

## **Guidance notes**

The following information will assist you in your job application. **Please read carefully.**

If you would like this information in an alternative format i.e. large type, braille, audio, or another language please contact us on telephone **01275 888866** or email [hrscenquiries@n-somerset.gov.uk](mailto:hrscenquiries@n-somerset.gov.uk)

### **Making an application**

Applications can only be made for a specific advertised vacancy. We advertise our vacancies on the council website.

Our preferred method of application is online. You can view jobs and apply at [www.nsomerset.gov.uk/jobs](http://www.nsomerset.gov.uk/jobs)

If you are unable to apply online then you can email [hrscenquiries@n-somerset.gov.uk](mailto:hrscenquiries@n-somerset.gov.uk), or telephone 01275 888866 giving your name, address, telephone number and the job title and reference number and we will send an application pack to you.

### **Completing the application form**

Applications should be typewritten or completed legibly in black. There will be a short application form to complete which you will need to submit with your CV.

We want to try and make sure that everyone applying for a job has a fair chance and your application is the first stage in the recruitment process which may lead to a possible job offer. It is therefore very important that you complete all sections of the application as clearly and fully as possible and include an up to date CV. If you have any difficulty in completing this application form or if there is something on the form that you do not understand please contact the Human Resources Service Centre (HRSC) who will be happy to help you. We will also provide the form in alternative formats upon request.

**Make sure you submit your application so it is received before the closing date. The closing date will be stated on the advertisement.**

Finally, **do not forget** to confirm you have read the declaration and date your application form.

**Step 1 - Personal details**

**Step 2 - CV**

**Step 3 – Supporting Statement**

**Step 4 – Additional Information**

**Step 5 - References**

**Step 6 – Additional Support**

**Step 7 - Declaration**

**Step 8 - Monitoring for equality**

## Step 1 - Personal details

Please enter your personal details on this page. Complete the contact details fully as we may wish to contact you about your application.

Please indicate which address is your mailing address, especially if you have more than one address.

Note that these details are held securely and comply with the Data Protection Act and will not be passed on to any third parties.

## Step 2 - CV

Please submit your application as part of your application. Please ensure that it includes any relevant information regarding qualifications, employment information and training. The CV will be reviewed alongside your supporting statement for shortlisting.

## Step 3 – Supporting Statement

Every advertised job has a job description and a person specification, or, a job family document.

### Job Description and Person Specification

The job description outlines the main duties of the job. The person specification sets out the knowledge, skills, qualifications and experience required and provides the criteria against which you will be assessed.

The panel decide who to invite for an interview by comparing what you tell them in your application form with what was asked for in the person specification. **It is therefore vital that you clearly explain how your skills and experience match the requirements outlined in the person specification.**

On the person specification we list criteria which are:

**Essential** (e.g. the minimum skills, qualifications or experience which you must have in order to do the job)

and

**Desirable** (these are not essential, but are additional to the minimum requirement to do the job).

In the event that all the applicants meet the **essential** criteria, the selection panel may use the **desirable** criteria to help them decide who to select for the next stage of the selection process.

## **Job Family**

This document outlines the typical activities of the job and the knowledge, skills and qualifications required. The panel will use the knowledge, skills and experience section to shortlist for the position. It is therefore vital that you clearly explain how your skills and experience match the requirements outlined in this section.

## **Supporting Statement**

This is where you tell us how you meet the selection criteria for the job. Your application will be assessed against the criteria detailed in the person specification. Do not repeat your job history, but look at the specific requirements of the job and provide evidence that you have the skills, abilities and experience to meet those requirements. Give specific examples if possible. The evidence you provide does not necessarily have to be work based - it may be experience you have gained at home raising a family, doing voluntary work or from activities that you do in your spare time.

Please be aware that there is a 9000 character limit for this section if applying online.

## **Step 4 - Additional information**

Please tell us on your application form, where you first saw the job advertised. If you have applied online there will be a drop down list for you to choose from.

If you, a partner or family members have interests that may conflict with your employment, then you must disclose it here. This can be professional or financial. Failure to do so may result in you being disqualified from the post.

## **Step 5 - References**

If you are offered a job, we will take up references before your offer of employment is confirmed. Wherever possible your current employer should be named as someone who can be approached for a reference. It is council policy to approach current employers, regardless of whether candidates give them as referees. You should note, however, that if you request that a referee is not approached before interview, this will be respected wherever possible.

Other references should include previous / most recent employers. If you have not been employed before, you should give the names of teachers or lecturers who know you sufficiently well to comment on your ability to do the job. You can also give the names of professional people who know you well, and who are not friends or relatives. It is helpful if your referees are aware that you have used their name before we contact them.

(Online applications only) Please indicate which is referee one and which is referee two using the Reference type field.

## Step 6 – Additional Support

### Disability

We are committed to the employment of people from all areas of the community. North Somerset Council works within the “Disability Confident Scheme”. This means that if you identify yourself disabled in line with the Equality Act definition, and demonstrate on the application form that you meet all of the essential criteria listed in the person specification, we will guarantee you an interview. We will also make any reasonable adjustments for disabled people to enable equal access to the recruitment process and ongoing employment.

**Defining a disabled person:** A person has a disability if he or she has a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. People who have had a disability within this definition are protected from discrimination even if they have since recovered.

**Impairment:** this includes physical, mental and sensory impairments, such as those affecting sight or hearing. This can include long-term, recurring, varying or managed medical conditions such as asthma and diabetes; and fluctuating or progressive conditions such as rheumatoid arthritis or motor neurone disease. A mental impairment includes mental health conditions, for example bipolar disorder or depression. Learning difficulties (such as dyslexia) and learning disabilities (such as autism and Down's syndrome) are also covered. Some people, including those with cancer, multiple sclerosis and HIV/AIDS, are expressly protected as disabled people.

**Substantial adverse effect:** is something which is more than a minor or trivial effect. The requirement that an effect must be substantial reflects the general understanding of disability as a limitation going beyond the normal differences in ability which might exist among people.

**Long-term effect of an impairment** is one which has lasted at least 12 months, or where the total period for which it lasts is likely to be at least 12 months, or which is likely to last for the rest of the life of the person affected.

**Normal day-to-day activities:** are those activities which are carried out by most people on a fairly regular and frequent basis including: using a telephone, reading a book or using public transport. Some examples of difficulties in carrying out normal day-to-day activities include: difficulty in going up and down steps, loss of control of the bowels, inability to give oral basic instructions to colleagues, total inability to distinguish colours. The term is not intended to include activities which are normal only for a particular person or group of people, such as playing a musical instrument, or a sport, to a professional standard or performing a skilled or specialised task at work.

**Severe disfigurement:** is included, without any need to demonstrate that the impairment has a substantial adverse effect on their ability to carry out normal day-to-day activities.

## **Step 7– Declaration**

### **Rehabilitation of Offenders Act**

Under the Rehabilitation of Offenders Act 1974, an individual who has a conviction for a criminal offence is, after a specified time, allowed to treat the conviction as if it never occurred i.e. spent. However, under this Act, some occupations and employments are exempt and applicants for these posts are not protected by the Act. This would include jobs that involve regular caring for vulnerable adults, training, supervising or being in sole charge of those aged under 18.

The council has a number of jobs that require a disclosure check and successful applicants will be subject to a Criminal Records Bureau (CRB) disclosure check for any such job. If this applies, it will be stated in the advertisement.

Please indicate you have read the declaration and print your name. You will not be able to submit your form until all mandatory fields are completed.

## **Step 8 - Monitoring for equality**

The completion of this section is voluntary. We only use it for monitoring purposes.

