

## **Guidance for applicants**

Applications are welcome from any individual meeting the criteria outlined in the job description and person specification. Selection will be made based on suitability to carry out the duties of the job. We are looking for applicants who share our values and are committed to serving our community.

### **Applying for a job**

If you are using web recruitment for the first time you will need to register and create an account. Select New User Registration and fill in the information. Your username and password must be a minimum of six characters. Once you have registered, an email confirming your username and password will be sent to the email address you registered. Please note you will not be able to register the same email address more than once.

You must apply by completing all sections of the online application form. CV only applications will not be accepted. Please note the closing date and make sure your application is submitted in time, as late applications will not be considered.

If you forget your username or password you will be able to reset these through the link "Forgotten your password".

Please ensure that all parts of the form are completed as part completed forms will automatically be rejected.

### **Completing the application form**

The following advice may help you complete your application form successfully:

- We recommend that you have to hand information that you will need to enter, such as personal details, employment history and qualifications.
- Read the information found in the Job Details, including the link to the full job description, person specification and core values, to make sure that your application is relevant to the job.
- Moving from one page to the next using the "Next" button saves your application so far.
- If you have applied before, you will see that some of your details are prepopulated. Use the "Edit" buttons to make changes to these details.
- You must account for any gaps in your employment history in full using the free text box provided.
- In entering your qualifications tell us about your highest level of qualification and most relevant qualifications. You do not need to give us a full list of qualifications. You will also need to tell us about your levels of essential skills – in English, Maths and ICT.

- Please complete the monitoring data section of the application form – this is really important to us in our aims to remain an equal opportunities employer and monitoring the effectiveness of our recruitment processes. The selection panel will not see this information.
- As you complete each page, the “Application Summary” will mark the page with a green icon – once complete check your application through carefully before you click “Apply”.
- Please note that the online form will time-out if you do not save any data for a 60-minute period. We strongly advise that you save your application regularly by clicking on the ‘Next’ or ‘Summary’ buttons. Please do be aware that you risk losing data if the form times out and you have not saved your data regularly.

### **Personal Details**

Please state all your forenames/first names and surname/family name. If you use a different name then please enter it in the preferred name.

#### Address

Please provide information on your address. If you add more than one address please tick the address that is your mailing address and this will be used when contacting you by post.

#### Contact details

Wherever possible, correspondence will be sent by email so it is important that you also provide a valid email address.

#### Driving licence

Please specify if you have a current driving licence and if so list the categories of vehicle you are eligible to drive.

### **Qualifications/Learning/Professional memberships**

Please provide details of those qualifications which you believe are relevant to this application, listing the most relevant qualification first. Make sure that you provide all the information required including year of study, level of examination and grade/result obtained. The subject list for online applications is generic and you should choose the “nearest” subject. Please note that qualifications will be verified on appointment.

Please provide details of any significant learning events you have attended that are applicable to the role.

Please state any professional qualifications that are relevant to the post that you are applying for and any memberships of professional bodies.

## **Employment history**

Please complete this section starting with your most recent job first. This section should include all of your previous posts including any voluntary posts or work experience. You must account for all the time since you left school, college or university. It is advisable to explain any periods of time when you were not in paid employment or studying. You may wish to elaborate more about roles which you believe are relevant to this post.

## **How you meet the person specification**

This section is for you to provide any additional information about yourself which you feel is relevant to the post for which you are applying and has not already been mentioned. This is your opportunity to promote yourself and to provide evidence that you match the criteria of the post that you are applying for.

Please read the job description and person specification before completing the application form. The job description provides information about the purpose and the main duties and responsibilities of the post being advertised. The person specification provides information about the characteristics that are necessary or desirable to perform the duties in the job description i.e. knowledge, skills, experience, abilities and qualifications that an ideal candidate will have to enable them to undertake the job.

Please pay particular attention to this section giving full reasons as to why you feel that you are suitable for the post. You must state how you meet each of the criteria detailed on the person specification and it will be helpful to deal with each point in turn. This will ensure that you structure your supporting statement coherently. You should give examples of when you have undertaken duties in previous roles which will demonstrate to the recruiting manager that you meet the criteria. You can state how your skills, previous experience, qualifications and training are relevant to the post. If you fail to demonstrate that you meet the criteria, it is unlikely you will be shortlisted for interview.

## **Core values**

You need to consider each of the values individually and read the key competencies that are essential to West Suffolk.

You can relate previous examples either through current work, previous job roles, life skills, voluntary work or any other relevant experience that may bring out examples of where you meet these values. It does not necessarily need to be relevant to the job you are applying for but more relevant to the values.

You may wish to address each point individually through numerous examples or you may wish to use one example to address all points. There is no right or wrong answer on how you approach this but it is important that the recruiting manager has evidence from this section that you meet the core values.

## **References**

Please give the names, email addresses and/or telephone numbers of all employers covering the last 3 years (or educational/volunteering where there has been no employer) from whom references can be sought. If you are self employed please provide contact details of your accountant so that we can verify this. Referees who are relatives/friends are not acceptable.

If you are successful, references will be taken up with your permission before any appointment is confirmed and all offers are subject to the receipt of satisfactory references. It is always advisable to ensure that your referees know that you have used their names before we contact them to obtain the references. It is essential that you give clear and full contact details for your referees, preferably email address. Difficulties in contacting referees and obtaining references may affect the time it takes to confirm an offer of appointment.

If you have changed your name e.g. by marriage or deed poll, please indicate the name by which the referee will know you.

## **Declaration**

If you are related to a Councillor or employee, we ask you to tell us so that we can make sure that all applications are treated fairly.

The application form requires you to certify that you agree with the declaration statement. Deliberately providing false or inaccurate information or omitting to provide information requested could result in your application being disqualified. If this only becomes apparent after an offer has been made, the offer may be withdrawn. If this only becomes apparent after commencement of employment in post, this could result in dismissal.

## **Monitoring data**

Please complete the equal opportunities information. This will remain confidential and only seen by the Human Resources team.

Please enter the specific details of where you saw the post advertised e.g. Bury Free Press, EADT, Guardian, Reed, West Suffolk website, word of mouth. This information will be used for internal monitoring of recruitment activity.

Please also rate your applicant experience so that we can monitor satisfaction levels.

## **Submitting your application form**

Before submitting your application please ensure that you take time to read through the form to check for any errors or omissions as you will not be able to make any changes once it has been submitted. Remember that you can save your application at any time before submitting it. We will only be able to view your application form once you have clicked 'Apply'.

## **After you have applied**

All applications are acknowledged upon receipt so that you know it has been safely received. Shortlisting usually takes place within four weeks of the advertised closing date. We will notify you of the outcome of your application after shortlisting, although the timescales for this may vary according to the individual arrangements for the selection process for each job. If you have been shortlisted you will either be invited to self-select an interview slot or be given further interview instructions such as assessment centre arrangements. If you have not been shortlisted, we will inform you of this by email as soon as possible. Please ensure you check your email account regularly.

Please check the job details to see if an interview date has been advertised and keep this date free if possible.

## **Tests**

We may use ability tests, assessment centres and/or occupational personality questionnaires as part of the selection process. Further information is provided to applicants, at the appropriate stage, if tests are to be used as part of the selection process.

## **Alternative formats**

If you require the application form and supporting papers in hard copy please contact the Human Resources Department on 01284 757007 or email [recruitment@westsuffolk.gov.uk](mailto:recruitment@westsuffolk.gov.uk). If you require assistance in completing your application form please also contact Human Resources.