

# Laceyby Village Council

## JOB APPLICATION GUIDANCE NOTES

The information you give in your application is all that will be used to determine whether or not you should be interviewed for the post. **CV's alone are not accepted.** It is vitally important that your application form contains all the information that is necessary to secure an interview. The following may be of assistance to you.

- **Acquaint yourself with the Application Form.** If you would prefer, the form can be filled in by hand or electronically. If you would like a printed application, please ask and we will send one out to you.
- **Read through the Job Description and the Person Specification.** The Job Description is a summary of the tasks that you will have to undertake and the Person Specification lists all the criteria by which the council will measure every applicant. Make sure your application form addresses both documents to maximise your chance of being called for interview.

### Completing the Application Form

- If you are submitting a written application, please use black ink.
- Fill in the factual sections first and provide all the personal information that is asked for i.e. name, address, telephone number etc.
- Take time to fill in the application form. Why not prepare a draft application? By taking time, your application will be free of mistakes, possible repetition and ensure that the final version is well presented, informative and a real reflection of you.
- Please provide as much information as possible about how you can be contacted.
- Under previous employment, please work back in time.
- If you wish to continue in an existing employment role, please complete the relevant section.
- Your educational record should be recorded sequentially i.e. start with school and move onwards in time. If you hold any professional qualifications, please list them even if you feel they are not relevant to the position for which you are applying. List any training you have undertaken (this can include in-house training with former employers).
- Make the fullest use of the section in which you are asked to provide information about why you wish to apply for the post on offer. Link your experiences to the Job Description and the Personal Specifications. Tell us about any skills you may have. Remember, experiences gained elsewhere (e.g. voluntary work, sporting activities, family life) are all transferable and therefore valid. Please feel free to use additional sheets of paper if needed.
- Think carefully about who you would like to act as your referees. You should provide at least one present, or recent, employer although the council recognises that this may not always be possible where an applicant is commencing or re-joining working life. It is the council's practice that references will only be taken up if you are offered the post although there may be instances where it is necessary to do this in advance. Any appointment will be subject to the receipt of suitable references and the completion of all employment checks.
- Please tell us the earliest date when you could commence employment with the council.

- Do not forget to sign the application form and date it. We will not be able to process your application if this is not done.
- Remember to allow enough time for your application to be delivered by post. The application states when completed forms must be returned by.

#### **Additional documentation**

- This position may be subject to a Disclosure and Barring Check (DBS).
- Please ensure you have completed and signed the Rehabilitation of Offenders Act 1974.
- Please remember to sign the section that shows your eligibility to work in the UK. You will be required to provide evidence of your eligibility to work in the UK.
- You will be required to provide the certificate evidence of your education and training.

#### **General points**

- Keep your information concise and to the point
- Make a copy of your application form. You are free to refer to this in your interview.
- It is the council's practice not to inform candidates if they have not been called for interview, however if an email address is provided, unsuccessful interview candidates will be informed by this medium if such a request is made.
- Candidates called for interview, but who have been unsuccessful, can be provided with feedback if is requested.

**We look forward to hearing from you**