

## Guidance notes for applicants

### Web Recruitment

#### Personal Details

Please complete all the boxes relevant to you. If the person specification identifies a driving licence as a requirement for the post this question should be answered. If there is no indication of requirement this may be left unanswered.

#### Equality Monitoring

Huntingdonshire 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. It would be really helpful if you could complete this section for us. The information will remain confidential although, should you be appointed, it may become part of your personal record.

#### Education, Training and Qualifications

In this section you need to list any relevant qualifications you achieved whilst at school, any further education (college/university) and any short courses that you have attended or any certificates/awards you may feel are relevant. If you are awaiting results please indicate this. You may wish to tell us about qualifications that are not directly relevant if you feel it enhances your application. You do not need to list every qualification you have if you do not feel it is relevant.

#### Current or Most Recent Employment

If you are currently working, this relates to both paid work and voluntary work or work experience that you maybe undertaking currently.

If you are not currently working then use this section to tell us about your most recent job.

It is helpful if you tell us:

- What you do and what tasks and responsibilities you have
- About any tasks or responsibilities you think are relevant to the job you are applying for
- Why you want to/decided to leave

#### Previous Employment

You **should not** include the post you have detailed in the section for current or most recent employment. This is your opportunity to tell us

about all the jobs (paid and unpaid) you have had in the past including an explanation for any gaps in employment. Please list your experience in chronological order with the most recent first.

#### References

When providing names and details of referees, please ensure that at least one of them is your present or most recent employer. If you are not currently in employment and/or your last employer cannot give you a reference because the organisation no longer exists, you should attempt to get a reference from a professional person. If you have just left school, college, university or some kind of recruitment/skills agency, you should use your contact there as a referee. References should not be provided by relatives, partners or close friends. If you have any problems with providing names of referees, please discuss this with the Recruitment and Training Coordinator. Applicants should note that where the post involves access to children and other vulnerable client groups, references relevant to the area of work are required and previous employers not quoted as referees may be contacted. The references you provide will not usually be contacted until we have made an offer of employment but please be aware in some exceptional circumstances we may have too.

#### Supporting Statement

This is your opportunity to tell us about yourself, and how you best fit the requirements of the job. In order to be selected for interview you need to demonstrate to us that you meet all the essential criteria on the Person Specification. If too many applicants meet all the essential criteria, the shortlist will be reduced by selection of those who meet some or all of the desirable criteria. When describing your experience, it can be a good idea to give specific examples of real-life situations demonstrating your ability to perform certain tasks required. When completing this section it would be good to think about experiences, skills, knowledge or competencies you have developed in all areas of your life that can be transferred into the workplace. Always refer back to the Job Description and Person Specification before you finalise your application form. Please don't send us CVs. They will not be accepted as a substitute for a completed application form.

## Employment Status

Under the Immigration, Asylum and Nationality Act 2006 all employers are required to establish that all employees are legally entitled to work in the UK. As well as completing this form, should you be successful in your application, you will need to produce the relevant original documentation to support this prior to commencing employment. We use TrustID which provides reliable software to electronically check identity documents such as passports, visas and driving licences. It validates both the information visible to the naked eye but, more importantly, it also captures and evaluates non-visible security features which are the checks to help identify fraudulent or stolen documents.

## Convictions and Cautions

Please answer the questions about cautions, convictions, reprimands and final warnings. If your conviction has become '**Spent**' under the Rehabilitation of Offenders Act 1974, you **need not** tell us about it unless you are applying for a job which is exempt, in which case you **must** tell us about it. If you have any convictions which are '**Unspent**', please tell us about them, however minor. You should be assured that declaring an offence will not necessarily bar you from employment with Huntingdonshire District Council. The Council is committed to the rehabilitation of ex-offenders back into the workplace; however it is essential to base decisions on a full and accurate application.

## Relationships

Please tell us about any relationships you have with employees of Huntingdonshire District Council or Councillors.

## Disability

As a Positive about Disability employer we operate a guaranteed interview scheme for people who have a disability under the Disability Discrimination Act 1995/2005. A disability is defined as 'a physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities'. Those candidates who declare a disability and who fulfil all the essential criteria on the person specification will be selected for interview. If you require any assistance to help you participate fully in our recruitment and selection

procedures, please contact the Recruitment and Training Coordinator.

## Date started in Local Government/Breaks

If you have had a break from local government then you need to indicate the date you started the latest period of 'unbroken' employment. It is important that you complete this accurately as it determines a number of entitlements. We require verification of continuous local government service from your last local government employer which confirms your continuous service. This may be in the form of a previous contract and confirmation of your leaving date, or if you do not have such verification, we will require you to produce written verification from your previous employer.

## Vacancy Source

We like to identify the effectiveness of our recruitment advertising processes. By informing us where you saw an advertisement this will enable us to use the best media.

## Declaration

This section requires you to sign and date the form confirming that you have submitted a true and accurate application form and that you have read all the guidance notes which are relevant to you in applying for this position.

## Proof reading

Once you are happy you have completed your application, check through the final version to give you the opportunity to spot any mistakes while ensuring that every section has been filled in correctly. You may want to ask someone else as a second proofread to read it too.