

## Application Guidance Notes

Thank you for your interest in working for Blaby District Council. The decision on who to invite for interview is based on the information you provide in your completed application. Therefore you should use the application form to tell us how you meet the requirements of the job.

**CVs are only accepted in exceptional circumstances or when indicated on the advert for the role.**

### Guaranteed Interview Scheme

Blaby District Council operates a Guaranteed Interview Scheme which offers applicants who declare themselves as either of the below an interview if they meet the essential criteria of the job profile:

- Disabled (under the Disability Confident Scheme)
- A Veteran, Reservist or a Cadet Force Adult Volunteer (CFAV) (under the Armed Forces Community Covenant) and
- A care leaver under the age of 25 who has been looked after by Leicestershire County Council as a child.

Please note the scheme does not guarantee a job for anyone who meets the essential criteria of the job profile. Only the recruitment and selection procedures will ensure the most suitable candidate for the job is appointed.

We advise that you clearly state whether you meet the criteria of the Guaranteed Interview Scheme on your application form. Please refer to the Guaranteed Interview Scheme webpage for further details on eligibility.

### Job description

The job description lists the job title, purpose and the main tasks of the job.

### Person Specification

The person specification lists the knowledge, experience, skills and abilities that the successful applicant will need in order to perform the job effectively. The person specification is divided into what the successful candidate must have (the essential criteria) and what it would be helpful for them to have (the desirable criteria).

### Completing your application form

When completing your application, you must tell us how you meet the essential criteria for the job. Please refer to the Method of Assessment column on the Person Specification, as this will detail what essential criteria you will need to evidence on your application form. Different jobs require different skills, knowledge, competencies and qualifications, so if you are applying for more than one job at the Council please submit a new application for each job.

Make sure the information you provide is clear, precise and easily understood.

If you do not tell us, we will not know! We will not make any assumptions about you or your abilities, even if you already work for the Council.

Please give examples to support that you fulfil the job requirements eg “I have excellent written communication skills, this is evidenced in the Committee Reports I am responsible for writing. I also write complex letters to customers on a regular basis”. Do not leave out any relevant skills, knowledge and experience gained, for example voluntary or unpaid work is still relevant.

## **Timescales**

Your form should arrive by no later than 12.00 midnight on the closing date unless stated otherwise in the advertisement.

Unfortunately it is not possible to notify all applicants of the outcome of their applications. If you have not been notified that you have been selected for interview within 28 days of the closing date, please assume that your application has not been progressed to the next stage of the process.

## **Please complete all sections of the application form**

### **Section 1 (Job details)**

Job title of the position you are applying.

### **Section 2 (Personal details)**

Unless you indicate otherwise, we will contact you via email. Please ensure you check your email regularly.

### **Section 3 (Present and previous employment)**

This does not only apply to paid work, so tell us about any voluntary work or work experience placements that you are doing at the moment.

#### Previous Employment

Please tell us about your experience in a working environment. Again, you should try to include any unpaid work you have done in the past. Please list your experience in chronological order with the most recent first.

#### Gaps in Employment

Please tell us about any gaps in your experience and the reasons for these gaps. Don't be worried about telling us the reasons. This is a confidential document, and will only be seen by those people involved in the recruitment process.

### **Section 4 (Skills statement – summary of experience, skills and knowledge)**

This is an opportunity for you to tell us about yourself and how you best fit the requirements of the job. In order to get an interview, you need to demonstrate to us that you meet the essential criteria on the Person Specification. Please refer to the *Method of Assessment* column on the person specification, as this will detail what essential criteria you will need to evidence on your application form. When describing your experience it is a good idea to give an example of work-life situations which demonstrate your ability to perform certain tasks.

When completing this section, you may want to think about any experience, skills, knowledge or competencies which you have developed in your domestic life that can be transferred into the workplace.

It can also be a good idea to take each point in turn in the order it appears on the Person Specification and tick off each requirement as you go along so that you don't miss any when completing your application form.

There are two sections under this section allowing you to use 4000 characters with spaces in each one, a total of 8000 characters (with spaces).

If you experience difficulties submitting your skills statement, please send a copy to [human.resources@blaby.gov.uk](mailto:human.resources@blaby.gov.uk) specifying the job you are applying for, your name and contact number.

### **Section 5 (References)**

Please provide details of **two** referees. When providing details of referees please ensure that at least one of them is a present or most recent employer. Where there has been no employment in the last three years, voluntary work or educational references will be accepted. At least one reference should cover the last three consecutive years.

References will only be taken up for the successful candidate and once an offer of employment has been verbally accepted.

Please note, you will be unable to submit your application form if two referees are not provided.

### **Section 6 (Qualifications)**

Please only provide details of any qualifications that are a requirement of the job. The qualifications required are stated in the 'Job Description and Person Specification'.

### **Section 7 (Declarations)**

**Relationships:** Please tell us about any relationship/s you have with Blaby District Council employees or elected members. Also if you have any business interests linked to Blaby.

**Conflict of Interests:** Please tell us if you or your family have any interests, carry out any work or hold any appointment that may conflict if you were to be employed at Blaby District Council.

**Driving Licence:** You only need to fill this section if a driving licence is an essential requirement on the Person Specification. Please tell us about your driving licence and if you have any spent or unspent motoring convictions. This should be submitted on a separate sheet and sent to [human.resources@blaby.gov.uk](mailto:human.resources@blaby.gov.uk)

**Special Arrangements at Interview:** Please indicate any special adjustments you may require if you are disabled, or anything that may be related to your religion that might affect when interviews are held or what facilities might need to be available to you.

**Candidate Declaration:** This section requests you to sign and date the form to say that you have provided honest and accurate information on your application form. It also advises how the information you supply will be stored and processed in accordance with the principles of the Data Protection Act 1998.

### **Equal Opportunities Monitoring Statement**

It would be really helpful if you could complete this section.

Blaby District Council is committed to equality of opportunity in employment and service delivery and the information you provide will help us to ensure fair and equal treatment of applicants and employees alike.

The details you supply will be stored separately to the information on the rest of the application form and will not be used as a basis for decision making within the selection process.

This information will remain confidential but should you be appointed may become part of your personal record. That personal record will have restricted access.

The purpose of monitoring is to help us make sure that our People Strategy is working and to show us where action may be needed if there is evidence of unfair treatment or where particular communities are not adequately reflected within the workforce.

Where possible, the Council will make 'reasonable adjustments' to a job where appropriate under the Equality Act 2010.

We invite you to disclose information relating to your sexual orientation and religion or belief. Again we are gathering this information to make sure that we do not discriminate against an individual on the grounds of their sexual orientation or religion/belief. This information is kept under the strictest confidence and helps us to gain an accurate profile of our workforce.