

Guidance for Completing Your Job Application Form



Introduction

The following information is designed to assist you in applying for a job at the Isle of Wight Council.

Your application form will be photocopied and/or electronically scanned, so it is vital that the original is clear enough to allow good quality reproduction. Please ensure that you complete the form clearly in black ink or type.

Please do not send a CV (curriculum vitae) as an alternative to completing any part of the application form. We appreciate that it is easier for you to supply a CV, however, CVs vary in content and many do not contain all of the information we need. We want to treat everyone equally so we have to assess all of the information in a fair and consistent way, please help us by completing the form in full. We reserve the right to exclude incomplete forms from the selection process.

The application form plays an important part in the selection process and will be used as the basis for choosing applicants for interview. Please complete all sections of the form, making sure the information you provide is clear and accurate. Your information will be treated as confidential and will only be seen by those involved in the recruitment and selection process.

Before completing the form, please read the job description carefully, this outlines the duties of the job. The person specification will outline the skills, abilities and qualifications required of the post holder. You will need to demonstrate that you meet the requirements of the job (or at least have the potential to do so), in order to be offered an interview.

If you are not completing the form online, it may be useful to produce a rough draft of your answers before writing/typing onto the form. Remember to send your application back in plenty of time and to take a copy of your form for future reference.

The Council operates a no smoking policy, all applicants and employees are required to comply with this policy.

Please ensure that you complete the Post Title, Post Reference Number and Directorate name or location of the post as stated in the job advertisement as we may have similar jobs advertised at the same time and it is important for us to know exactly which job you are applying for.

Personal Details

Make sure you complete this section fully. It is important to provide us with your full address and contact details. It may save time if we can contact you by email, please indicate on the form whether this is okay with you.

Present Employment

Detail the name and address of your employer, your position and grade, the date you started and the date and reasons for leaving (if applicable).

Previous Employment

In this section, it is important that you include all relevant work experience including part time work or temporary jobs, work experience or voluntary work. Remember to fill in the full name and address of the employer, your position, the dates you started and left and your reason for leaving. If you are not applying online, you may continue on a separate sheet if but please include your name at the top. Please account for any gaps in employment.

Details of Education and Training

You must ensure you provide all the information about your education and qualifications obtained, including those qualifications you are currently studying for. You will be asked to provide original copies of your qualification certificates if you are invited for an interview and production of these will be a condition of employment. For Social Workers, please include your Health & Care Professions Council (HCPC) registration number.

Further Personal Details

- Disability Information - We have adopted the principles contained in the Equality Act 2010 for the elimination of discrimination in the field of employment against disabled persons or people who have a disability. If you have a disability which you would like us to take into account, please state this on the application form. The Council is a Disability Symbol user and wishes to encourage disabled people to apply for jobs. We offer an interview to disabled people who demonstrate on their job application form that they meet the specified selection criteria for the job. Please let us know if, in relation to any disability, you have particular requirements in order to participate fully in the selection process. If necessary, when applying for a job, you can request key information in alternative formats.
- Driving ability and vehicle ownership – driving ability and provision of a vehicle for work will only be taken into account where these are required for the job.

Additional Information

This section is an important part of your application and if the section is not filled in adequately it may affect whether or not you are invited for interview. Before completing the section, read through the Job Description and think carefully about why you are suitable for the post, relating your skills, knowledge and experience to the duties of the post as fully as possible.

Review the person specification and include any relevant details about your skills, experience, training or qualifications (if you haven't recorded this elsewhere on the application form). If the person specification lists essential skills and abilities, please provide an example of how you have demonstrated these in the past. The example you give should outline what you have done in the past to demonstrate that skill rather than what you would do if a particular situation arose. The example may be from your current job or from an activity you have done in the past. For example, if one of the skills in the person specification is "effective communicator" it will not be adequate to just state "I am an effective communicator". You must provide an example of how you have demonstrated effective communication skills in the past.

Do ensure you mention all relevant experience as we cannot assume anything from a job title. If you are not completing your application online, feel free to continue on a separate A4 sheet if you need more room but please ensure you include your name at the top.

Important Monitoring Information

- Relationship with Members and Officers – You are required to complete the section regarding any relationship with Members or Officers of the Council.
- Asylum and Nationality Act 2006 – The Asylum and Nationality Act makes it a criminal offence for employers to recruit staff who are not eligible to work in the UK. Any offer of employment will therefore be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.
- Declaration of Criminal Offences form - It is essential that you complete and return with your application the enclosed 'Declaration of Criminal Offences' form. Some Council posts are exempt from the Rehabilitation of Offenders Act by virtue of their nature, usually these are posts involving access to children/young people or vulnerable adults. The form explains if the post is exempt, please read it carefully so that you are clear about what you need to declare and whether a Criminal Records check will be required as a condition of appointment. The Council's Policy Statement on the Recruitment of Ex-Offenders is on the back of the declaration form. The Council does not necessarily see a criminal record as a bar to employment and will consider the nature of the conviction and its relevance to the job applied for prior to making any selection decisions.
- Equality Monitoring - The Council is committed to equality and action to ensure that it appoints the best candidate for any post.

All aspects of recruitment are monitored to ensure that our policies and procedures are not discriminatory. Without accurate data on the composition of our workforce and on job applicants, we are unable to monitor the effectiveness of our commitment to equality. It is now a statutory requirement under the Equality Act 2010 for all public authorities to promote equality of opportunity. Please help us to comply with this requirement by filling in your equality monitoring form and returning it with your application.

The monitoring form is confidential, the information collected does not form part of the recruitment process and is separated from the application form whilst consideration of candidates takes place.

The Isle of Wight Council welcomes applications from all sectors of the community.

- Job Sharing – Job sharing is a form of employment where two people divide the duties and responsibilities of one post. The Isle of Wight Council will consider applications for job sharing where the service will not be adversely affected and where at least two potential job sharers have applied and meet the selection criteria. This means that, although the Council will attempt to match you with a job share partner if one is available, you will have a greater opportunity if you can also identify another potential sharer. If you wish to apply for a post on a job share basis, please attach a letter to your application form explaining your preferred pattern of work and indicating whether you wish also to be considered for full time employment if a job share is not available.

References

Please complete details for both referees, who should not be related to you. If you are leaving full time education and do not have employment references to offer, please give the name and contact details of a head teacher/tutor and also the manager of your most recent work experience placement, if applicable. If you are applying for a post that involves working with

children/young people or vulnerable adults but you are not currently working in this field, one referee must be the employer for whom you most recently worked with the relevant client group.

Please indicate on the form if you prefer us not to contact your referees unless you are offered the job. However, we reserve the right to take up a reference from any of your previous employers if we consider it necessary to do so.

Applicant Declaration and Signature

If you are applying online you will be asked to sign your form if you attend for an interview. You must give full and accurate information on the application form and during the whole of the recruitment and selection process. You may be disqualified from the selection process or dismissed if the information you have given is found to be false or misleading in any way.

Appointments

All offers of employment are subject to satisfactory references, medical clearance, proof of qualifications, right to work in the UK and, where appropriate, CRB check.

Queries

The information pack supplied with the application form should identify someone for you to contact if you have further queries. If a name is not given, please contact Human Resources on 01983 821000 and ask for Recruitment at Shared Services.