

How to fill out your application form

First - think about

1. What job are you applying for?
2. What does the job entail?
3. What kind of person are we looking for?

Second - filling out the form

1. Read it through
2. Make a list of all your skills and experiences. Choose those that are relevant for this job
3. Make a draft of what you want to write: make-sure you address each criteria under the headings
4. Tell us your strengths, not your weaknesses / areas for development
5. Fill in the form using additional paper if necessary
6. Type or write neatly as possible
7. Make sure there are no spelling mistakes or crossings out
8. Keep a copy

NB

- CURRICULUM VITAE are not accepted. Fill out the application form addressing ALL criteria
- If you apply by email you will receive an acknowledgement, however other methods of application will not – this is due to the high volume of applications received. For the same reason we cannot enter into correspondence as to why you have not been shortlisted. We apologise for any inconvenience this may cause
- In any communication please quote the Reference/Post No. of the job you have applied for

What are selection criteria?

- Selection criteria are the basic skills/abilities/experience required to do the job
- Qualifications will only be asked for where strictly necessary
- Selection criteria are derived from the job description, which outlines the main duties of the job

What are they used for?

- Selection criteria will be used for deciding who is called for interview and once at the interview, the selection criteria will be used as the basis of the questions asked
- As part of the council's Equal Opportunities Policy, both internal and external candidates are treated the same
- Selection criteria help us to select people more objectively and fairly
- Selection criteria help you to see what we are looking for and to assess your own suitability

What do I need to do?

- Under Section 6 of the application form you must explain how you think you meet the selection criteria under appropriate headings. You must tell us how you meet each criteria in turn
- In explaining how you meet the selection criteria, remember all your previous work experience. Also indicate other relevant experience outside work such as community/voluntary/leisure and other interests, languages spoken and other relevant skills and abilities. You may find that you refer to the same points under more than one criteria
- In presenting your skills and abilities, specify your own experience and not the general work of your office or section. Try to use words such as “I plan/I organised”
- You may find it helpful to do a rough plan first

What happens next?

- Your completed application form will be used to decide whether or not you are called for interview and is the only information we have about you. No assumptions will be made about your experience or skills. It is therefore vital that you tell us how you meet the selection criteria. The selection criteria are there to help you, so use them
- Remember the selection criteria will also form the basis of the questions asked at interview
- All jobs carry a selection criteria on equal opportunities: make sure you address this criterion as well as the others