

GUIDANCE NOTES

Completing the application form

- **In addition to these Guidance Notes please read carefully the notes you will find at the various sections on the application form.**
- Read the Job Description and any other documentation you have been sent before completing the form.
- Include experience and achievements from any sphere of your life. You could include evidence of knowledge and skills gained through voluntary work, involvement in community activities, managing a home and family, school / college and special interests as well as previous paid employment. Tell us about any unpaid work you do or any position of responsibility you hold, for example in a club, or organisation you belong to.
- Complete all the shaded sections where questions are posed. You may complete the form by hand (in black ink please to assist photocopying) or by typing your responses in. Include extra sheets if there isn't enough room in the boxes provided.
- **On the grounds of economy, it is no longer the practice to acknowledge the receipt of applications or notify unsuccessful applicants unless stamped, addressed envelopes are attached to the completed form. If only one envelope is attached, it will be assumed that you wish to be advised of the final result only.**

Employment equality

The Council confirms that it aims to offer full equality of opportunity. Employees and prospective employees will not be unfairly discriminated against on grounds of their sex, marital status, colour, race, nationality, ethnic or national origin, religion, disability, sexual orientation, age, trade union membership or non-membership. Where an employee may be disadvantaged on these grounds, the Council will make every reasonable effort to rectify such disadvantage(s). Employment term and conditions and decisions on recruitment, selection, training, promotion and dismissal will be made solely on the basis of objective criteria.

Other relevant qualifications including membership of professional bodies:

Relevant training and personal development (state who provided training and duration).
Examples could include: short courses, skills training, external awards/activities, etc.

CURRENT/LATEST EMPLOYMENT

Name and address of current/most recent employer:	Job title: Current/latest salary and any benefits: Weekly hours
Date of leaving (if relevant):	
Notice required:	Reason for leaving:
Main duties/responsibilities/achievements	

References

Normally, references will be requested for all candidates invited for interview, unless you ask us not to by ticking the NO boxes below. This will not affect our decision to invite you for interview. However, references will need to be taken up at some stage if you are successful.

Please give the names and addresses of two people who would be willing to supply a reference about you, including your most recent employer (or teacher/tutor, where appropriate), who have known you during the past three years, if that is possible. Please also state in what capacity they know you.

Name:	Name:
Address:	Address:
Tel. no:	Tel. no:
E-Mail address:	E-Mail address:
Relationship:	Relationship:
Organisation (if applicable):	Organisation (if applicable):

May we contact them if we decide to invite you for interview?							
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
(If NO, we will contact you for permission before requesting references)							

The information below may be provided on a separate sheet if preferred

WORK AND OTHER RELEVANT EXPERIENCE

Please list below a complete record of other employments and include, if you wish, any voluntary activities either paid or unpaid. These should be in date order, starting with the most recent.

Name of organisation and nature of business	Job title/role with brief indication of main duties and responsibilities	Reason for leaving

continue on separate sheet if required

The information requested on this page may be provided on a separate sheet if preferred

ADDITIONAL INFORMATION

It is important that you provide evidence in this section of how you meet the Job Requirements. Tell us about your achievements and your level of responsibility. Include examples from paid or unpaid work or other activities you have undertaken that are relevant to the job you are applying for. Also include here information about why you want the job and anything else you wish to say.

Continue on a separate sheet if necessary

You must complete all sections on this page

Canvassing

Canvassing of members of the council or any of the officers by or on behalf of yourself is strictly forbidden and may invalidate your application.

Criminal convictions

Please give details of criminal convictions below. Unless stated otherwise, you do not need to declare convictions which are 'spent', as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations.

Details of criminal convictions:

Please state NONE if appropriate.
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Entitlement to work in the UK

To comply with the Asylum and Immigration Act 1996 all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see an appropriate official document (for example, a document showing your national insurance number, if you have one, your birth certificate, passport, etc.)

Do not send these now. Further information will be sent to you if you are selected.

Do you require a work permit to work in the UK? YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If you already have a work permit, please give the expiry date:
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DECLARATION

To the best of my knowledge, the information I have supplied on this form is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to my dismissal.

Signed:	Date:
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