

GUIDANCE NOTES FOR COMPLETING APPLICATION FORM

(NOTE: This guidance may be subject to change as a result of changes to the application form)

Please read these notes carefully as they have been written specifically to help you to make the most of your application. The decision to shortlist for interview will be based on the information provided on the application form.

Job applicants who require information about the job, in alternative format, e.g. large print, tape, Braille, should contact the employing department for assistance, at the earliest opportunity.

- Please complete the form in black ink or type as this is easier to photocopy.
- Page 1 covers basic personal information and details of referees. References will not be taken up without your permission.
- Page 2 is concerned with education, academic qualifications, work related qualifications, membership of professional bodies and National Vocational Qualifications etc, and any relevant training you may have undergone.
- Page 3 requests information on your employment history starting with your present or last employer and listing previous employers, starting with the most recent. Please state your main duties and areas of responsibility.
- If you have not previously held a permanent job (including fixed term contracts) please provide details of relevant voluntary or community work experience.
- Page 4 asks you to declare whether you are related to any Member (Alderman or Common Councillor) or Senior Officer of the Corporation. According to Standing Order 118c Senior Officer means Head of Department, deputy or second in command or an officer making the particular appointment.

Page 4 also requires that you make your case for the job. Please use this space to demonstrate how your experience matches the criteria contained in the Person Specification, providing supporting information. Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, abilities, knowledge and experience contained in the Person Specification.

- Page 5 is concerned with other details, disabilities, convictions and the Data Protection Act.

Give consideration to the relevant skills you may have gained from both inside and outside paid employment. You may also have private, social, voluntary or domestic responsibilities that have enabled development of certain skills and abilities, relevant to the job.

Read through your completed application form carefully to check for errors or omissions. Note the closing date and time to make certain your application form is within the time limits. Application forms received after the closing date/time will not be considered.

PLEASE ENSURE YOU SIGN AND DATE ALL RELEVANT SECTIONS OF THE APPLICATION FORM.