

Guidance for Completing Your Job Application Form



Introduction

The following information is designed to assist you in applying for a job at the Isle of Wight Council.

Please do not send a CV (curriculum vitae) as an alternative to completing any part of the online application form. We appreciate that it is easier for you to supply a CV, however, CVs vary in content and many do not contain all of the information we need. We want to treat everyone equally so we have to assess all of the information in a fair and consistent way, please help us by completing the online form in full. We reserve the right to exclude incomplete applications from the selection process.

The online application form plays an important part in the selection process and will be used as the basis for choosing applicants for interview. Please complete all sections of the form, making sure the information you provide is clear and accurate. Your information will be treated as confidential and will only be seen by those involved in the recruitment and selection process.

Before completing the online form, please read the job description carefully; this outlines the duties of the job. The person specification will outline the skills, abilities and qualifications required of the post holder. You will need to demonstrate that you meet the requirements of the job (or at least have the potential to do so), in order to be offered an interview.

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

Personal Details

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

Present Employment

Detail the name and address of your employer, your position and grade, the date you started and the date and reasons for leaving (if applicable).

Previous Employment

In this section, it is important that you include all relevant work experience including part time work or temporary jobs, work experience or voluntary work. Remember to fill in the full name and address of the employer, your position, the dates you started and left and your reason for leaving. Please account for any gaps in employment.

Details of Education and Training

You must ensure you provide all the information about your education and qualifications obtained, including those qualifications you are currently studying for. You will be asked to provide original copies of your qualification certificates if you are invited for an interview and production of these will be a condition of employment. For Social Workers, please include your Health & Care Professions Council (HCPC) registration number.

Further Personal Details

- Disability Information - We have adopted the principles contained in the Equality Act 2010 for the elimination of discrimination in the field of employment against disabled persons or people who have a disability. If you have a disability which you would like us to take into account, please state this on the application form. The Council is a Disability Symbol user and wishes to encourage disabled people to apply for jobs. We offer an interview to disabled people who demonstrate on their job application form that they meet the specified selection criteria for the job. Please let us know if, in relation to any disability, you have particular requirements in order to participate fully in the selection process. If necessary, when applying for a job, you can request key information in alternative formats.
- Driving ability and vehicle ownership – driving ability and provision of a vehicle for work will only be taken into account where these are required for the job.

Additional Information

This section is an important part of your application and if the section is not filled in adequately it may affect whether or not you are invited for interview. Before completing the section, read through the Job Description and think carefully about why you are suitable for the post, relating your skills, knowledge and experience to the duties of the post as fully as possible.

Review the person specification and include any relevant details about your skills, experience, training or qualifications (if you haven't recorded this elsewhere on the application form). If the person specification lists essential skills and abilities, please provide an example of how you have demonstrated these in the past. The example you give should outline what you have done in the past to demonstrate that skill rather than what you would do if a particular situation arose. The example may be from your current job or from an activity you have done in the past. For example, if one of the skills in the person specification is "effective communicator" it will not be adequate to just state "I am an effective communicator". You must provide an example of how you have demonstrated effective communication skills in the past.

Do ensure you mention all relevant experience as we cannot assume anything from a job title.

Important Monitoring Information

- Relationship with Members and Officers – You are required to complete the section regarding any relationship with Members or Officers of the Council.
- Asylum and Nationality Act 2006 – The Asylum and Nationality 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.

- Declaration of Criminal Offences form - It is essential that you complete the 'Declaration of Criminal Offences' form. Some Council posts are exempt from the Rehabilitation of Offenders Act by virtue of their nature; usually these are posts involving access to children/young people or vulnerable adults. The form explains if the post is exempt, please read it carefully so that you are clear about what you need to declare and whether a Criminal Records check will be required as a condition of appointment. 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.

Diversity Monitoring -

Equality and Diversity monitoring in the Isle of Wight Council

The Isle of Wight Council is committed to valuing diversity and equality of opportunity for our workforce. To create an environment in which these objectives are fully met, it is essential that we monitor our recruitment and selection procedures. To do this it would help us greatly if you completed this section of the application form.

Purpose and benefits

Under the Equality Duty we are required to ensure equality of access to our services, and to promote positive integration throughout our community. The purpose of monitoring is to identify any trends that indicate problems, so that we can remedy them. In doing so, the council can provide a fairer and more effective recruitment process for everyone.

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.
- 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. The information that we collate will be 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.
- Staff involved in sifting and interviewing for the post will not see this section of your application form.
- After six months personal records in respect of this section are deleted.

Helping us to help you

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

Job Sharing

Job sharing is a form of employment where two people divide the duties and responsibilities of one post. The Isle of Wight Council 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 form 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.

References

Please complete details for both referees, who should not be related to you. If you are leaving full time education and do not have employment references to offer, please give the name and contact details of a head teacher/tutor and also the manager of your most recent work experience placement, if applicable. If you are applying for a post that involves working with children/young people or vulnerable adults but you 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 if you prefer us not to contact your referees unless you are offered the job. However, we reserve the right to take up a reference from any of your previous employers if we consider it necessary to do so.

Applicant Declaration and Signature

You will be asked to sign a hardcopy of your online application form if you attend for an interview. You must give full and accurate information on the application form and during the whole of the recruitment and selection process. You may be disqualified from the selection process or dismissed if the information you have given is found to be false or misleading in any way.

Appointments

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

Queries

The advert includes a contact name and their telephone number if you have further queries.