

Guidance notes for completing a job application form

The application form plays a key part in deciding whether or not you are invited to an interview. It is important that it is completed as fully and as accurately as possible.

The shortlisting panel will decide who to interview solely based on the information you provide in the application form.

Please remember:

- complete all parts of the application form. If you think some parts do not apply, write N/A (not applicable) in the spaces provided
- make sure the information you provide is clear, precise and easily understood. It should be appropriate to the job you are applying for
- CV's are not acceptable. Applications will only be considered if submitted on the application form provided (or in respect of disabled applicants, another agreed format)
- if you give any false, incomplete or misleading statements, your application will be disqualified.

Form A (Your details)

Once the application form is returned, the Organisational Development (OD) Operational Team will retain Form A (Your details) until a shortlist has been established.

Eligibility to work in the UK

If you are shortlisted you will be asked to provide evidence that you are eligible to work in this country as required by the Asylum and Immigration Act 1996.

Rehabilitation of Offenders Act 1974

In this section you are asked to provide details of any criminal convictions that you have. We will not discriminate against ex-offenders, and if you have to give details of previous convictions this will not automatically prevent you from getting the job. We will consider how previous convictions could affect the job you are applying for. Convictions will only be taken into account if the offence is relevant to the work you would be doing.

Under the Rehabilitation of Offenders Act 1974, if someone has been convicted of an offence and is not convicted again during a specified period, the conviction becomes 'spent'. A spent conviction does not need to be mentioned in your application form or at interview unless you are applying for a post in one of the following areas:

- Solicitor
- Chartered or Certified Accountant
- working with people under the age of 18 or over the age of 65
- people suffering from serious illness or mental disorder of any kind
- people addicted to alcohol or drugs
- people who are blind, deaf, speech impaired and people who are substantially and permanently handicapped by illness, injury or deformity

- work relating leisure or recreational activities for people under the age of 18 if you would have access to people under this age group

However, you must give details of convictions that are not spent.

A conviction becomes spent after a certain length of time which depends upon the sentence and your age at the time of conviction.

Sentences of two and a half years or more are never spent. It is the sentence set by the court that counts (even if it is a suspended sentence) not the time actually spent in prison.

Any information that you tell us about convictions will be kept confidential and used only in connection with the application.

We may withdraw an offer of employment if you do not give details of unspent or spent convictions where appropriate.

Referees

The Council's fidelity insurance requires us to obtain a reference from your current or most recent employer. If this reference covers a period of less than 3 years, we need to obtain another reference from the employer prior to your current or most recent employer.

If you are not currently employed please provide us with two referees (not relatives). One of these referees must be from your school, college or university if you are a student or school leaver.

Please tick the box if you are happy for us to take up references prior to interview if you are shortlisted. Otherwise we will only contact your referees if you are offered a post.

Please note: If the job you are applying for will have contact with children or vulnerable adults we are legally required to take up references after short listing, but before interview.

We recommend contacting your referees in advance to check they are willing to provide a reference for you. They will also be ready to write a reference if you are shortlisted.

Form B (Qualifications and Applicants Statement)

Form B is the only form, together with any additional sheets, which is seen by managers until a shortlist has been decided. Once a shortlist has been decided they will also receive Form A.

Qualifications and training

Please list any qualifications (including grades) and relevant training and development you have undertaken which supports your application. In particular please list any qualifications or training which is required to carry out the job, as described in the Person Specification. If you are invited for interview you will be asked to provide evidence of your qualifications.

Employment History

Please describe your current or last employer. Then give details of your previous employer, followed by briefly listing any other employment.

Applicant's Statement

In this section you will need to explain why you think you can do the job.

The Person Specification describes the qualifications, skills and experience needed for the job (provided in the job information pack) as 'essential' or 'desirable'. Look at the list of 'essential' criteria one by one and describe how you meet each part of the person specification. Then do the same for the 'desirables'.

The person short listing cannot make assumptions, for example, saying that you used a computer at school does not necessarily mean that you have experience of Word, Excel and Outlook. You must state this.

If you do not demonstrate that you have all the essential criteria it is unlikely that you will be selected for interview.

Form C (Equal Opportunities Monitoring)

We have a duty to make sure our services do not discriminate. We do not wish to cause any offence so answering the Equal Opportunities questions is optional. However, we would be grateful if you could answer as many of these questions as you can because the answers will help us to monitor fairness and equality.

All personal information will be completely confidential and held in accordance with the Data Protection Act 1998.

The Disability Discrimination Act 1995

Under the Disability Discrimination Act, employers must:

- make sure disabled people receive fair treatment when applying for jobs and while working for us
- make reasonable adjustments to allow disabled applicants to compete to the best of their ability during the recruitment process and to help them in their work with us

If you have a disability there are a number of ways we can help you. We can give assistance with completing the application form, make special arrangements if you are invited for interview and make adjustments to the job where reasonable.

Please make us aware of any special requirements you may have on Form A (Your Details).

Finally

All completed application forms must reach the OD Operational Team by the first post on the published closing date. Please ensure that you pay the correct postage so that your application form is received without delay.

If you apply for a position and are not invited for an interview within 4 weeks of the published closing date, unfortunately your application has not been successful.

Contact details

If you require any further information, help or assistance, please contact:

OD Operational Team on 01775 761161 or email jobs@sholland.gov.uk