



Application Form Guidance Notes

- **Why is it important to complete the application form correctly?**

The information on the application form is used to decide whether we should invite you for interview.

- **How can I make sure that I fill it in correctly?**

First of all, read through all the information supplied to you with the application form. You should pay particular attention to the Job Description, which outlines the duties of the post, and the Person Specification, which states the skills, experience and qualifications that are required for a person to be able to do the job.

The **Job Description** does not include all tasks which may be undertaken by the post holder, but gives an outline of the main duties which are currently undertaken.

The **Person Specification** details the skills qualifications and experience necessary for the job as either “essential” or “desirable”. If you do not have all the essential qualities stated, it is unlikely that you will be selected for interview.

Please do not send in a CV in support of your application. This is because the application form is designed so that information can be compared on a like for like basis. In addition, CVs are unlikely to address the demands of a particular post and are therefore unlikely to do you justice.

- **What are all the different sections for?**

Vacancy Details – Please give the reference number, title of the job that you are applying for and the Council Service where the post is located e.g. Information Services

Personal Details – This is the information that we will need in order to contact you.

Education and Training – Give details of all education, training and qualifications undertaken from secondary school onwards.

Membership of Professional Bodies - Give details of any professional bodies of which you are a member, including the membership grade and renewal date.

Present Employment – Give details about your present or most recent job.

Previous Employment – Give details of your other jobs in date order from the most recent and listing all work since leaving school/college. You should explain any gaps in your employment history and continue on a separate sheet if necessary.

General Information in Support of Application – In this section you will need to explain why you think you can do the job. You should demonstrate how you meet the person specification by describing any work, experience or training you have had. This could be paid work, voluntary work or work done at home. Please note that if you do not demonstrate that you can meet all of the essential criteria, you are unlikely to be interviewed, so make sure that you do this on the form.

Applicant Monitoring Questionnaire – The Council is committed to working towards equal opportunities for all and has employment policies in support of this. In order to make sure that these policies are effective and discrimination does not occur, we need to collect the information asked for on the Applicant Monitoring Questionnaire. The information provided will not be seen by or used by those involved in the selection process.

Referees - Your first referee should be your present employer, or if you are not employed at present, your last employer. Your second referee may be a previous employer or someone who has knowledge of your skills and can comment on your ability to do the job for which you are applying. An example of this would be a referee from a club or charity where you do voluntary work, or your school or college.

Rehabilitation of Offenders - You are expected to complete this section if you have been convicted of a criminal offence other than those which are “spent” under the Rehabilitation of Offenders Act 1974. For some posts we will also require a satisfactory police check once an offer of employment has been made. All information will be treated in the strictest confidence.

Applicants with Disability – Applicants with disability who demonstrate that they meet the essential criteria for a job will be guaranteed an interview.

If you have a disability, there are a number of ways in which we can help you if you need it from giving assistance with completing the application form, making special arrangements if you are invited for interview and making adjustments to the job where reasonable.

Please indicate your requirements on the enclosed Applicant Monitoring Questionnaire or ring a member of Personnel Services, on the number on the back of this leaflet, who will be pleased to help you.

- **What happens next?**

Your completed application form will be used to decide if you should be selected for interview. If you are selected for interview you should be notified within three weeks of the closing date.

Please return your completed application form to:

**Personnel Services
Floor C
St Leonard’s House
St Leonardsgate
Lancaster
LA1 1NN**

Telephone: 01524 582077