



## **GUIDANCE NOTES FOR APPLICANTS**

In the Vale of Glamorgan, the application form plays a crucial part in the selection process, both in deciding whether you will be short-listed and at the interview itself. It is vital that you complete this form as fully and accurately as possible. The following advice is designed to help you, particularly if you have little experience of filling in application forms.

All information you write will be used by the shortlisting/selection panel and the form will be retained on file in accordance with the Council's retention policies. The Council welcomes applications for any post to be completed in English or Welsh.

Read the advertisement, job description, person specification and any further supporting details/information carefully.

**The Job Description** and any other details outlines what specific tasks the successful candidate will undertake.

**The Person Specification** will tell you what essential and desirable skills, ability, knowledge, qualifications, experience and personal qualities we are looking for. You will usually need to have all the essential specifications and it is advantageous to have some or all of the desirable.

### **Completing the Application Form**

Please answer all sections of the form. Make sure you are clear and read your application through carefully to check for any mistakes. Return to the address shown on the back of the application form.

### **Personal Details - Complete fully using block letters**

**Equal Opportunities Monitoring** – The Vale of Glamorgan Council is committed to equality of opportunity. This information is confidential and used solely for monitoring purposes and is separated on receipt before shortlisting takes place. The Diversity Section uses this information to ensure that individuals are not unfairly discriminated against during the recruitment process or as an employee of the Council.

**Criminal Convictions** –The Rehabilitation of Offenders Act requires that you declare any unspent convictions. Some posts require declaring spent convictions. If you have a record of an offence, this will not necessarily disqualify you. A guide to the Rehabilitation of Offenders Act 1974 is issued by HM Stationary Office, or is available at any Citizens Advice Bureau.

If the post involves a substantial opportunity for access to children or vulnerable people, a Disclosure and Barring Service disclosure certificate through the Council's DBS e-Bulk system to the satisfaction of the Council will be accessed on successful applicants.

## **Employment History**

**Present Employment** – Give details of your present or most recent employment or your current role – please be clear. If you have more than one job, please include both and use a continuation sheet if necessary.

**Previous Employment** – Please detail your full employment history in date order with the most recent first. This will show us the full breadth of your experience. You should include any academic/voluntary work or work in some other type of role.

Please use the last section to account for any gaps in your employment history since leaving school e.g. if you were unemployed or taking a break for family reasons, please give dates and details here.

## **Experience and Achievements**

Using the person specification you should state why you want to join the Council in this post and why you are a good candidate. Think carefully about why you are suitable for the post. The best way to provide evidence for each item is to use examples and give details based on the following:

- Be specific about what you have done.
- State how often or how many times you have done it.
- What relevance did it have? What contribution did it make?
- State when you did it

It is quite acceptable to use headings or bulleted lists so that your evidence corresponds to the relevant item on the person specification. **It is important that you do not just make statements – you need to provide evidence.** Please continue on a separate sheet if necessary.

## **Education and Training**

Please give details of your education or training and grades achieved, including courses which did not lead to an examination or qualification e.g. non-vocational classes or in-house courses provided by employers. You should also include qualifications studied but not completed if you believe that the subject matter is relevant to the job.

Please include membership of Professional or Technical bodies if they are relevant to the job stating the level of membership held and the date obtained.

## **References**

We will require two satisfactory written references; one reference must be from your present or, if not currently working, your last employer; a professional reference (e.g. a previous employer, school/college, voluntary organisation you have helped). If you have not been employed before then we will require two character referees such as a Teacher,

a Tutor, or someone that you have known for a number of years (this must not be a relative).

## **Shortlisting**

The recruitment process is very competitive and we are seeking to shortlist those applicants who have demonstrated, via the application form, that they meet the essential requirements of the job.

Special arrangements apply for disabled applicants, see below.

## **The Guaranteed Interview Scheme**

The Vale of Glamorgan Council wishes to give every encouragement to disabled job applicants. Our Guaranteed Interview Scheme states that any job applicant who has a disability and meets the essential criteria for the job that they are applying for, will be guaranteed an interview.

If you are selected for interview please ensure you advise of any specific facilities required e.g. car parking, signer, Braille, wheelchair access, loop system or interpreter. You may arrange to visit the location of the interview beforehand, to allow you to determine any adjustments / adaptations which may assist you.

Assistance/advice to complete the application form is available from:

<https://findajob.dwp.gov.uk/>