

GUIDANCE NOTES FOR COMPLETING YOUR APPLICATION FORM

Thank you for requesting this application form. These guidance notes have been put together to assist you in completing your application for a position at Uttlesford District Council. It is recommended that you read these notes before completing the form.

GENERAL GUIDANCE:

It is important that you fully complete all sections of the application form.

Please do not attach a CV as this will not be considered.

To aid photocopying, please use black ink.

Unfamiliar handwriting can be difficult to read. Take care that important details, such as name, address and post code details are clear and can not be misinterpreted.

If you are applying for more than one post you should submit an application form for each post.

Please enter the name of the post you are applying for and the Service Area where the post is located in the first part of the application form. This information can be found on the Job Description.

Advertisement

You are asked to provide information about where you saw the post advertised, in order to assist us in monitoring our recruitment campaigns.

PERSONAL INFORMATION

This information is required to ensure that accurate personnel records are maintained. Please ensure that your personal details are correct and that you have included your current address and telephone number(s). If you have a mobile telephone and/or e-mail address, please also provide these, as it can help to speed up the communication process. However, your application will not be disadvantaged if you do not have a mobile number or e-mail address.

If you provide an e-mail address, it will only be used for correspondence relating to your application form. It will not be used for marketing purposes or shared with any other organisation.

ENTITLEMENT TO WORK IN THE UK

If you are successful in obtaining employment with Uttlesford District Council, you will be required to provide evidence of your entitlement to work in the United Kingdom.

MOBILITY

Please provide information about whether you hold a current driving licence and whether you have access to a vehicle. If you do not have a vehicle can you travel by any other means?

FULL EMPLOYMENT HISTORY

Please complete this section in full, detailing your current employment first. If you are not currently employed, please provide detail of your most recent employment. If you have recently completed full-time education, please note this on this section of the application form.

All previous employment positions should then be provided, with most recent post held detailed first.

Breaks in Employment History

As part of Uttlesford District Council's recruitment procedure, where a gap of four weeks or more is identified within your employment history, this will be explored at the time of interview. If you have not had any breaks in employment, please enter N/A.

EDUCATION, QUALIFICATIONS AND TRAINING

When completing the 'Education, Qualifications Training' parts of this section, please refer to the job advert and job description and provide details of qualifications, apprenticeships, training and/or courses that are relevant to the post. Please note that you will be required to produce evidence of your qualifications if you are offered employment. However, please do not attach copies of qualifications to the application form.

With reference to 'Membership of Professional Bodies', please refer to the job advert and job description. If the advert or Job Description stipulate a requirement for you to be a current member of a professional body (example: Solicitor, HR Officer), please indicate your current membership status.

Please also list any relevant training courses attended in the last 5 years.

JOB ROLE PROFILE

The importance of this section of the Application Form is emphasised by the space allocated. Please remember that if attaching additional sheets, it is important to write your name and the post details at the top of each sheet and attach them securely to the application form. The only information which will be used to decide whether or not to invite you to interview is that which you provide on the Application Form, with particular emphasis on this section.

Please study the job description and person specification carefully and provide specific information and examples of your work and/or other activities which demonstrate your ability and aptitude to undertake the duties of this post. This is your opportunity to "sell" yourself to the short listing panel who will be looking for evidence that you have the skills, qualifications and experience that the post requires. Focus on the person spec – skills, knowledge, experience, circumstances and qualifications etc needed for the job. Include relevant information relating to any previous posts you have held, whether paid or voluntary, and any leisure, home or life experiences which you feel demonstrate your abilities and illustrate your suitability for the job.

Remember, whereas the general information you provide on the rest of the Application Form may be similar to other applications you have made in the past, this section of the form needs to be written specifically with this particular vacancy in mind and should relate to the Job Profile and Person Specification.

Do not replace this section or the application form in general with a Curriculum Vitae (CV), as this will not be considered as part of the short listing process.

DIVERSITY AND RECRUITMENT INFORMATION

Uttlesford District Council is committed to achieving a workforce that reflects the diversity of our local community. We ask all our employees and our job applicants to give us diversity information to help us ensure employment practices do not unlawfully discriminate. Your details will be used for statistical purposes only; they are not seen by anyone involved in short listing or appointing candidates. However, if you do not wish to share this information, you can select the 'prefer not to say' option.

However, this form will be separated from your Application Form on receipt at our offices and the information contained in it will only be seen by the administrator dealing with the recruitment. The short listing and interview panel will not see it and none of the information will be used in the selection process.

Impairment/Disability

Uttlesford District Council is committed to a positive approach with regard to the recruitment of individuals who have a disability. If you consider yourself to have a disability, please reply "yes" to the relevant question in the application form and state any special requirements you may have if called for interview; for example, a disabled person's car park space, wheelchair access, a British Sign Language interpreter, an induction loop or information in another format.

Close Personal Relationship(s) – to anyone already working at UDC

Uttlesford District Council is required to ask you about any relationships you have with Councillors (Elected Members) or Officers of the Council. The relationships you need to declare are:

- Partner, husband, wife
- Parent or guardian
- Brother or sister
- Uncle or aunt
- Nephew or niece
- Child, stepchild, adopted child or grandchild

CRBs

Criminal Records Bureau (CRB) is an Executive Agency of the Home Office. They provide wider access to criminal record information through its Disclosure service and enables Uttlesford District Council to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially if they involve children or vulnerable adults.

Please confirm, subject to requirements of the job role, you are happy that a CRB check can be undertaken as part of our pre-employment and safer recruitment checks.

Uttlesford District Council will require candidates to complete a CRB check if it is a requirement of the job role.

It is the District Council's policy to require **all** applicants for employment to disclose any previous 'unspent' criminal convictions. In addition, you are required to disclose any cautions/reprimands/binds over which have not expired and any pending prosecutions.

If you would like to discuss further, please contact HR Admin on 01799 510510.

Rehabilitation of Offenders Act 1974

In addition, if the post for which you are applying is one that will give you substantial unsupervised access to children and young people, it is covered by the Rehabilitation of Offenders Act (1974). You are therefore required to disclose 'spent' as well as 'unspent' criminal convictions, caution/ reprimands/ bind overs and any pending prosecutions against you. Please see attachment.

Do you have any unspent, spent convictions, cautions/reprimands/bind overs or pending prosecutions to declare?

References

Every applicant needs to name two referees who can be contacted to provide a written testimonial. One of these must be your current or most recent employer (or for students, a Tutor or Head Teacher) and the other should, if possible, be another business or study related contact. If you are unable to supply two work-related referees you should nominate someone who has known you for a minimum of two years and who can testify to how you meet the criteria listed in the Person Specification.

We will only take up references once a conditional offer of appointment has been made. However, all appointments are subject to satisfactory references and no offer will be confirmed until two satisfactory references have been received.

RETURN OF FORMS

All applications for employment are treated in the strictest confidence.

In order for your application to be considered it needs to reach our offices by the closing date and time specified in the advertisement and application pack. The address for return of applications is shown at the back of this form or alternatively please email to humanresources@uttlesford.gov.uk.

We will contact you as soon as possible after short listing has taken place to let you know whether or not you have been selected for interview.

Some of our adverts may specify the date that it is intended to hold interviews, therefore you should make it clear on your application form if you are not going to be available on certain dates (e.g. due to holidays or other unbreakable commitments). If the interview date has not been published but you are not

going to be available for some time during the three weeks after the closing date, it may be helpful if you declared this.

Further help

If you have any further questions regarding the Application Form, or require any help, please contact HR Admin on 01799 510510.