



## **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 /Training**

Please list the education establishments you attended where you completed your formal educational and provide details of any other training you have undertaken that is relevant to the role you are applying for.

### **Qualifications**

Please list your qualifications, as far back as your GCSE/GCE/CSE or equivalent examination results.

### **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.

### **Interview Arrangements and Availability**

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.

### **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.

### **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.

**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 [hadmin@bridgwater-tc.gov.uk](mailto:hadmin@bridgwater-tc.gov.uk) or call 01278 427692