

## Applying for a job – Advice on making an application

Thank you for applying to us- we want you to make the best possible application so we can learn more about you and the skills and experience you can bring. So here is some guidance to help you through the application process. Regrettably, it is not possible to interview everyone who applies for a job so remember, your application form is the only means we have to judge your capability and potential. We will use the information you provide to decide whether to invite you to the next stage of the selection process.

For each job there is a

**job description** - this details the main duties and responsibilities, and

**person specification** – this sets out the experience, skills, abilities and qualifications that are required to do the job. We are going to assess your application against the criteria listed on the person specification so you need to read this carefully.

### General points

First, make sure you submit your application by the **closing date**.

**Saving and amending your application** - You are able to save your application and make amendments before you finally submit it. This helps to avoid making mistakes and allows you to organise your application.

**Cut and paste information** - You can copy and paste from a Word document into your online application, but you may lose any formatting you have done ( eg. bullet points, underlining etc). We suggest you format your text once it has been copied into your application.

**CVs** alone are only acceptable for specific jobs. This will be clear when in the advert when you are applying.

Final check- re-read your application, and check for any errors or omissions.

A copy of your application will be held in your 'My Account area'.

**Please note** that if you are from overseas and do not have a UK postcode, or do not currently have an NI number, please complete your address, but use the following postcode NN1 1ED and/or enter the following information for the NI number – your first and second initials, date of birth (dd/mm/yy) and either m (for male) or f (for female) eg. ab210781m. This is because the system has to interface with another system where postcode validation can only work on UK data. You need to use the 'Contact Recruiting Manager' link to inform them that you had to provide 'dummy data' because of this.

### Education and qualifications

List the qualifications you possess including grades. The person specification will say if the job requires any particular qualifications. If you are offered the job we will need to see evidence of qualifications that are relevant for the role that you have applied for. (Please note this does not mean we need to see all your qualifications.)

### **Training and memberships**

List any formal, informal, or on the job training you have received. Selection will be based on the education and training listed in the person specification.

### **Current or most recent employment**

Please state your employer's name, address and telephone number in full. Do not go into too much detail, but list the main activities of the job.

If you do not have a previous employer please indicate this in the tick box. You will need to indicate the reason for this in the text box at the bottom of the page, for example you are a school leaver.

If your current or previous employer is an overseas employer please complete the address, but you will need to put in dummy postcode of NN1 1ED. You need to use the 'Contact Recruiting Manager' to inform them that you had to provide 'dummy data' because of this.

### **Previous employment**

Please account for all time since you left school, college or university. List your jobs, with the most recent first, stating month and year and mentioning any gaps in employment. Check that dates are correct and in the right order. Include voluntary work particularly if there have been times when you have not been in paid work.

### **Supporting statement**

This is your opportunity to tell us why you are suitable for the job. Read the job description and person specification carefully to see what relevant skills are required and the experience you have, and provide examples where you can.

Consider what you have done in the past: at home; at school; at college, in paid work; unpaid work; or in a hobby. These may be useful to show how you meet the person specification. For example running a home can show skills such as organising or budgeting, being active in a club or other groups can show teamwork, communication or organising skills.

Ensure that this section is written in a well-organised way and is relevant to the job for which you are applying. Write in a positive manner such as 'I was responsible for....' or 'I organised....' It is useful to deal with each point of the person specification in turn. This will help you to structure your statement clearly.

### **References**

An offer of appointment will not be made until references, that are satisfactory to the Council, are received. Referees must be able to produce information about your suitability for the job

You will need to provide the names of two referees. One should be your most recent employer and the second a previous employer or someone who can give information relevant to the job. Internal applicants only need to provide one referee, unless the job is within Regulated Services where two references are always required, and verification is undertaken on those references.

If you are a school or college leaver please give the name of your Head Teacher or Tutor.

References provided by relatives, friends or people with whom you live are not acceptable. Use someone who knows your capabilities and is aware of your potential. Testimonies, affidavits and references addressed 'To whom it may concern' are not acceptable.

If you have been self-employed, or employed by an organisation that has ceased trading, give the name of an official such as an Accountant or Bank Manager who can vouch for that period.

References will only be taken up if you are the preferred candidate for the job you are applying for.

It is advisable for you to contact your referees at an early stage to let them know that you wish to give their name and ensure that they are willing and consent to act as a referee.

The Council applies the exemption under Schedule 2 of the Data Protection Act 2018. This means that confidential references provided to the Council by other and previous employers for employment purposes about you will not be disclosed in any circumstances. Therefore, if you make a Subject Access Request (SAR) any confidential references in your records or on file provided to the Council by other and previous employers, will not be shared with you.

## **Other details**

### **Criminal convictions**

If the job for which you are applying involves working with children or vulnerable adults, it will be exempt from the Rehabilitation of Offenders Act, 1974 and subject to a disclosure in accordance with the requirements of the Disclosure and Barring Service and the Police Act 1997.

The Council is committed to preventing discrimination or any unfair treatment against any employees, or potential employees on the grounds of offending behaviour that does not create risk to children or vulnerable adults; or adversely affect the interests of the Council in sensitive occupational areas.

The Council complies with the DBS Code of Practice, which can be found on the [www.gov.uk](http://www.gov.uk) website.

If you are the preferred candidate for one of these occupational areas, you will be required to declare any convictions or cautions you may have, even if they would otherwise be regarded as 'spent' under this Act and any cautions or bind-overs. The information will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

The disclosure of a criminal record or other information will not debar you from a job unless the Council considers that the conviction makes you unsuitable for appointment. In making this decision the Council will consider the nature of the offence, how long ago and what age you were when it was committed as well as any other factors which may be relevant.

Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

For other jobs not in these areas, the Council may ask a question relating to 'unspent' convictions (in accordance with the Rehabilitation of Offenders Act). This would be asked of the preferred candidate only. The same principle applies – the disclosure of a criminal record will not debar you from a job unless the Council considers that the conviction makes you unsuitable for appointment. In making this decision the Council will consider the nature of the offence, how long ago and what age you were when it was committed as well as any other factors which may be relevant.

### **Declaration of possible conflict of interest**

Please give details of any other current employment you have. Also, please give details of any interests that you, your partner or a close relative has in a private enterprise. This is to ensure that there is no conflict of interest that could affect your employment with the Council. Just a few examples which could be considered in conflict are:

- a job that involves tendering for work when a close relative runs a business that could benefit.
- if you or a partner has an association with an organisation that receives a grant from the Council and the job involves monitoring or issuing grants.

### **Eligibility to work in the UK**

Before you are employed, an employer must ensure that you are legally entitled to work in the UK. You must state on the form whether or not you are currently eligible to work in the UK and, if there are any time restrictions on this, when eligibility expires.

### **Ability to travel between locations**

Some jobs require you to be able to travel between locations. This does not necessarily mean use of a car; the actual mode of transport can vary depending on the distance to be travelled.

Other jobs may specify that driving is essential. In these circumstances you will be asked to provide your current driving licence if you are the preferred candidate.

### **Relationship**

We need to know if you are related to a Councillor or an employee of the Council. This is to ensure that you are neither disadvantaged nor favoured in your application. You must not canvass either a Councillor or Council employee to gain employment. This will disqualify your application.

### **Flexible working**

Flexible working arrangements can include part time or term time working, job sharing (where the duties and responsibilities of a full-time job are shared), or compressed working hours or hours arranged in a pattern that varies from the standard five day working pattern. The job advert will let you know the hours for the job if they are less than full-time or if a particular working pattern is needed.

A formal request for flexible working arrangements can be indicated on your application form. The Recruiting Manager will consider, subject to service requirements, how the role can be best undertaken and ensure work takes place at the most effective location and times to meet business needs.

### **Disability**

If you have declared a disability on your application and you meet the essential criteria for the job, as listed in the person specification, you will be guaranteed an interview. This does not guarantee you the job. At interview you will be assessed along with all the other candidates. You do not have to declare a disability, but we can only guarantee an interview (subject to you meeting the essential criteria for the job) if you tell us.

If you are shortlisted for interview and/or assessment, please use the Contact Form to let the Recruiting Manager know if you need any special assistance at interview, for example if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

### **Declaration**

Please read your completed application carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment. If you are appointed, and false declarations or omissions are subsequently discovered, this may lead to disciplinary or legal action against you.

### **Equal opportunities monitoring**

All stages of the recruitment process are monitored. We ask you to help us in this monitoring by completing the recruitment monitoring form. The people involved in the selection process will not see it.

### **What happens next?**

Your completed application form will be used to decide whether or not you progress to the next stage of the selection process. No assumptions will be made about your experience. It is vital that you have told us how you meet the selection criteria.

If you do not receive an invitation for interview by the date specified in the advertisement you can assume that your application has not been successful. If you would like feedback on the reasons why you have not been shortlisted, please contact the Recruiting Manager using the Contact Form.

If you are not successful in your application, please do not be discouraged from applying for other jobs with the Council. Your skills and experience may be more suitable to another vacancy.