JOB APPLICATION GUIDANCE NOTES

General Information
Please ensure you read the job description, job advert and any other information provided carefully before completing the application form.

The information you provide in the application form should be appropriate to the post.

CV's will be disregarded if submitted. Only information provided in application forms will be used to shortlist candidates to effect a fair and consistent recruitment process.

Application forms received after the stated closing date will be discounted.

Education & Qualifications
Please ensure you list the education establishments you attended where you completed your formal educational qualifications, as far back as your GCSE/GCE/CSE or equivalent examination results (certificates confirming those results may be requested from you at a later stage in the recruitment process).

Present / Most Recent Employment
Please ensure the details of your present, or most recent, employer is provided (even if you are not currently employed). Dates of employment need only state month and year.

Previous Employment
Please ensure the details of your previous employments are provided, including brief descriptions of duties and responsibilities of the roles you undertook. Dates of employment need only state month and year.

Information in Support of your Application
This is the fundamental section of your application. The selection criteria used to shortlist candidates is based on the skills, knowledge and experience required to carry out the advertised role, as detailed in the job description and person specification. As such, you need to provide relevant evidence here on how you meet this criteria by including brief but comprehensive examples.

Training
Use this section to provide details of any other training you have undertaken that is relevant to the role you are applying for.

Reasonable Adjustments
Please advise if you have any grounds which you feel require reasonable adjustments to be made to the recruitment process, including the interview stage, so any steps necessary can be made to support you.

References
Please ensure you provide the details of both a personal and employer referee who will be contacted if you are successful in gaining an interview. Please also state if you are happy for referees to be contacted prior to the date of your interview. If not, they will then be contacted if you are successful in gaining the position, but the job offer will be subject to satisfactory references.

Declarations
Please state if you are related to any Councillor or employee of the Council. The canvasing of either a councillor of employee, directly or indirectly, will disqualify your application.

Right to Work in the UK
Please state if you are legally entitled to work in the UK. Evidence of this entitlement will be required if you are appointed to the role.

Criminal Record
Please state if you have ever been convicted of a criminal offence or whether you are subject to the Rehabilitation of Offenders Act 1974.

Declaration
Please make sure the form is signed and dated (electronic signatures are accepted).

Equality Opportunities Monitoring
The Council operates a policy of equal opportunity for employment and development. To assist with the effectiveness of this policy, and for this reason only, please provide details of your gender, age, ethnic origin, and disability. However, providing this data is optional, and the information you provide is used solely for monitoring purposes. It will be treated as confidential and will not be taken into account during the shortlisting and selection process.

Further Guidance
If you require any further help to complete the application, please contact HRadmin@bridgwater-tc.gov.uk or telephone 01278 427692