



# Guidance notes for completing your Job Application Form

These notes will help you complete the application form as effectively as possible.

Your application form will be used in deciding whether you will be shortlisted and selected for an interview. This applies equally to internal candidates. Please complete the form accurately and include all the information asked for. If you do not complete the form fully, we may have to return it to you for you to provide the missing information or even reject your application outright.

The Council does not accept CV's and to support your application you are required to address the criteria in the person specification in your application form.

## **The application pack**

Together with the form and these notes, you should have received a job description and person specification for the post. Please read the person specification and job description carefully.

The job description lists the main duties of the post. The person specification sets out the knowledge, skills, abilities, experience and qualifications that you will need to do the job. By assessing the information given on the application form against the criteria in the person specification, a decision is made regarding which applicants will be invited to the next stage of the selection process.

## **The form itself**

You should note the date by which your form must be returned to us - late applications will not generally be accepted. You may find it useful to keep a copy of your form. Your completed application form should be returned to the address given on the last page of the form.

## **Section 1 - Personal details**

Please complete all details asked for in this section in full. The information you provide in this section will be treated in the strictest confidence and will be separated from the rest of your application form and retained by Human Resources before applications are sent to the relevant department to be shortlisted.

## **Section 2 - Relevant education, qualifications and training**

The person specification will state whether the post requires any particular qualifications, training or educational background. If you are appointed, we will need to see evidence of your qualifications. Remember to give the full names and addresses of any schools, colleges or universities you have attended as we may need to write to them.

### **Section 3 - Employment Record**

Please complete this section, starting with your most recent job or work experience first. Give details of ALL work experience and explain any gaps in employment.

Here you must detail your work experience (whether or not you consider it relevant to the post). Include voluntary work, particularly if you have not been in paid work before. You must account for ALL time since you left school, college or university.

Where possible, give the month and year and mention and explain any gaps in employment. If you have worked abroad, make sure you give the full address of your overseas employer.

We reserve the right to approach any of your previous employers to confirm the information you have given and to obtain references before appointment.

### **Section 4 - Relevant skills and Experience**

This is your opportunity to tell us why you are suitable for the job. Read through the job description and person specification thoroughly so that you are familiar with the duties of the post and the skills, abilities etc. needed to do them effectively. Then tell us how you meet each of the criteria in the person specification by giving details of all your relevant experience (paid and unpaid), knowledge, skills and abilities.

You may find it helpful to deal with each point in the person specification in turn. This will ensure that you structure your supporting statement clearly and coherently. Make sure you relate your experience and skills to each shortlisting criterion.

If you are an internal candidate, you still need to relate your skills and experience to the person specification for this post on your application form. Do not assume that you will be shortlisted.

If you have been out of work for a long time, or you have never worked, you may have acquired relevant skills and experience from being involved in community or voluntary work, through school or college activities, or by running your home.

Ensure that the information you give is well organised and relevant. Write in a positive way, e.g. "I was responsible for ..." or "I organised ...". Remember we are interested only in what you did and achieved personally, not the work and achievements of the group or organisation in which you worked.

### **Section 5 - Miscellaneous**

This section should be completed in full unless the post for which you are applying is exempt from the Rehabilitation of Offenders Act 1974. You do not need to record "spent" convictions.

Current convictions which are irrelevant to the post for which you are applying will not be taken into account when shortlisting for interview.

List the number of days and periods of absence due to sickness during the last 12 months. Please note that any offer of employment will be subject to medical clearance and successful candidates may be asked to attend a medical examination.

## **Section 6 – Your References**

All jobs are offered subject to the receipt of satisfactory references. Referees must be able to provide information about your suitability for this post. You must provide the names, addresses and telephone numbers of two people who know you and who are able to comment on your suitability for the post. One of these should be your most recent employer. The second reference may be from a previous employer or anyone who could give information relevant to your suitability for this post.

Where possible, your first referee must be a person who was responsible for managing or supervising you. Please give the name, business address and business telephone number, and the position in the employing organisation of your referee.

If you are a school or college leaver, you should give your head teacher's name or your tutor's name.

References provided by your relatives, friends or people with whom you live are not acceptable. Instead, choose someone who knows your capabilities, can comment on your reliability and is aware of your potential. If you cannot provide suitable references to meet this requirement, please contact the Human Resources Unit for advice (the contact address is given on the last page of the application form).

If you have been self-employed or employed by an organisation which has ceased trading, you should give the name, business address and business telephone number of an official (such as an accountant or bank manager) who can vouch for the period when you were self-employed and the information you have provided. If you do not do this, we may not be able to consider your application.

It is always advisable to make sure that your referees know you have used their names before we contact them to obtain the references. Please make sure that the people you choose are willing to act as referees before you give us their details.

If you do not want us to contact one or both of your referees before the interview, please remember to state this on your application form.

If you are giving the name and business address of a referee who lives abroad, please make sure you give the full business address and a business telephone number. If you do not do this, we may not be able to consider your application.

We reserve the right to request you to provide the name(s) of one or more additional referee(s) if we are not satisfied with the name(s) or the business positions of the referee(s) you provide.

Normally internal candidates will not need to provide referees, as their Head of Service will be approached directly. However, please ensure that you give information on your current department/location and the name of your manager.

## **Section 7 – Declaration**

Read through your completed form carefully, checking for errors or omissions. You must read and sign the declaration.

A false declaration or omission in support of your application will disqualify you from appointment and, if you are appointed, this may lead to disciplinary action against you which could invalidate your contract of employment.

Please note that if you are returning this form by e-mail or online, you will be asked to sign your application form if you are selected for interview.

## **Equal Opportunities Recruitment Monitoring**

Thanet District Council is committed to equal opportunities in employment and operates an equal opportunities policy to ensure that all appointments are made on merit. To do this we need to know about the people who apply to join us.

We enclose an Equal Opportunities Recruitment Monitoring form for you to complete and return with your application form. This information is not used in the shortlisting process but helps us monitor the effectiveness of our Corporate Equalities Policy and to ensure that further progress is made in achieving equal opportunities.

Disabled applicants who meet the minimum criteria for the post detailed in the person specification will be guaranteed an interview.

## **Confirmation of receipt of application form**

If you would like confirmation that we have received your application, please enclose a stamped addressed envelope. If you do not receive an invitation to attend an interview within four weeks of the closing date for the vacancy, you can assume that your application has been unsuccessful.

Applicants already employed by the Council will be told if they have not been shortlisted and the reasons for this decision.

We hope that your application will be successful. If you are not, please do not be discouraged from re-applying. Your skills and experience may be what we need for our next vacancy.