



## **COMPLETING THE APPLICATION FORM**

We appreciate that considerable time and effort goes into proper completion of an application form and this guidance note is designed to assist you to present the form in the best possible way.

### **General points**

- Your application will be photocopied and if possible you should therefore complete it in black ink.
- Be sure to properly identify the post or type of post you are applying for if this is not already done for you. Our recruitment teams handle a large number of vacancies and this information is essential if you are to be considered for the right post.
- Please do not submit a CV instead of completing this form - a CV on its own will not be accepted as an application.
- Remember to complete all parts of the application form. If you think some parts do not apply to you, write N/A (not applicable) in the spaces provided for your answer.

### **References**

- Check with your referees that they are happy for us to contact them before you put their names forward, as this saves time.
- You are asked to supply details of references that cover the last five years of your employment. One should be your current employer/line manager.
- If you are unemployed, your last employer should be named and if you have any voluntary or unpaid experience, you may wish to consider someone from the organisation as a referee.
- If you can only provide the names of friends as referees, do complete the rest of the application and tell us why you can only supply personal referees.

### **Qualifications and training**

- For some jobs within our service, no formal qualifications are necessary, so do not be put off if you have nothing to write in this section.
- As well as telling us about the exams that you have passed, you should also provide information in this section about any relevant training courses that you have attended.

### **Employment history**

- Please give details, to the nearest month and year, of previous jobs held, you should account for any gaps in your employment record as this will be examined at interview.
- Alternatively, some people will have developed relevant skills through unpaid work. These details should be included on the form, particularly where the experience has helped you develop skills and abilities that we have asked for on the person specification.

## **Experience and Skills**

- This section gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, refer to the job description and person specification in the application pack.
- The job description is an outline of the main duties of the post, and the person specification a description of the skills, experience and competencies necessary to carry out these tasks.
- In this section of the form it is essential that you relate your experience to the information given in both these documents. You may wish to use the headings in the person specification in order to set out the information clearly. Make sure you give specific examples. This means telling us what you did in your job rather than what the team did and giving us concrete examples of where you demonstrated a particular skill, rather than simply saying that you have it.
- Do not leave out any relevant experience or skills/knowledge gained, wherever or however it was gained - e.g. voluntary or unpaid work can be important.
- Feel free to add a supplementary sheet if you have more detail to give than is allowed for on the form.

## **Equal opportunities**

- The information you provide is for monitoring purposes only and will not be used in any part of the recruitment process.

## **Criminal Records**

- The post you are applying for is exempted from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions/Amendments) Order 1986. Therefore, it is essential to declare on the enclosed form **any** previous convictions, including motoring convictions, but not parking offences.

## **Returning the form**

- If you can, take a photocopy of the form. You will be asked questions at interview about the information you have given.
- Return it by the closing date quoted in the advert - we may not be able to consider late applications.
- Remember, we can only judge your suitability for the job from the information you give us.
- Please ensure you have signed and dated the form.