# LLANELLI RURAL COUNCIL

## GUIDANCE NOTES FOR COMPLETING THE JOB APPLICATION FORM.

**The information provided on the application form is the only information that will be used in the shortlisting process.** It is therefore important that the guidance notes below are followed when completing the application form. This will ensure all the relevant information is available to make a decision on whether you will be shortlisted for interview. Shortlisting will involve assessment of the details provided on the application form against the criteria outlined in the Person Specification provided.

Application forms may be completed in the applicant's own hand writing or electronically.

However, applications will be accepted in other formats where an applicant has difficultly completing the standard form as a result of disability. If you require the application form in another format, such as large print please contact the department detailed on the reverse of this form.

1. **Vacancy Details**

   This section may have been already completed, but please check that all the details are complete and correct. If this is not the case please refer to the job advertisement for the post and complete this section.

2. **Personal Details**

   Please enter your personal details fully and clearly, so that we may contact you about your application. When entering a telephone number please insert area codes where appropriate.

3. **Education/Qualifications**

   In this section show the qualifications you have obtained (including grades). You should also indicate any examinations to be taken or courses in progress. Complete this section in chronological order (earliest first). Original qualification certificates will be required as proof of qualifications attained at the interview stage.

4. **Membership of Professional Institutions & Training**

   This section is concerned with membership of institutes or organisations connected with work such as Professional, Occupational or Craft Membership. You need not include details of trade union membership. In this section, include any training, or courses attended which you feel are relevant to the job for which you are applying.

5. **Present Post**

   This section is concerned with details of your present post. If you are not presently employed you have an opportunity to indicate your experience in Section 7.

6. **Previous Employment**

   Complete this section in reverse chronological order (most recent first). You should briefly outline your previous employment history and account for any gaps. If you do not have significant experience of paid employment give details of any work experience gained in Government Training Schemes, Work Experience placements, part-time or holiday work.

7. **Experience**

   You will need to demonstrate that you have the skills, knowledge and experience necessary to do the job. It will not be sufficient simply to state that you fulfil certain criteria; you should, where possible, describe how you meet **all** criteria of the Person Specification. Please note that voluntary work and life skills gained through caring or other domestic responsibilities, if relevant to the requirements of the post may be just as valid as experience gained from employment and should be included. Shortlisting will be based in the first instance on the essential criteria of the Person Specification only. Desirable criteria will only being taken into account where more rigorous selection is deemed necessary. You should try to complete this page briefly and succinctly but if you wish to include an additional sheet this would be acceptable.

**8. References**

If you are employed or have been employed in the past, your first referee should be your present employer or most recent employer. School leavers should give their Head Teacher, whilst college leavers should give their Head of Department or Senior Lecturer. The Authority reserves the right to contact any previous employer for a reference. The second referee may be a personal character reference although this should not be given by a relative. References will be sought for candidates who are successful at interview. It is therefore advisable that referees are informed when an offer of employment is made. References will be taken into account before the offer of employment is confirmed.

**9. Additional Information**

Welsh Language skills will only be considered in the shortlisting process if it is identified on the person specification as being an essential criteria for the post, as will holding a valid driving licence.

**10. Criminal Convictions**

*Refer to the covering letter provided for instructions on whether or not completion of this section is necessary.*

If required to complete this section you MUST disclose any convictions, bind over orders, or cautions whether current or "spent". In the event of you being provisionally offered the position a criminal record disclosure will be requested from the Criminal Records Bureau prior to appointment. In the event of employment, any failure to disclose these and pending investigations could result in disciplinary action or dismissal.

Disclosure of a conviction or caution does not necessarily mean you will not be appointed. Applicants with a conviction or caution will be treated fairly. Details supplied in this section will **not** be considered in the shortlisting process and the appointment decision will be made in the light of all information available considering applicants on their merits. All information supplied will be treated in the strictest confidence and will only be seen by those who need to see it as part of the recruitment process.

**11. Relationships to Councillors or Senior Officers**

Canvassing will disqualify your application. A candidate who knowingly fails to disclose such a relationship shall be disqualified from the appointment.

**12. Declaration/Confirmation of Details**

You must sign your application form and date it.

**VETTING AND BARRING SCHEMES**

It is a requirement that employees delivering Work Based Learning must register with the DBS Update Service and the Education Workforce Council.

**EQUAL OPPORTUNITIES**

Llanelli Rural Council strives to be an equal opportunities employer ensuring decisions on appointment are taken having regard only to the requirements of the job. The selection process in place endeavours to ensure equality of opportunity for all.

**RETURN OF COMPLETED APPLICATION FORM**

Please can you send the completed application form to:-

Llanelli Rural Council
Vauxhall Buildings
Vauxhall
Llanelli
SA15 3BD

**ACKNOWLEDGEMENT OF APPLICATIONS**

If you are not called for interview within three weeks of the closing date, please assume you have been unsuccessful in your application.

If you require acknowledgement of your application please enclose a stamped addressed envelope.