



Warwick District Council



Guidance Notes



INVESTOR IN PEOPLE

GUIDANCE NOTES FOR COMPLETING YOUR APPLICATION FORM

Thank you for requesting this application form. These guidance notes have been written in order to assist you in completing your application for a position at Warwick District Council. It is recommended that you read these notes before completing the form.

GENERAL GUIDANCE:

- It is important that you fully complete all sections of the application form.
- With the exception of section four entitled "Relevant Skills, Experience and Abilities", which you may prefer to type separately, only information contained on the Application Form itself will be used in the short listing process.
- Please do not attach a CV as this will not be considered.
- To aid photocopying, please use black ink.
- Unfamiliar handwriting can be difficult to read. Take care that important details, such as name, address and post code details are clear and can not be misinterpreted.
- If, for any reason, someone else has completed the application form on your behalf, this should be clearly stated in section four.
- If you are applying for more than one post you should submit a form for each post.
- Please enter the name of the post you are applying for and the Service Area where the post is located in the first part of the application form. This information can be found on the Job Description.

SECTION ONE - PERSONAL DETAILS

This information is required to ensure that accurate personnel records are maintained. Please ensure that your personal details are correct and that you have included your current address and telephone number(s). If you have a mobile telephone and/or e-mail address, please also provide these, as it can help to speed up the communication process. However, your application will not be disadvantaged if you do not have a mobile number or e-mail address.

If you provide an e-mail address, it will only be used for correspondence relating to your application form. It will not be used for marketing purposes or shared with, or sold to, any other organisation.

The Application Form does not ask for your age, gender or ethnic group as these details would be irrelevant to the recruitment process. However, we do ask for your name and title and recognise that your gender can be identified from this information. This is solely to ensure that when we contact you about your application, we use your correct and preferred mode of address.

SECTION TWO - EMPLOYMENT HISTORY

Please complete this section in full, detailing your current employment first. If you are not currently employed, please provide detail of your most recent employment. If you have recently completed full-time education, please note this on this section of the application form.

All previous employment positions should then be provided, with most recent post held detailed first.

SECTION THREE - QUALIFICATIONS AND TRAINING

When completing the 'Qualifications' and 'Other Training and Useful Experience' parts of this section, please refer to the job advertisement and job description and provide details of qualifications, apprenticeships, training and/or courses that are relevant to the post. Please note that you will be required to produce evidence of your qualifications if you are offered employment. However, please do not attach copies of qualifications to the application form.

With reference to 'Membership of Professional Bodies', please refer to the job advertisement and job description. If the advertisement or Job Description stipulate a requirement for you to be a current member of a professional body (example: Solicitor, Personnel Officer), please indicate your current membership status.

SECTION FOUR - RELEVANT SKILLS, EXPERIENCE AND ABILITIES

The importance of this section of the Application Form is emphasised by the space allocated. The only information which will be used to decide whether or not to invite you to interview is that which you provide on the Application Form, with particular emphasis on this section.

Please study the job description and person specification carefully and provide specific information and examples of your work and/or other activities which demonstrate your ability and aptitude to undertake the duties of this post. This is your opportunity to "sell" yourself to the short listing panel who will be looking for evidence that you have the skills, qualifications and experience that the post requires. Include relevant information relating to any previous posts you have held, whether paid or voluntary, and any leisure, home or life experiences which you feel demonstrate your abilities and illustrate your suitability for the job.

Remember, whereas the general information you provide on the rest of the Application Form may be similar to other applications you have made in the past, this section of the form needs to be written specifically with this particular vacancy in mind and should relate to the Job Description and Person Specification.

Please remember that if attaching additional sheets, it is important to write your name and the post details at the top of each sheet and attach them securely to the application form.

Do not replace this section or the application form in general with a Curriculum Vitae (CV), as this will not be considered as part of the shortlisting process.

SECTION FIVE - OTHER INFORMATION

Entitlement to work in the UK

If you are successful in obtaining employment with Warwick District Council, you will be required to provide evidence of your entitlement to work in the United Kingdom.

Disability

Warwick District Council is committed to a positive approach with regard to the recruitment of individuals who have a disability. The definition of disability and further details can be found under '**Recruitment Guidance for people with a disability**'.

If you consider yourself to have a disability, please reply "yes" to the relevant question in the application form and state any special requirements you may have if called for interview; for example, a disabled person's car park space, wheelchair access, a British Sign Language interpreter, an induction loop or information in another format.

Rehabilitation of Offenders Act 1974

Under the Rehabilitation of Offenders Act 1974 Warwick District Council can only ask applicants to provide details of "unspent" convictions. Please declare any unspent offences, sentences or cautions, reprimands and final warnings, with dates. You are also advised to disclose any charges which are or may be pending.

A criminal record will only be taken into account when the conviction is relevant. An "unspent" conviction will not necessarily bar you from employment as this will depend on the circumstances and background of your offence(s).

If the post you are applying for involves regular contact with those under 18 years of age or people of all ages who may be vulnerable for other reasons (e.g. disabled or elderly), it will be subject to a Criminal Records Bureau (CRB) Disclosure Check. If the post you are applying for is subject to a Disclosure check, it will be clearly stated on the advertisement and in the Job Description. Under CRB regulations no conviction is ever deemed "spent". Further information is provided under 'Guidance Notes for the Recruitment of Ex-Offenders'.

Driving

Only provide information about your ability to drive if you are applying for a post which pays an essential or casual user car allowance. If the application pack does not state that it is an essential or casual car user post you should leave this section blank or enter N/A.

Relationship to Councillors or Senior Officers

Warwick District Council is required to ask you about any relationships you have with Councillors (Elected Members) or Senior Officers of the Council. The relationships you need to declare are:

- Partner, husband, wife
- Parent or guardian
- Brother or sister
- Uncle or aunt
- Nephew or niece
- Child, stepchild, adopted child or grandchild

In cases where a relationship is declared, the appointment has to be approved by the relevant Head of Service or Chief Executive.

Advertisement

You are asked to provide information about where you saw the post advertised, in order to assist us in monitoring our recruitment campaigns.

References

Every applicant needs to name two referees who can be contacted to provide a written testimonial. One of these must be your current or most recent employer (or for students, a Tutor or Head Teacher) and the other should, if possible, be another business or study related contact. If you are unable to supply two work-related referees you should nominate someone who has known you for a minimum of two years and who can testify to how you meet the criteria listed in the Person Specification.

We will only take up references once a conditional offer of appointment has been made. However, all appointments are subject to satisfactory references and no offer will be confirmed until two satisfactory references have been received.

EQUAL OPPORTUNITIES MONITORING FORM

Warwick District Council is committed to equality of opportunity. The full Equal Opportunities statement can be found on the Equal Opportunities Monitoring Form which is attached to the application form. We need to ask you the questions on this form in order to ensure fairness, monitor policy compliance and to observe UK law. However, this form will be separated from your Application Form on receipt at our offices and the information contained in it will only be seen by the administrator dealing with the recruitment. The short listing and interview panel will not see it and none of the information will be used in the selection process.

RETURN OF FORMS

All applications for employment are treated in the strictest confidence.

In order for your application to be considered it needs to reach our offices by the closing date and time specified in the advertisement and application pack. The address for return of applications will vary according to where the vacancy is and will be shown on the front page of the Application Form.

We will contact you as soon as possible after short listing has taken place to let you know whether or not you have been selected for interview.

Many of our advertisements and application packs will specify the date that it is intended to hold interviews and you should make it clear on your application if you are not going to be available on that date (e.g. due to holidays or other unbreakable commitments). If the interview date has not been published but you are not going to be available for some time during the three weeks after the closing date, it may be helpful if you declared this.

Canvassing for any appointment will disqualify the candidate. This means that candidates must not approach anyone who works within the Council (whether Councillor or employee) to promote themselves for the post or with the intention of influencing the outcome of the recruitment process in their favour.

Further help

If you have any further questions regarding the Application Form, or require any help, please contact the Service Area where the vacancy is, on the number published on the advertisement.

Good luck with your application.