

# JOB APPLICATION GUIDANCE NOTES



## **General Information**

Please read the job description, job advert and any other information carefully before filling in the form. Use all of this information to help make your application relevant to the post.

Please do not send a CV with your application; applicants will be shortlisted based on the information provided on the application form to ensure fairness and consistency in the recruitment process.

Please ensure you return the application form by the closing date advertised.

## **Current / Most Recent Employment Details**

Please provide us with the details of either your current, or your last employer, even if you have been out of employment for some time. Employment dates (from and to) need only state month and year. If you are not currently in employment, the notice period should be left blank.

## **Education, Qualifications & Training**

Please include details of all of your formal education and qualifications as far back as your GCSE / CSE or equivalent examination results. You may be asked to produce certificates confirming qualification at a later stage. You may also wish to list any other additional training (formal or informal) you have undertaken which you deem to be relevant to the role. Please also include details if you are a member of a professional body.

## **Previous Employment**

Please include details of all of your previous employments, including a brief description of the duties and responsibilities you undertook. Employment dates (from and to) need only state month and year. If you require more lines, please copy and paste as many as you need into the document.

## **Skills, Knowledge & Experience**

This section is the most vital part of the form. The selection criteria used for shortlisting candidates will be based on the skills, knowledge and experience required to undertake the specific job role.

Your application needs to evidence your suitability for the role against the job description. As such, you should provide examples of how you meet the skills, knowledge and experience required. No assumptions will be made about these criteria. The best applications are those that can do this in as succinct a manner as possible.

## **Relationship to the Council / Officers / Councillors**

Canvassing of Councillors or Officers in relation to this appointment will disqualify you from appointment to the role. As such, we need to know if you have any links to existing staff or Councillors to ensure the recruitment remains fair.

## **Right to Work in the UK**

We are only able to employ individuals who have the right to work in the UK. We will need to see evidence of this during the recruitment process. By indicating should you require a work permit, this enables us to seek this information from you promptly, should you be successfully appointed.

## **Criminal Record**

Please provide us with details of any criminal convictions you may have, except those considered "spent" under the Rehabilitation of Offenders Act 1974

**References**

You must provide us with details of two referees who we can contact if you are offered the post. We understand that it is not always desirable for a prospective employer to seek references from a current employer before the individual has had the chance to advise their existing employer. If you feel this is the case, please indicate on the form that you do not wish us to contact your referee and we will then only contact your referee after the offer has been made. Any job offer will be subject to satisfactory references.

**Reasonable Adjustments**

We are not required to know your medical details or history. However, if you feel you have a medical condition or disability, due to which you feel you require reasonable adjustments to be made during the interview or recruitment process, please let us know here so we can take the necessary steps to support you.

**Declaration**

Please ensure you sign and date the form

**Equality Opportunities 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 provide details of their gender, age, ethnic origin, and disability. Providing this data is entirely optional, and the information you provide is used solely for monitoring purposes. It will be treated as confidential, and will not be taken into account during the shortlisting and selection process.

**Further Guidance**

If you require any further help with completing the application, please feel free to contact the hiring manager (whose name should be detailed on the job advert) by calling 0118 969 0356. Alternatively, you may email [admin@woodley.gov.uk](mailto:admin@woodley.gov.uk).