GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

**The following are provided for your help and guidance.**

You are advised to read the following notes carefully as, unless other pre-selection techniques are used, the decision to shortlist you for interview will be based solely on the information you provide in the application form. This advice is designed to help you complete the application form as thoroughly as possible. Information you provide in the application form will be treated as confidential.

###### EQUAL OPPORTUNITIES

Leeds City Council is committed to offering equality of opportunity in employment regardless of race, sex, marital status, sexual orientation, disability or age. To monitor effectiveness of Equal Opportunities policies we need to monitor the numbers of applications by sex, race and disability. You are therefore requested to provide this information on the application form.

**DISABLED APPLICANTS**

A disability or health problem does not preclude prospective applicants from consideration for a job and applications are encouraged from disabled people. Disabled applicants whose impairment prevents them from carrying out any aspects of a post are still encouraged to apply since it may be possible to change the duties of a post. You are asked to indicate in the ‘Additional Information’ section of the application form whether your disability prevents you from undertaking any of the duties of the post and why. There is provision for information to be provided in large print and Braille or on tape. If you have difficulty completing the application form you may alternatively submit a C.V, however this should still follow the same format as the application form. For posts carrying an essential car user allowance, alternative arrangements can be made for people whose disability prevents them from driving. Disabled applicants who meet the essential criteria of a vacant post are guaranteed an interview. You are asked to indicate in the ‘Additional Information’ section of the application form any arrangements which may need to be made in order for you to attend an interview.

**CANVASSING**

You must not canvass members of the governing body or Leeds City Council in relation to your application. This means you must not seek the support of members or attempt to ask them to influence the decision - if you do you will be disqualified.

**CRIMINAL CONVICTIONS**

As part of the pre-employment screening process you will be required to complete an on-line Enhanced DBS check. Enhanced Disclosures are for posts involving unsupervised access to children or vulnerable adults. In general, the type of work will involve regularly caring for, supervising, training or being in sole charge of such people.

If you require further information about the Disclosure process a copy of the DBS Code of Practice is available on request from the Recruitment Unit.

The Rehabilitation of Offenders Act (1974) enables criminal offences to become ‘spent’ or ignored after a specified ‘rehabilitation period’. ‘Unspent’ convictions are those where the rehabilitation period has not yet expired or custodial sentences of two and half years which can never become spent.

This post is exempted from the Rehabilitation of Offenders Act. You are therefore required to provide details of any spent convictions, cautions, reprimands and final warnings you may have in addition to any unspent convictions or criminal proceedings pending against you.

If you are invited for interview, a statement of these details should be sent under separate cover in an envelope marked ‘Private and Confidential – For the Addressee Only’ in the top left hand corner with ‘The Principal Personnel Adviser – Recruitment’ in the centre of the envelope and with the words ‘Conviction Information’ marked in the bottom left hand corner.

**Having a criminal record will not necessarily bar you from employment with us.** This will depend on the circumstances and background of your offences.

**COMPLETING THE APPLICATION FORM**

- **General.** Make sure that you read the application form fully before you write anything. Write out your application form in rough first to help you organise your thoughts. Ensure the information you provide is accurate. Applicants who conceal or misrepresent relevant information at any stage during the recruitment process are liable to disqualification.

- **Employment Experience.** Complete this section as fully as possible giving exact dates. Where you cannot remember specific dates, provide as good an indication of the time involved as possible.

- **Qualifications.** Where specific qualifications are required for the position, this will be included in the Position Profile. You should complete this section giving details of relevant examination results and grades. If your application is successful you will be required to provide verification of these qualifications. Make sure you include any NVQs which you are working towards or have obtained.

- **References.** If you object to your references being sought at this stage you may indicate this on the application form.

- **C.V.s WILL NOT** be accepted, with the exception of disabled applicants who have difficulty completing the standard application form.

**INFORMATION IN SUPPORT OF APPLICATION**

- please read the Position Profile and Competencies set carefully, so you understand what the position involves;

- ask yourself why you are interested in the position, for example, would it be

a promotion or alternatively a good career move sideways to broaden your experience?

- do not simply repeat your career history. Pick out skills, knowledge and experience required by the Position Profile and competencies set and provide evidence you possess them in the appropriate sections of the application form;

- under these sections be as concise as possible; any additional information included should relate specifically to the post applied for. You may attach additional information in support of your application form, **(please ensure you clearly write your name and the job you are applying for on each additional sheet you submit);** but **IN NO CIRCUMSTANCES SHOULD THIS EXCEED TWO SIDES OF** **A4 PAPER**.

This restriction does not apply to those applicants who declare a disability and, therefore, who provide additional information in order that consideration may be given to reasonable adjustments;

**- Please note that applicants will only be shortlisted if they demonstrate that they meet the essential requirements of the Position Profile that can be assessed from the** **application form.** You must therefore give evidence which shows how you meet the competencies. If the competence states “able to use initiative and work unsupervised” it will not be sufficient to say “I can work unsupervised and show initiative” you must quote examples of your work/life which demonstrate these attributes.

- mention any relevant experience you have acquired outside work, such as community, voluntary or leisure interests;

* above all, gear your application to this specific job;

- internal applicants must not assume any prior knowledge by the shortlist and interview panel and must give full details.