

GUIDANCE NOTES

General Information

Please read the job description, advertisement and any other papers carefully before filling in the form and use this information to make your application relevant to the post.

Please use **black ink** or type your application form – this helps when the applications are photocopied.

Do not send a CV with your application – all applicants are asked to complete the application form to ensure fairness and consistency in the recruitment process.

The selection criteria used for shortlisting are the skills, abilities, knowledge and experience required to do a specific job. No assumptions will be made about these criteria. It is therefore vital that you tell us how you meet the selection criteria.

If you wish to include additional sheets to support your application, please do so ensuring that they are fixed securely to the application form.

Please return the application form by the closing date advertised.

The Application Form

Personal Details – In accordance with the 1998 Data Protection Act, the information you provide on the application form will be used solely for the purpose of the WTC recruitment procedure and will not be used or passed on to any third party for any other reason. If you have a personal e-mail address and would like us to contact you by this method please provide your address clearly in the space provided.

Education, Qualifications & Training – Please include all your education, qualifications training, both informal and formal. You may be asked to produce certificates confirming qualification at a later stage.

Skills, Abilities, Knowledge & Experience – This section is the most vital part of the form. You may be one of many people applying for a job, so your application needs to stand out by showing your suitability against the person specification. You should provide *examples* of how you meet the skills, abilities, knowledge and experience identified.

Relationship with Officers/Councillors – Canvassing of Councillors or officers in relation to this appointment will disqualify you.

Asylum & Immigration Act 1996 – Under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ a person aged 16 or over who is subject to immigration control unless that person has current and valid permission to be in the UK and that permission does not prevent them from taking a job, or the person comes into a category where employment is allowed.

References – You need to give us details of two referees who we can contact if you are offered the post.

Declaration – Remember to sign the form. If your application is submitted by email your name entered in the 'signed' box will be regarded as your signature.

Recruitment Monitoring – Woodley Town Council operates a policy of equal opportunity for employment and development. To assist in monitoring the effectiveness of this policy, and for this reason only, applicants are asked to give details of their ethnic origin, gender and any disability. The information you provide is used solely for monitoring purposes. It will be treated as confidential and will be detached from your application form on receipt.