

# Guidance Notes for Completion of the Application Form

Thank you for your interest in working for Dunstable Town Council. An application form and further details of the post are enclosed. To assist you in completing the application form please read the following guidance notes. These also provide information on our recruitment and selection process.

## The Recruitment and Selection Process

- Dunstable Town Council is committed to operating a fair and equitable recruitment and selection process for determining the best person for the job.
- Each applicant will be assessed against predetermined criteria and the person best matching these criteria will be appointed.

## The Job Description and Person Specification

- The Job Description details the purpose and duties of the post and is the basis for determining the experience and qualifications required.
- The Person specification summarizes the essential and desirable criteria that every applicant will be assessed against in the shortlisting process. Reading this specification carefully will help you to decide which of your skills, experience and qualifications are relevant to the post.
- You should provide evidence in your completed application form to demonstrate how you meet the essential and desirable criteria shown in the person specification.

## Completing the Application Form

- Having read all the enclosed information your next step is to make notes of what you feel is relevant to the application. It is always advisable to produce a rough draft first.
- Please remember that the only information we have of you is what you put on the application form. You must therefore include all the information you wish us to know.
- Please do **not** enclose a CV. We ask that all applicants complete an application form for consistency and fairness of selection.
- The aim of the application form is for you to demonstrate to us that you meet the requirements of the job. To do this you will need to provide full yet specific information.
- Please complete the top of the application form with the Job Title from the advertisement.
- Please complete every section. Write 'none' or 'not applicable' where you have no information to provide.

### (a) Personal Details

- This information is required solely for the purposes of contacting you.
- Please provide both home and work telephone numbers so that we can contact you. Any contact made with you at your place of work will be with the utmost discretion.

### (b) Monitoring Information

- Please complete this section of the form which will be retained separately. The details you provide will therefore not be seen by those responsible for drawing up a short list of candidates for interview and will only be used for monitoring purposes. All applicants will be considered on their ability to meet the requirements for the post regardless of sex, disability, age, marital/family status, sexual orientation, race, religion or belief, political persuasion or colour.

**(c) References**

- If you are short listed references may be taken up prior to interview. If you do not want your current employer contacted until a conditional offer of appointment is made, please indicate this.
- When choosing your referees please ensure that they are people who know about your work, skills and ability
- One of your referees should be your present or most recent employer
- Your referees should cover the preceding 3 years of your employment
- If you have just left, or are about to leave full time education, please provide the name of a tutor who knows about your capability and skills.
- Referees in a personal capacity should only be provided if no other referees are available.

**(d) Declaration**

- It is essential that you read and sign the declaration paragraph.

**(e) Education, Training, Qualifications**

- Please include all the qualifications you have gained and show any for which you are awaiting results.
- Any relevant training courses should also be included.
- If you are successful in being offered a post, you will be required to produce copies of all relevant qualifications stated on your application form.

**(f) Present Appointment**

- Please give details of your present job and your reason for leaving. If you are not in employment, state the last job you held or any unpaid or voluntary work you are involved in.

**(g) Previous Appointments**

- Please complete this section in date order, beginning with the most recent first. You should account for any breaks in employment, for example, as a result of returning to study, travel, unemployment, etc. Show any unpaid or voluntary work you did during this time.

**(h) Supporting Information**

- This section is your opportunity to expand on your qualities, skills, experience, education and training to demonstrate to us why you are a suitable candidate. In other words, this is your opportunity to sell yourself to us.
- Use the job descriptions and person specification as your guide and give specific examples where possible to demonstrate how you meet the essential and desirable criteria.
- Do not forget to outline experience you have gained outside work, including relevant experience gained prior to breaks in employment as well as skills gained through voluntary and community work, trade union membership, caring responsibilities, managing a home or leisure activities.
- Remember that you may be in competition with other applicants. It is therefore important that you show why you want to work for Dunstable Town Council and what you can bring to the post.
- If you use extra pages please ensure that these are clearly numbered and marked with your name.