



GUIDANCE NOTES

on completing the application form

Please read these notes carefully before completing your application form

1. Job Descriptions & Person Specifications

Every post advertised by the Authority is supported by a job description and person specification. Please ensure that you have received one with your application form. If you have not, please contact the HR Department to obtain one.

The Job Description outlines the main duties and responsibilities of the post, and the Person Specification lists the essential qualifications, skills, attributes, knowledge and experience required for the job. These criteria are used to decide whether you are shortlisted. The selection process for the post will be designed to assess how well you meet all the selection criteria.

Read through the job description carefully. If you are interested in the job, in what way do you have the relevant skills and experience as detailed in the person specification? Make sure you give sufficient details to support this.

2. The Application Form

Read the form carefully before you write anything, to ensure you are clear about what is being asked. You may find it helpful to do a rough draft first - this avoids mistakes and allows you to organise your application appropriately.

3. Employment Details

When completing this section of the application form it is essential that you include all RELEVANT work experience you have had, including part-time and/or voluntary work, particularly if you have not been employed on a full-time basis.

Make sure that you explain the main features of each job and the things you are or were responsible of doing but do not go into too much detail. Outlining your previous work experiences or other responsibilities may help you to identify skills that you have taken for granted but which could be an indication of your ability to do the job. Please ensure that you include your present or last employer even if you feel that the job is not relevant to your current application. You will have an opportunity to expand on the skills and experience that have the most direct bearing on your application later in the form under the 'Additional Information' section.

4. References

All offers of employment are made subject to receipt of references, which in the opinion of the Authority are satisfactory. The Authority reserves the right to withdraw offers of employment if satisfactory references cannot be obtained.

You should give the names in the spaces provided of the person(s) most able to confirm your suitability for the post in question. This must be someone holding a line management responsibility for you, or college tutor, or HR Officer within the organisation. Please do not give the names of friends or relatives, as they will not be approached for a reference.

You may wish to note that details of your sickness record will be requested from your referees where applicable.

5. Additional Information

This section of the application form is very important. Use this section to show us how your experience and skills etc., match the selection criteria listed in the Person Specification. You may find it helpful to use headings. In some cases, there may be more than one part to a particular selection criterion, and it is important to address each part in your application.

Do not simply repeat your career history but look at the skills and experience required to do the job and show that you possess these by giving specific examples. Do not leave out any relevant skills or experience gained outside full-time work, for example, you may have considerable responsibilities at home, or organise activities socially, at work or within the community.

You should state how you can do the job, and make positive statements in a clear and concise way. If necessary, you can continue on a separate sheet but ensure this is clearly marked with your name and title of the post for which you are applying, and is firmly attached to the form.

6. Personal Details

It is important you complete this section accurately, as the information requested is required in order to process your application and to communicate with you. This information will not be passed to the shortlisting panel.

It is a requirement under the Asylum & Immigration Act (1996) that we do not offer employment to someone who does not have the right to live and work in the UK. If you are successful in being offered this post, it will be conditional on you providing proof to us that you have this right. The easiest way is to provide evidence of your National Insurance number. This evidence can be your National Insurance card issued by the DWP, a payslip, P.45 or P.60.

7. Returning Your Form

If you have completed the on-line application form click the submit button.

REMEMBER

- Read through your completed application form carefully to ensure you have not missed anything out and that it is clearly presented.
- It is unwise to submit the same application for more than one job - pay attention to the specific requirements listed in the person specification for each post.
- If possible, keep a copy of your completed form before returning it. If you are invited for an interview, you may find it useful to remember what you have written.
 - Make sure your form is returned by the closing date shown on the front of the application form to the address shown on the front page.
- Should you not hear from us within two weeks following the closing date, please assume that your application has not been successful on this occasion. Candidates who are successful will be invited to attend an interview/selection day.