

IMPORTANT

**GUIDELINES ON
COMPLETING
THE
APPLICATION FORM**



HUMAN RESOURCES SERVICE

GUIDELINES ON COMPLETING THE APPLICATION FORM

Please read these guidelines before completing the application form.

Note – It is essential that you complete the application form in full. Please note that any CV submitted will only be accepted as supplementary to this application form.

Completing and submitting an application form is the first step in the recruiting and appointing procedure, and it could lead to an invitation to an interview. The decision to invite you to an interview depends completely on the information that you present in the application form, and it is therefore very important that you complete the application form clearly and fully.

These guidelines will be of assistance to you in doing so.

Job Description and Person Specification

Before completing the form, you should read all of the information relevant to the post carefully. The Job Description and Person Specification is of particular importance. The **Job Description** outlines the post's tasks and responsibilities, and therefore gives a description of the nature of the work. The **Person Specification** will state what qualifications, experience, skills and characteristics the successful candidate should possess in order to undertake the tasks and responsibilities effectively. The information about the post will be of assistance to you in completing the application form effectively.

Remember – Do not assume that we know what qualifications, experiences and capabilities you possess. You must prove to us that you have the necessary characteristics. You will have the opportunity to do this in the 'Experience' section of the application form.

Completing the form

Before starting, please fill in the job title, location and Service in the relevant spaces at the top of the form. This information can be seen in the job advertisement, Job Description and/or Person Specification. You should also write the job reference in the space denoted 'Cyf/Ref'. This information can also be seen in the advertisement.

You will note that the different sections within the application form has been numbered. The following guidelines have also been numbered so that they correspond to the application form's different sections and clearly explain what you should write in every section.

- 1. Personal Particulars** – This is the basic information that we need to enable us to contact you. It may be that you will not be able to present some details e.g. email address or mobile phone number, but there is no need to worry; if so leave a blank space. What is most important is that you complete this section as fully as possible, and that we are able to contact you.

2. **Present Post** – You should give details of your present or most recent post. It is very important that you give details of what is/was your salary. In addition to this information, please give a brief description of your main duties and responsibilities, but there is no need to go into detail.
3. **Educational and Vocational Qualifications** – Please give details of the educational and vocational qualifications that you possess, and in particular the qualifications which are relevant to the post which you are applying for. Remember to state from which school, college etc. you received the qualification, the subject, the nature of the qualification (Degree, GCSE, A' Level etc.) and the grade you received. It may be that the post requires a particular qualification. Any such details will be clearly stated as an essential or desirable characteristic in the Person Specification. Remember that if you attend an interview you **must** provide evidence of your qualifications.
4. **Membership of Professional Bodies** – Give details of any professional bodies that you are a member of. It may be that the Person Specification states that membership of a particular body is an essential or desirable characteristic for the post, and therefore you should check the information on the Specification. Remember that if you attend an interview you **must** provide evidence of your membership.
5. **Relevant Training** – Please give details of all training **relevant** to the post, which you have attended during the past years. Give details of the course(s) and the provider(s) e.g. college.
6. **Linguistic Requirements** – The Person Specification is extremely important in completing this section. You should carefully read the linguistic requirements and decide whether you reach the required level, before then completing section 6. Please remember that your linguistic ability will be assessed during an interview.
7. **Previous Appointments** – Give details of all **relevant** work experience. You should provide details of all periods of unemployment, raising a family, voluntary work, or any career break. In giving details of employment, try and provide the exact dates, as this will be of assistance to us in maintaining our records.
8. **Experience** – **This is the most important part of the application form.** You should ensure your response does not exceed the word limit stated as additional information will not be scored. Please do not send in any CV's or additional documents. This section will allow you to give evidence showing that you have the knowledge, skills, abilities and other personal qualities needed to do the job. These are referred to as competencies.

A competency-based application requires you to provide real life examples as the basis of your answers. You should not talk in broad terms, be too general or make examples up when providing answers. Instead, you should use specific situations from your life. Although examples from your working life work are preferable, you can also use examples from things

you have done in your spare time with family or friends. Examples can also be given from any voluntary work or education or training you may have completed.

In providing an answer you should seek to encapsulate the positive behavioural indicators in the competency area being tested.

What is a competency? A competency is a set of actions that someone must be capable of carrying out in order to perform well in some aspect of a job. An example from this application form would be 'the ability to work as a team'.

What is a positive behavioural indicator? A positive behavioural indicator is a set of behaviours that someone must be capable of carrying out in order to perform well within a competency area. In the example above about team working the positive behavioural indicators would be:

- Actively supports and assists the team to reach their objectives.
- Co-operates with and supports others.
- Contributes to team objectives

When completing the application form you will need to explain in your own words, how, when and where you have put these competencies into practice. You must describe the actions that you took. You must show evidence that you have experience of putting into use the particular competencies that are needed for the post for which you are applying. It is not enough to show that you have relevant experience. By describing what you did, how you did it, why you did it and the affect this had shows that you understand what is required and that you are capable of doing it.

How should I structure my answers to a competency based application form?

- Describe a carefully selected, specific, example from your previous experience, which gives you plenty of opportunity to express the required positive behavioural indicators making up the competency.
- Set the scene and context for your action.
- Be short and to the point.
- Include evidence for all or at least most of the indicators that make up the competency.
- Use your own words.
- Be well written, clear, grammatically correct and spelt properly.
- Describe what you did, thought and felt and why.
- Describe the impact of your actions on others and on the situation.

- Make clear what your responsibilities and objectives were and what relevant resources you used.
- Show that you know why your actions were effective and/or how you could have improved on what you did.
- Describe the outcome(s) of your actions.

9. Monitoring Form – It is Gwynedd Council's policy to appoint the best person for each vacancy regardless of sex, age, nationality, race, colour and disability. In order to ensure that the policies are implemented effectively, the Council requires you to complete this form.

Note – The information on this form is treated entirely confidential, and it will not be considered during the appointing procedure.

10. Disclosure of Offences – The Council asks you to disclose the details of any criminal offence that you have (apart from those which are spent). Read all the guidelines, including those in **Appendix 1**, give details in the relevant space, and remember to sign the declaration. If you have nothing to disclose, it is important that you write 'None' on the form. This information will be treated confidentially.

Applicants for posts which involve working with children or vulnerable adults will be required to make an application for disclosure from the Criminal Records Bureau. Applicants for such posts will receive guidelines and an application form in addition to this application form.

11. Referees – Provide the name, address and telephone number of 2 referees. Nominating an elected member of Gwynedd Council as a referee is not permitted.

If you are already employed by the Council, provide the name of your line manager only. In circumstances where your Line Manager is not in a position to act as referee, give the name of your Senior Line Manager.

12. Notes for Candidates - Remember to sign and date the form, but before doing so you should consider the following:

- Any candidate canvassing any of member(s) of Gwynedd Council directly or indirectly will be disqualified.
- Candidates must disclose in writing whether they are related to any member or senior officer of the Council. Candidates who fail to do so will be disqualified from any appointment.

What happens next?

Send the form to the Support Service by no later than the closing date. The appointing panel will use your application in order to decide whether you are suitable for an interview.

APPENDIX 1 – DISCLOSURE OF OFFENCES

Rehabilitation Periods

Rehabilitation periods are calculated as follows:-

DURATION

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| • Imprisonment, borstal training or a period of youth custody for more than 6 months but no more than 30 months. | 10 years |
| • Imprisonment or a period of youth custody of no more than 6 months. | 7 years |
| • For a fine or other sentence (e.g. Community Service Order) for which no other rehabilitation period is prescribed. | 5 years |
| Conditional discharge. | 1 year |
| Unconditional discharge. | 6 months |
| • Probation Order. | 5 years |

(• These rehabilitation periods are halved for persons who are under 18 years of age when they were convicted.)

(It is immaterial for the purposes of calculating a rehabilitation period whether a sentence is suspended or not.)

Motoring Offences

The following types of motoring offences must be disclosed:-

- Causing death by reckless driving,
- Reckless driving,
- Driving or attempting to drive, or being in charge of a vehicle whilst under the influence of drink, drugs and failing to provide a specimen to determine fitness to drive.