

Applicant Guide to Applying for a Job

Every section in the application form must be completed as fully as possible, and the information provided must be accurate. We cannot accept Curriculum Vitae (CVs) / Resumes alone. We recommend that you retain a copy of your application form so that you can refer to this, should you be invited to interview.

The main sections of the application form will ask for a variety of information relating to your work, educational and personal history. This information allows your application to be fully assessed against the criteria / competencies needed to do the job. When completing the application, you should provide your entire work history, including a description of any gaps in this history. In addition, **you should outline all the skills, qualifications and awards you have, but these can be selective and you only need to provide those you consider relevant to the job you are applying for.**

The additional information section is the most significant element of the application form, as this is the section where you have the opportunity to explain why you are suitable for the vacancy you are applying for. To give yourself the best opportunity of being short-listed, you should look at the criteria / competencies for the role (outlined in the Person Specification) and give examples from your personal, educational or work career that show how you can demonstrate these. If you do not meet all of the essential criteria, you are very unlikely to be invited to interview.

We ask all potential employees to inform us of any relationships to councillors, school governors or employees in order to ensure everyone is treated fairly and so that we can ensure there is no reason why offering a position would be unfair. For example it may be inappropriate to offer someone a position within an organisation where they work for a family member, or asking someone to take a position where they manage grants for voluntary services when their family work for a relevant voluntary organisation.

We will confirm the outcome of all application, whether they are successful or not.

We are committed to safeguarding and promoting the welfare of all those we serve, therefore, if you are offered a job the offer will be conditional on satisfactory pre-employment checks, these can include; identity, references, qualifications and other evidence e.g. driving licence, as well as a medical questionnaire, and in some instances taking a medical examination or Disclosure & Barring Service (DBS) Disclosure.

Some positions are identified as politically restricted on the job description. **If the job you are applying for is politically restricted then you will not be able to undertake the role if you canvass for political parties, be an elected member or conduct other such political activity.**

Please submit your application form the address provided in the advertisement. If posting this application please ensure the correct postage is paid and that it is sent in sufficient time to be received before the closing date. We cannot be held responsible for postal issues or errors.

Advice and guidance can be obtained from the details provided in the job advert.