- The Job Description outlining the main purpose and duties of the job will usually be the main document that is available to you. You may also find other useful information on our website. We cannot make assumptions about your skills and experience – if you don't tell us we won't know. We do not take account of any previous applications you have made or prior knowledge of you.
- The Person Specification will give you additional information on the skills, experience, abilities etc. that we are looking for.
- Any additional relevant information you would like to give, including outside work interests, would be welcome and will give us a broader picture of you. Two sides of A4 size paper should be sufficient.
- If possible, make a copy of your completed form for future reference.
- Don't send the same form for all jobs you see advertised at Erewash – pay attention to the specific job requirements for the job you are applying for.
- Make sure you return your form to us before the closing date.

You should be aware that we do not accept CVs alone and you should complete the application form fully.

If at any time you would like to discuss a particular job in more detail, please do not hesitate to contact Personnel on 0115 9072244 ext 3197. They will be able to advise you, or give you the name of an appropriate person to contact, if this has not already been included in the advertisement.

EQUAL OPPORTUNITIES MONITORING

As a major employer in the area, we aim to ensure that individuals are selected regardless of any factor other than the ability to do the job. To help us ensure that our Equality and Diversity Policy is fully and fairly implemented you are asked to co-operate in completing the relevant section on the application form. This information will be removed from your application before the interview shortlists are decided.

REFERENCES

We do not normally take up references until a provisional offer of employment has been made. However, in certain cases, references may be taken up at the shortlist stage. If you do not want this to take place until a provisional offer of appointment is made, please indicate "no" on the application form. However, any employment by us will be dependent on satisfactory references. This may cause a delay in the confirmation of your appointment. We prefer to approach your present employer. If you are not employed or are unable to provide this information, please give the names of referees you have known in a professional capacity, a teacher for example. Please state each referee's relationship to you (current employer, previous employer etc.). Please note that members of your family are not acceptable as referees.

REHABILITATION OF OFFENDERS ACT 1974

One of the sections on the application form asks you to provide details of any criminal convictions that you have. You should read the following guidance notes carefully before doing so:

Under the above Act, job applicants do not have to disclose information on certain convictions after a set period of time, i.e. when they become "spent". If you have an unspent criminal conviction we will look at it in relation to the job you have applied for before making a decision. We will treat it in the strictest confidence.

There are specific job categories which are exempt under the provisions of the Act. This means that you must declare "spent" or "unspent" convictions for work in these categories. If you are applying for a job which involves regularly caring for, training, supervising or being in sole charge of persons aged under 18 or vulnerable adults, you MUST disclose all details of any caution or criminal offence. Under the Criminal Justice and Court Service Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do or accept or do any work in a "regulated position".

The Criminal Records Bureau has been established under Part V of the Police Act 1997 by the Home Office to undertake all criminal record checks in England and Wales. If you are a

successful applicant for a post which falls within the above categories, you will be required to apply for a “disclosure” (i.e. details of any criminal convictions and/or record) from this Bureau and any offer of employment will be subject to a satisfactory disclosure being received. There are three levels of disclosure – basic, standard and enhanced. If a standard or enhanced disclosure is required, your application to the Bureau will be countersigned by the Personnel who will act as a registered body for this purpose. We will need your agreement to the disclosure being obtained and you will receive a copy of the written disclosure. Further information regarding this process will be explained to you by a member of the Personnel at the appropriate time.

RELATIONSHIPS

You must disclose any personal relationships with an Erewash Borough Councillor or Employee of the Council on the back of the application form.

AT THE INTERVIEW

If you have been invited for an interview, here are a few tips that might help you:

- Prepare yourself – maybe there is more you could find out about the job or the organisation (e.g. visit our website – www.erewash.gov.uk) or for certain posts, things that you have produced or worked on that you could take along to show the panel, perhaps to support your application.
- Arrive on time – the last thing you want is to feel rushed and harassed when you go into the interview.
- Settle yourself down and make yourself comfortable. When asked a question, give yourself time to think about it before you answer.
- You might be asked questions about: yourself, your experiences, your qualities and skills that you would bring to this job, your application form and probably some questions to test your approach and expertise in a particular area of activity.
- Some interviews may include a test, or ask you to make a presentation. In such cases you will be given the necessary details when invited to attend for interview.
- At the end of the interview, you will be asked if you have any questions - don't be afraid to ask! However, there's no obligation to ask questions so equally don't feel you have to!