

## Guidance notes on completing your job application form

These notes will help you complete the form as effectively as possible, ensuring that your application is treated fairly. Your application form will be used in deciding whether you will be shortlisted and called for an interview. This applies equally to internal candidates. Please therefore complete the form accurately and include all the information asked for. If you do not complete the form fully, we may have to return it to you for the missing information or even reject your application outright. CV's alone are not acceptable. If you send a CV, we will only consider it as supplementary information to the form. So, ensure that your CV is structured in a similar way to the form. You must address the shortlisting criteria on the person specification to stand a good chance of being shortlisted.

*Read the person  
specification and  
job description carefully*

### **The application pack**

Together with the form and these notes, you should have received a job description and person specification for the post. The job description lists the main duties of the post. The person specification sets out the knowledge, skills, abilities, experience and qualifications that you will need to do the job. By assessing the information you give us in your application form against the criteria on the person specification, we decide whom to invite to the next stage of the selection process.

*Note the  
closing date and  
return address*

### **The form itself**

The details of the post will generally have been completed for you. You should note the date by which your form must be returned to us – late applications will not generally be accepted. Please note the department to which you should return your form. You may find it useful to keep a copy of your form.

*Complete all details  
asked for*

#### **1. Personal details**

Only include your telephone number(s) if it is convenient for us to contact you by phone. Please note that you will need to produce your birth certificate (or some other official documentary evidence such as a passport) to confirm your date of birth if you are appointed.

#### **2. Current or most recent employment**

Please state your employer's name, address and telephone number in full.



**Greenwich  
Council**

*Promoting equality and quality of life for all*

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*Give details of ALL work experience and explain any gaps in employment*

**3. Previous employment**

Please complete this section, starting with your most recent job or work experience first.

Here you must detail ALL your work experience (whether or not you consider it relevant to the post). Include voluntary work, particularly if you have not been in paid work before. You must account for ALL time since you left school, college or university. Where possible, give the month and year and mention and explain any gaps in employment. If you have worked abroad, make sure you give the full address of your overseas employer. Otherwise, we may have to return the form to you.

We reserve the right to approach any of your previous employers to confirm the information you have given and to obtain references before appointment.

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*Make sure you have evidence of your qualification*

**4. Relevant education, qualifications and training**

The person specification will say whether the post requires any particular qualifications, training or educational background. If you are appointed, we will need to see evidence of your qualifications. Remember to give the full names and addresses of any schools, colleges or universities you have attended: we may need to write to them.

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*Relate you skills and experience to the person specification*

**5. Supporting statement**

This is your opportunity to tell us why you are suitable for the job. Read through the job description and person specification thoroughly so that you are familiar with the duties of the post and the skills, abilities etc. needed to do them effectively. Then tell us how you meet each of the criteria in the person specification by giving details of all your relevant experience (paid and unpaid), knowledge, skills and abilities. **You may find it useful to deal with each point in the person specification in turn, making sure you relate your experience and skills to each shortlisting criterion.** This will ensure that you structure your supporting statement clearly and coherently.

If you are an internal candidate temporarily covering the advertised post, you still need to meet the criteria. Do not assume that you will be shortlisted. The panel will not take any personal knowledge of your ability into consideration. If you have been out of work for a long time, or have never been in work, you may have acquired relevant skills and experience from being involved in community or voluntary work, through school or college activities, or by running your home.

Ensure that the information you give is well organised and relevant. Write in a positive way, e.g. "I was responsible for..." or "I organised ..." Remember we are interested only in what you did and achieved personally, not the work and achievements of the group or organisation in which you worked.

*Make sure that you fully address each shortlisting criterion*

Referees must be able to comment on your suitability for the post

## 6. References

### External candidates

All jobs are offered subject to our receiving satisfactory references. Referees must be able to provide information about your suitability for this post. You must provide the names, addresses and phone numbers of two people who know you and who are able to comment on your suitability for the post. One of these must normally be your most recent employer. The second reference may be from a previous employer or anybody who could give information relevant to the job.

Where possible, your first referee must be a person who was responsible for managing or supervising you. Please give the name, business address and business telephone number, their position in the employing organisation of your referee, and their professional relationship to you.

If you are a school or college leaver, you should give your head teacher's or tutor's name.

References provided by your relatives, friends or people with whom you live are not acceptable. Instead, use someone who knows your capabilities and can comment on your reliability and is aware of your potential. If you cannot provide suitable referees to meet this requirement, please contact the Departmental Personnel Officer (the contact address will be given on the front page of the application form).

If you have been self-employed or employed by an organisation which has ceased trading, you should give the name, business address and business telephone number of an official (such as an accountant or bank manager) who can vouch for the period when you were self-employed and the information you have provided. If you do not do this, we may not be able to consider your application.

It is always advisable to make sure that your referees know you have used their names before we contact them to obtain the references. Make sure that the people you choose are willing to act as referees before you give us their details.

Remember to state on the form if you do not want us to contact one or both of them before the interview.

If you are giving the name and business address of a referee who lives abroad, please make sure you give the full business address and a business telephone number. If you do not do this, we may not be able to consider your application.

We reserve the right to request you to provide the name(s) of one or more additional referee(s) if we are not satisfied with the name(s) or the business positions of the referee(s) you provide.

### Internal candidates

Normally internal applicants will not need to give a reference, as their Chief Officer will be approached directly. However, please ensure that you give information on your current section/location and the name of your manager. If you have worked for the London Borough of Greenwich for less than six months, you should also give the name and business address of an external referee. (See notes for external candidates.)

Make sure your referees know you have used their names

Agency staff and those on temporary or fixed term contracts who have been employed for more than six months will need to give an additional external referee as well as the Chief Officer (see notes for external candidates). If you are unsure of your status, seek clarification from the Departmental Personnel Officer.

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*Remember to sign the declaration*

**7. Declaration**

Read through your completed form carefully, checking for errors or omissions. You must read and sign the declaration. False declaration or omission in support of your application will disqualify you from appointment and, if you are appointed or for internal candidates, this may lead to disciplinary or legal action against you.

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*Let us know if you have any special needs*

**8. Equal Opportunities – Disability**

It is Council policy that any disabled candidate who meets the minimum shortlisting criteria will be interviewed. Additionally, the Council as an employer is obliged under the Disability Discrimination Act 1995 not to discriminate against disabled applicants for employment. The question asked on Disability appears in the Equal Opportunities section of the application, which is separated from the rest of the form and does not form part of the material supplied to the Selection Panel, which will consider applications without reference to any considerations of disability.

However, if it is proposed to offer you an appointment, it will be necessary at that stage to check from this section of the form whether you have indicated that you have a disability, and if so, to seek further details from you on a confidential basis. This is to comply with the legal obligation to make reasonable adjustments to working arrangements, duties, equipment etc., subject to practical or financial considerations where they arise.

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*Let us know if you need a work permit*

**9. Work Permit**

Before you are appointed, the Council is legally required to ensure that you are entitled to work in the UK and you will be required to produce documentary evidence to prove this. A list of acceptable documents will be sent to you for this purpose.

*Make sure you have your documentary evidence available*

You must state on the form whether you require a work permit to take up employment. If you are in any doubt about your legal employment status, seek advice from the departmental personnel officer or the Department for Education and Employment.

**Confirmation of receipt of application form**

If you need confirmation that we have received your application, please enclose a stamped addressed envelope. If you do not receive an invitation for interview within four weeks of the closing date, you can assume that your application has been unsuccessful.

Applicants already employed by the Council will receive a letter informing them if they have not been shortlisted. Disabled candidates will be informed of the reasons for non-selection.

Finally, we hope that you will be successful in your application. If you are not, please do not be discouraged from reapplying. Your skills and experience may be what we need for our next vacancy.

# Greenwich Council's Equality Policy

## Vision & Values

education  
economic prosperity  
open government  
opportunity

service  
community

### Introduction

We are committed to promoting equality of opportunity, good community relations, and to tackling all forms of discrimination in Greenwich through the Council's roles as service provider and commissioner, employer and community leader. We will work with our partners in the private, public and community sectors to achieve our objectives. We believe that the diversity of Greenwich is one of our greatest assets and should be celebrated and valued.

Our commitment to equality expressed in the Greenwich Strategy and our 'Vision For The Borough' will help to ensure that all residents benefit from the long term plans to make Greenwich a better place to live, work, learn and visit. Our commitment is also embedded in our Management Values which emphasise the value we place on our diverse workforce. Equality considerations are a fundamental aspect of our Best Value Reviews and help to ensure they are mainstreamed into all our services. This Policy will also help us to meet the equality objectives included in the Greenwich Social Inclusion and Justice Strategy.

The Equality Policy forms the basis of our commitment to the Equality Standard for Local Government which we adopted in October 2002.

### The Standard will:

- provide a systematic framework for mainstreaming equality
- help us to meet our obligations under the law
- integrate policies and objectives with Best Value
- encourage anti-discrimination practice appropriate to Greenwich
- provide a basis for tackling all forms of institutionalised discrimination
- provide a framework for improving performance over time

There are five levels to the Standard which will be monitored by the Audit Commission. The Council aims to achieve the highest level.

This Policy sets out our commitments.

The objectives within the Policy will be implemented through a Corporate Equality Plan setting out clear targets and timetables for achieving them.

The Policy replaces the Strategic Equalities Vision for Greenwich 1997. Its scope is more focused than that of the Vision in order to ensure that the more exacting requirements of the Equality Standard are fully met.

## Timescale

The Policy is effective from July 2003. It will be reviewed annually and amended as necessary to reflect any changes in legislation, codes of practice, or special issues of local concern.

## Scope

The Policy applies specifically to discrimination, equality of opportunity and the promotion of good community relations in respect of:

- age
- disability
- ethnicity, race, colour and national origin
- gender
- religion
- sexual orientation

The Policy applies to all aspects of the Council's functions including:

- service provision
- commissioning and purchasing of goods and services
- recruitment, employment, training and staff development
- grants to voluntary and community organisations
- landlord functions in respect of housing and other property
- exercise of statutory powers and responsibilities
- partnerships with other organisations
- community involvement
- education, promotion and publicity
- planning

The Policy applies at all levels of the Council's activities including corporate, departmental, service and individual.

## Aims

The Council aims to:

- eliminate unlawful direct and indirect discrimination
- promote equality of opportunity
- celebrate and value diversity
- promote community cohesion

## Objectives

### Service Delivery

- Ensure that the allocation of financial resources takes into account equality considerations.
- Ensure that equality considerations are integrated into all relevant areas of mainstream service planning, management and delivery.
- Improve the Council's awareness and understanding of the needs of different groups in the borough through effective community profiling, consultation, liaison and involvement.
- Ensure that Council services are accessible, and are delivered appropriately and sensitively in order to facilitate equality of treatment.
- Ensure that information about services is offered in appropriate formats and languages.
- Ensure that the Council's commissioning, purchasing and grant giving policies and procedures promote equality of opportunity.
- Continually review existing services to assess their impact on the groups covered by the Policy.
- Improve the monitoring of service take up and use.
- Assess the impact of proposed new policies and proposals to significantly change existing policies.
- Train staff to ensure that they are aware of the Policy and are able to apply it to their own area of work.

## Employment

- Promote opportunities to ensure that the Council's workforce is diverse and representative of the local community.
- Ensure that Council jobs are accessible to people from all sections of the community.
- Ensure that staff are treated equitably in all areas of employment including career development, pay, training and promotion.
- Tackle harassment and bullying in the workplace.
- Carry out regular workforce profiling.
- Improve consultation with staff from the groups covered by the policy.
- Continually review human resource policies to assess their impact on the groups covered by the policy.
- Monitor recruitment, promotion, training opportunities and take-up, grievances, disciplinary procedures and exit from employment.
- Assess the impact of proposed new policies and proposals to significantly change existing policies.

## Other Equality Objectives

- Tackle all forms of hate crime and harassment and promote safety and security.
- Encourage participation in local democracy and representation on public and voluntary bodies.
- Improve community relations and promote diversity through events, publicity, educational programmes and other initiatives.
- Ensure that all sections of the community have opportunities to benefit from the regeneration of the borough.
- Work with partners in the community, voluntary, public and business sectors to achieve the Policy's aims.

## Implementation

The Council will produce a Corporate Equality Plan which will set out the actions, targets and timescales and resources required to meet the objectives in the Policy.

All the Council's relevant policies, functions and services will be reviewed through a rolling three year programme of Equality Monitoring Reviews to assess their impact on the groups covered by the Policy. Equality Impact Assessments will be carried out for all proposed new policies or policies for which significant changes are proposed. It is anticipated that this process will result in real changes in many aspects of the Council's work.

## Resources

The Council is committed to integrating equality policy into mainstream service planning and budgetary allocation.

The Council also provides specialist resources devoted to developing, promoting and monitoring equality policy. The Social Inclusion and Justice Division provides a corporate policy development, scrutiny and practical support role. Staff in the corporate Human Resources team have specific equality responsibilities and each Department has staff with specific duties to co-ordinate the implementation of the Policy at Departmental level.

The Council will allocate funds specifically for the purpose of equality training for staff.

## Responsibilities

The Council's Cabinet has overall responsibility for the policy and ensuring that adequate resources are provided for its implementation. Members will scrutinise progress against the objectives set out in the policy.

The Greenwich Management Team has responsibility for overseeing implementation of the policy and monitoring process.

Managers are responsible for ensuring that all aspects of their services comply with the Policy.

All staff are required to ensure fairness towards colleagues, service users and other members of the community in carrying out their duties.

All staff should help to promote the Policy in the workplace in all aspects of service delivery and to work towards the elimination of discrimination.

All staff have a duty to report instances of discrimination to their manager at the earliest opportunity so that appropriate action can be taken to remedy the situation.

The Council requires that those who provide services on its behalf or organisations which are funded by the Council, ensure that their service provision and employment practices are consistent with the Policy.

## Monitoring and Review of the Policy

The Social Inclusion and Justice Scrutiny Panel will regularly review the Policy to ensure that it is consistent with current legislation and codes of practice.

The Social Inclusion and Justice Scrutiny Panel will annually monitor progress on the corporate and departmental targets set out in the Corporate Equality Plan.

Performance Indicators will be included in the Corporate Equality Plan.

Reviews will take into account the views of elected members, staff, community and voluntary groups, and trade unions.

Progress reviews carried out by the Social Inclusion and Justice Scrutiny Panel and reports of equality impact assessments and equality monitoring reviews will be made available to the public.

## Dissemination of the Policy

The Policy will be published on the Council's website. ([www.greenwich.gov.uk](http://www.greenwich.gov.uk))

A summary document will be available in a range of formats and languages.

A copy of the Policy will be available for all staff.

Applicants for Council posts will be made aware of the policy and it will form part of the induction programme for new recruits.



**Greenwich  
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