

Guidance for Completing the Application Form

Please read the following guidance notes before making your application.

SECTION 1 - *PERSONAL DETAILS*

This section in particular should be completed in BLOCK CAPITALS. The information should be clear and legible as it will be used in any correspondence sent to you.

If you require a work permit to work in the UK or you are entitled to work under a spouse's work permit you must advise us of this fact by ticking the relevant box and providing an expiry date. Under the Asylum and Immigration Act 1996 it is illegal for an employer to appoint someone who does not have the right to work in the UK. You will have such a right if you:

- Are a British Citizen or have a right of residence in the UK.
- Are a national of a European Economic Area member state.
- Possess a Home Office or DfEE permission to work.

In order to meet the requirements of the Act we will ask all applicants to produce documentation to verify their status if invited to interview.

SECTION 2 - *EDUCATION*

It is important that you provide accurate information and full addresses for the schools and colleges attended, as verification checks may be made.

Please continue on an additional sheet of paper if necessary.

If you are short-listed for interview you may be required to bring original certification with you.

SECTION 3 - *TRAINING AND PROFESSIONAL MEMBERSHIPS*

Please provide details of relevant training and professional memberships. If you are short-listed for interview you may be required to bring original certification with you.

SECTION 4 - *WORK HISTORY*

Please continue on an additional sheet of paper if necessary.

SECTION 5 - *EXPERIENCE RELEVANT TO YOUR APPLICATION*

This is the most important part of your application. You should include why you wish to join the Council in this post and why you are a good candidate.

You should relate your experience, skills and knowledge to the criteria listed on the Person Specification, which forms part of the Job Description. It would be helpful if you could provide evidence of how you meet the criteria by giving examples of where and how you have used the skills required. Remember to include any voluntary or community work, leisure interests and non-work experience.

Please continue on an additional sheet of paper if necessary.

SECTION 6 - LEISURE INTERESTS

Please provide any details of your leisure interests which you feel will enhance your application.

SECTION 7 - REHABILITATION OF OFFENDERS ACT 1974

Under the above Act, after a specified period of time most sentences awarded by a Court, for criminal offences, may be regarded as spent and disregarded and therefore they need not be disclosed. However if the appointment for which you have applied is one to which the Rehabilitation of Offenders Act (Exceptions) Orders applies, you are required to declare any criminal convictions, enquiries and checks may be made in this respect.

It is your responsibility to distinguish between those convictions, which require to be declared, and those that do not.

Please be advised that certain appointments (particularly those which require the postholder to have contact with children), will be subject to a Police Check, conducted by the Criminal Records Bureau.

SECTION 8 - EMPLOYMENT REFERENCES

All appointments are subject to the Council receiving satisfactory references.

Please give your current or most recent employers as referees. Where this is not possible we will accept references from someone who is able to provide information on your skills and abilities, e.g. teacher/lecturer, colleague within a club or voluntary organisation.

In all cases we will need to contact the referees directly, as we cannot accept testimonials.

Please provide full details including telephone numbers, fax numbers and email addresses where available. This will help to speed up the recruitment process, as we are unable to confirm any appointments until both references have been received.

References from family members, friends and employment agencies (where you have not been directly employed) will not be accepted.

Prior to making your application, you should ensure that those people who you have provided as referees are willing to provide you with a reference, in order to avoid any delays in the recruitment process.

SECTION 9 - APPLICANT DECLARATION

Please sign the application form to confirm that the information provided on your application form is true.

You should be aware that the information provided on your application form may be verified during the recruitment process.

If the information you have supplied is found to be false or misleading, this may result in you being disqualified from appointment or your dismissal.

FURTHER INFORMATION

Should you require any further guidance on completing the application form please contact a member of Human Resources on 020 8207 7475 or email human.resources@hertsmere.gov.uk