

## Guidance for completing your Job Application

This information is designed to assist you in applying for a job at the Isle of Wight Council. This is guidance only and there is no 100% successful application approach.

We use an online application, held within your 'User Account' on the Isle of Wight Council website. This is the same account you may be using for other council services such as council tax or waste removal.

### **YOU WILL NEED TO SIGN IN TO YOUR 'USER ACCOUNT' TO COMPLETE THE ONLINE APPLICATION**

If you do not have a 'User Account' with the Isle of Wight Council, it is quick and easy to set up and will be required to complete our application process.

Register as a new User [here](#)

#### **When filling out your application please note:**

Save your application as you complete each stage.

Move backwards and forwards through the application, using 'next' and 'previous' buttons at the bottom of each page, to edit your application.

**You do not need to complete your application all at once.** If you save your application before submitting, it can be found in the 'Your Forms' section of your 'User Account'.

**APPLICATION TIP:** If you save your application to be completed later, you will not be able to submit your application once the closing date for a vacancy has passed.

## Follow the application instructions in the job advert.

The council generally uses a standard online application form, we only accept CV applications when expressly requested in the application guidance.

**Unless expressly requested, do not send a CV (curriculum vitae / resume) as an alternative to completing any part of the online application. This could affect your chances of being selected for interview.**

**APPLICATION TIP:** If you wish to use your CV to enhance your application, you can 'copy and paste' relevant elements from your CV into the 'additional information' section of the application. You can then edit the information to suit the role you are applying to.



Using an online application instead of CV applications enables us to treat everyone equally and assess application information in a fair and consistent way.

The online application is an important part of the selection process and will be used as the basis for choosing applicants for interview. Whilst not all fields are mandatory, **we encourage you to complete the online form in full**. This will give you the best chance of meeting all shortlisting criteria.

Your information will be treated as confidential and will only be seen by those involved in the recruitment and selection process.

**Note:** *We reserve the right to exclude incomplete applications from the selection process.*

## Read the ‘Job Summary’ carefully.

The real secret to successful job applications is in the Job Summary!

A job advert alone will not usually have all the details you’ll need to apply for a job. Each advert should contain a ‘Job Summary’ document for you to download (this could also be in the form of a ‘Job Description’ and ‘Person Specification’, or an ‘Application Pack’)

Before completing an online application, read any supporting documents carefully; this will outline the duties of the job and the skills, abilities and qualifications required to apply for the role. Once you have this information, you’ll have everything you need to create a great job application.

To have the best chance at being selected for interview, demonstrate in your online application that you either, meet the requirements of the job as stated in the ‘Job Summary’, or that you have the potential to do so.

**APPLICATION TIP:** Use the ‘job summary’ as a checklist of skills and experience within your job application, do this in the ‘Additional Information’ section. This will easily show the hiring team how suited you are to the role.

## Completing your application

Work through the online application step by step completing as many fields as possible. Each step is titled so you will know what information is required at each stage of the form. Pay particular attention to the following.

### **Personal Details.**

Complete this section fully. It is important to provide us with your full address and contact details. Where possible, please provide an email address that we may use to contact you regarding your application.

### **Present Employment.**

Only complete section this is if you are currently in work.



### **Previous Employment.**

It is important to include **all** relevant work experience including part-time work, temporary jobs, work experience or voluntary work. Use the 'add and save' button on the page to add a new field into your application for each previous employer.

Fill in the full name (and ideally the address) of the employer, your job title, the dates you started and left and your reason for leaving.

**APPLICATION TIP:** Work from the most recent job first, so the hiring team can identify easily your most current skillset.

You must account for any gaps in employment.

### **Details of Education and Training.**

Provide all information about your education and qualifications obtained, including qualifications you are currently studying for.

**For some roles you will be asked to provide original copies of your qualification certificates and production of these will be a condition of employment.**

For Social Workers, please include your Health & Care Professions Council (HCPC) / Social Work England registration number when prompted.

### **Further Personal Details**

We are a *Disability Confident Employer*. Providing you meet the basic essential requirements of the advertised role and have declared yourself as disabled on your application, you will be offered an opportunity for an interview within the council.

Therefore, if you have a disability which you would like us to consider, state this on your application.

Let us know if, in relation to any disability, you require any special arrangements for interview, or any other part of the selection procedure, to participate fully in the selection process.

If necessary, you can request key information about the role (Job Summary, Interview Details, Application Information etc) in alternative formats.

**Driving:** In this section we also ask about your driving status. Driving ability and provision of a vehicle for work will only be taken into account where these are required for the job.



## Pay attention to the ‘Additional Information’ section!

**APPLICATION TIP:** This section is potentially the most valuable part of your application form and is your opportunity to add creativity, personality, and spark to your application.

This is where you draw attention to the skills you have that are best suited to the role you are applying for. You can also use this space to discuss your future aspirations and past achievements.

**If you leave this section blank, or if it is not completed adequately, it will significantly affect your chances of being invited for interview.**

Before completing this section, read through the ‘Job Summary’ or supporting documents and think carefully about why you are suitable for the post.

Draw attention to relevant details of your skills, knowledge, experience, training, or qualifications.

If the Job Summary has stated essential criteria for an application, outline how you demonstrate each of the essential criteria, this may be from your current job or from an activity you have done in the past.

For example, if an essential skill in the Job Summary is “effective communicator” it will not be adequate to state “I am an effective communicator”. Provide an example of how you have demonstrated effective communication in the past.

Be clear to mention all relevant experience, hiring managers cannot assume anything from a job title.

### **Job Sharing:**

Job sharing is a form of employment where two people divide the duties and responsibilities of one post. We will consider applications for job sharing where the service will not be adversely affected, and where at least two potential job sharers have applied and meet the selection criteria.

This means that, although the Council will attempt to match you with a job share partner if one is available, you will have a greater opportunity if you can also identify another potential sharer.

If you wish to apply for a post on a job share basis, please include details within the additional information section of the online application explaining your preferred pattern of work and indicating whether you wish also to be considered for full time employment if a job share is not available.



### Important Monitoring Information:

The law on preventing illegal working is set out in sections 15 to 25 of the [Immigration, Asylum and Nationality Act 2006 \(known as the 2006 Act\)](#) which came into force on 29 February 2008. These rules replaced the previous ones under section 8 of the Asylum and Immigration Act 1996 (known as the 1996 Act).

This Act makes it a criminal offence for employers to recruit staff who are not eligible to work in the UK. Any offer of employment will therefore be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

**PLEASE NOTE:** The Isle of Wight Council currently does *not* have a license to sponsor overseas workers.

### References:

Please complete details for both referees, who should not be related to you.

**APPLICATION TIP:** The more information you provide at this stage the better, this will help us obtain suitable references swiftly if you are successful at interview. Delays in obtaining references can result in a delay for you starting your new job.

If you are leaving full-time education and do not have employment references yet, please provide name and contact details of a head teacher/tutor and the manager of your most recent work experience placement, if applicable.

If you are applying for a post working with children/young people or vulnerable adults and you have experience but are not currently working in this field, one referee **must** be the employer for whom you most recently worked with the relevant client group.

**Please indicate on the form using the 'tick box' if you prefer us *not* to contact your referees unless you are offered the job.**

We reserve the right to take up a reference from any of your previous employers if we consider it necessary to do so.

### Equal Opportunities Monitoring

The Isle of Wight Council wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

Our organisation needs your help and co-operation to enable it to do this, but completing this section of the form is voluntary.

### Helping us to help you.

Your cooperation helps us make a workplace in which everyone is valued. We strongly encourage all applicants to complete this section of the application.



### **What happens to the information that I supply?**

Any information is treated in the strictest confidence and doesn't affect your application in any way. In fact, your equal opportunities monitoring information is not accessible to the hiring team reviewing your job application.

The data we collect is used to provide statistical reports. These comprise a range of anonymised figures by which we monitor applicant numbers within different groups.

Only those monitoring job advertising and staff movement will have access to the data you provide. The information that we collate is used entirely anonymously. Any names we have are only used to measure the success of applicants and assist in forming part of the new starter process.

After six months personal records in respect of this section are deleted.

### **Declaration of Criminal Offences**

Before completing this section, please ensure you have read the [DECLARATION OF CRIMINAL OFFENCES](#) guidelines carefully.

Depending on the post you are applying for, some roles at the Isle of Wight Council are exempt from the Rehabilitation of Offenders Act 1974, usually these are posts involving access to children/young people or vulnerable adults. For these posts you **MUST** disclose all details of any caution, bindover or criminal offence, and any cases that you have pending, in line with the guidance provided.

Your application will explain if the post you are applying for is exempt, please read it carefully so that you are clear about what you need to declare and whether a Disclosure Barring Service (DBS) check will be required as a condition of appointment.

**It is essential that you complete the 'Declaration of Criminal Offences'.**

The Council does not necessarily see a criminal record as a bar to employment and will consider the nature of the conviction and its relevance to the job applied for prior to making any selection decisions.

**The Disclosure and Barring Service Update Service** allows applicants to keep their existing DBS certificates up to date and enables employers to check a DBS certificate. If you have subscribed to the DBS Update Service, you can state this on your application form.

### **Applicant Declaration**

You will be asked to certify that the information on your online application is true and accurate and that you understand that if the information you supply is false or misleading in any way, it may automatically disqualify you from appointment or may render you liable to dismissal without notice.



**Appointments**

All offers of employment are subject to satisfactory references, medical clearance if required, proof of qualifications if required, right to work in the UK and, where appropriate, DBS check.

**Please Note:** The Council operates a no smoking policy; all applicants and employees are required to comply with this policy.