

Information for Applicants



1) Completing an online application

- To apply for a job online, click “Apply” button on the job advert and follow the instructions to complete your application.
- You can save your online application and come back to it, as long as you submit the application before the closing date.
- Once all sections of the online application are complete remember to click submit at the bottom of the page.

2) Read the Job Description and Personnel Specification

- Shortlisting is based on the criteria outlined on the Personnel Specification.
- The Specification lists qualifications, skills and qualities that are essential to undertake the job.
- It is important that you make it clear in your application how you possess these qualities.



3) Personal Details

- Please fill in all your relevant details, using your full legal name.
- If any field is not applicable, please enter N/A.
- You can save your application at any time and come back to it by clicking save progress in the top right-hand corner.

4) Employment History

- Please provide all relevant experience you have, even if it is voluntary work or personal life.
- Please don't refer us to another job description even if you currently work for the council.
- We will not make any assumptions about you or your abilities even if you already work for the council.
- Any employment with temporary agencies you must show the agency as the employer as well as the business where the work was carried out
- Please also include any breaks in employment history together with the reason for the break.



5) Education/ Training/ Membership

- List all qualifications, including those gained overseas, stating the date and grades/levels achieved.
- If essential qualifications or equivalents are specified on the Personnel Specification we will check to see if yours meet the criteria and are relevant. For further information please visit www.gov.uk
- Please only list your memberships or training if they are relevant to the job.

6) Supporting Statement

- Your supporting statement must demonstrate how you meet the essential requirements stated in section 1-8 of the Personnel Specification and how you can perform the duties listed in the Job Description.
- You may give examples from your work history and experience in employment, education, voluntary or personal life.



7) References and Declaration



- Please include your current or most recent employer as one of the references.
- Please check with your referees that they are willing for us to contact them after you have received your conditional offer. This saves time.
- For graduates or people leaving full time education please give a contact from your last educational establishment.
- You should carefully consider any questions seeking declaration and answer the question honestly.

8) Diversity & Equality Information and Data Protection

- We aim to promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a diverse range of candidates.
- By completing the diversity questionnaire, you will help us to monitor our recruitment and selection procedures and eliminate potential areas of discrimination.
- Criminal records will be considered for recruitment purposes only where the conviction is relevant.
- We are a Disability Confident Employer, we have a positive approach to employing disabled people and guarantee an interview for applicants who disclose they would like to be considered under this scheme and meet the essential criteria.
- If you require any reasonable adjustments during the recruitment process, be sure to include these on your application.
- Before submitting your application, your consent will be required to hold and process your personal data.



Adverts will close as soon as sufficient applications have been received therefore you are advised to submit an application as soon as possible. For help please contact the HR Resourcing team via e-mail on: hr_resourcing@sandwell.gov.uk



Good Luck!

