

Guidance notes on completing your job application form

These notes will help you complete the form as effectively as possible, ensuring that your application is treated fairly.

Your application form will be used in deciding whether you will be shortlisted and called for an interview. This applies equally to internal candidates. Please therefore complete the form accurately and include all the information asked for. If you do not complete the form fully, we may have to return it to you for the missing information or even reject your application outright. CVs alone are not acceptable. If you send a CV, we will only consider it as supplementary information to the form. So, ensure that your CV is structured in a similar way to the form. You must address the shortlisting criteria on the person specification to stand a good chance of being shortlisted.

Read the person specification and job description carefully

The application pack

Together with the form and these notes, you should have received a job description and person specification for the post. The job description lists the main duties of the post. The person specification sets out the knowledge, skills, abilities, experience and qualifications that you will need to do the job. By assessing the information you give us in your application form against the criteria on the person specification, we decide whom to invite to the next stage of the selection process.

Note the closing date and return address

The form itself

The details of the post will generally have been completed for you. You should note the date by which your form must be returned to us – late applications will not generally be accepted. Please note the department to which you should return your form. You may find it useful to keep a copy of your form.

Complete all details asked for

1. Personal details

Only include your telephone number(s) if it is convenient for us to contact you by phone. Please note that you will need to produce your birth certificate (or some other official documentary evidence such as a passport) to confirm your date of birth if you are appointed.

2. Current or most recent employment

Please state your employer's name, address and telephone number in full.



3. Previous employment

Give details of ALL work experience and explain any gaps in employment

Please complete this section, starting with your most recent job or work experience first.

Here you must detail ALL your work experience (whether or not you consider it relevant to the post). Include voluntary work, particularly if you have not been in paid work before. You must account for ALL time since you left school, college or university. Where possible, give the month and year and mention and explain any gaps in employment. If you have worked abroad, make sure you give the full address of your overseas employer. Otherwise, we may have to return the form to you.

We reserve the right to approach any of your previous employers to confirm the information you have given and to obtain references before appointment.

4. Relevant education, qualifications and training

Make sure you have evidence of your qualifications

The person specification will say whether the post requires any particular qualifications, training or educational background. If you are appointed, we will need to see evidence of your qualifications. Remember to give the full names and addresses of any schools, colleges or universities you have attended: we may need to write to them.

5. Supporting statement

Relate your skills and experience to the person specification

This is your opportunity to tell us why you are suitable for the job. Read through the job description and person specification thoroughly so that you are familiar with the duties of the post and the skills, abilities etc. needed to do them effectively. Then tell us how you meet each of the criteria in the person specification by giving details of all your relevant experience (paid and unpaid), knowledge, skills and abilities. **You may find it useful to deal with each point in the person specification in turn, making sure you relate your experience and skills to each shortlisting criterion.** This will ensure that you structure your supporting statement clearly and coherently.

Make sure you that you fully address each shortlisting criterion

If you are an internal candidate temporarily covering the advertised post, you still need to meet the criteria. Do not assume that you will be shortlisted. The panel will not take any personal knowledge of your ability into consideration.

If you have been out of work for a long time, or have never been in work, you may have acquired relevant skills and experience from being involved in community or voluntary work, through school or college activities, or by running your home.

Ensure that the information you give is well organised and relevant. Write in a positive way, e.g. "I was responsible for..." or "I organised ..." Remember we are interested only in what you did and achieved personally, not the work and achievements of the group or organisation in which you worked.

6. References

External candidates

Referees must be able to comment on your suitability for the post

All jobs are offered subject to our receiving satisfactory references. Referees must be able to provide information about your suitability for this post. You must provide the names, addresses and phone numbers of two people who know you and who are able to comment on your suitability for the post. One of these must normally be your most recent employer. The second reference may be from a previous employer or anybody who could give information relevant to the job.

Where possible, your first referee must be a person who was responsible for managing or supervising you. Please give the name, business address and business telephone number, their position in the employing organisation of your referee, and their professional relationship to you.

If you are a school or college leaver, you should give your head teacher's or tutor's name.

References provided by your relatives, friends or people with whom you live are not acceptable. Instead, use someone who knows your capabilities and can comment on your reliability and is aware of your potential. If you cannot provide suitable referees to meet this requirement, please contact the Departmental Personnel Officer (the contact address will be given on the front page of the application form).

If you have been self-employed or employed by an organisation which has ceased trading, you should give the name, business address and business telephone number of an official (such as an accountant or bank manager) who can vouch for the period when you were self-employed and the information you have provided. If you do not do this, we may not be able to consider your application.

It is always advisable to make sure that your referees know you have used their names before we contact them to obtain the references. Make sure that the people you choose are willing to act as referees before you give us their details.

Make sure your referees know you have used their names

Remember to state on the form if you do not want us to contact one or both of them before the interview.

If you are giving the name and business address of a referee who lives abroad, please make sure you give the full business address and a business telephone number. If you do not do this, we may not be able to consider your application.

We reserve the right to request you to provide the name(s) of one or more additional referee(s) if we are not satisfied with the name(s) or the business positions of the referee(s) you provide.

Internal candidates

Normally internal applicants will not need to give a reference, as their Chief Officer will be approached directly. However, please ensure that you give information on your current section/location and the name of your manager.

If you have worked for the London Borough of Greenwich for less than six months, you should also give the name and business address of an external referee. (See notes for external candidates.)

Agency staff and those on temporary or fixed term contracts who have been employed for more than six months will need to give an additional external referee as well as the Chief Officer (see notes for external candidates). If you are unsure of your status, seek clarification from the Departmental Personnel Officer.

Remember to sign the declaration

7. Declaration

Read through your completed form carefully, checking for errors or omissions. You must read and sign the declaration. False declaration or omission in support of your application will disqualify you from appointment and, if you are appointed or for internal candidates, this may lead to disciplinary or legal action against you.

Let us know if you have any special needs

8. Equal Opportunities – Disability

It is Council policy that any disabled candidate who meets the minimum shortlisting criteria will be interviewed. Additionally, the Council as an employer is obliged under the Disability Discrimination Act 1995 not to discriminate against disabled applicants for employment. The question asked on Disability appears in the Equal Opportunities section of the application, which is separated from the rest of the form and does not form part of the material supplied to the Selection Panel, which will consider applications without reference to any considerations of disability.

However, if it is proposed to offer you an appointment, it will be necessary at that stage to check from this section of the form whether you have indicated that you have a disability, and if so, to seek further details from you on a confidential basis. This is also to comply with the legal obligation to make reasonable adjustments to working arrangements, duties, equipment etc., subject to practical or financial considerations where they arise.

Let us know if you need a work permit

9. Work permit

Before you are appointed, the Council is legally required to ensure that you are entitled to work in the UK and you will be required to produce documentary evidence to prove this. A list of acceptable documents will be sent to you for this purpose.

Make sure you have your documentary evidence available

You must state on the form whether you require a work permit to take up employment. If you are in any doubt about your legal employment status, seek advice from the departmental personnel officer or the Department for Education and Employment.

Confirmation of receipt of application form

If you need confirmation that we have received your application, please enclose a stamped addressed envelope. If you do not receive an invitation for interview within four weeks of the closing date, you can assume that your application has been unsuccessful.

Applicants already employed by the Council will receive a letter informing them if they have not been shortlisted. Disabled candidates will be informed of the reasons for non-selection.

Finally, we hope that you will be successful in your application. If you are not, please do not be discouraged from reapplying. Your skills and experience may be what we need for our next vacancy.