

Guidance Notes for Completion of the Online Application Form

Thankyou for your interest in working for Winchester City Council. To assist you in completing the online application form please read the following guidance notes. These also provide information on our recruitment and selection process.

The Recruitment and Selection Process

- Winchester City Council is committed to operating a fair and equitable recruitment and selection process for determining the best person for the job. Each applicant will be assessed against predetermined criteria and the person best matching these criteria will be appointed.

The Job Description

- The job description details the duties of the post and the requirements of the post holder in terms of skills, experience and qualifications. Reading this carefully will help you to decide which of the skills, experience and qualifications are relevant to this post.

Completing the Application Form

- Having read all the enclosed information your next step is to make notes of what you feel is relevant to the application.
- Please remember that the only information we have of you is what you put on the application form. You must therefore include all the information you wish us to know.
- The aim of the application form is for you to demonstrate to us that you meet the requirements of the job. To do this you will need to provide full yet specific information.
- Please complete every section. Write 'none' or 'not applicable' where you have no information to provide.

Personal Details

- This information is required solely for the purposes of contacting you. We do not ask for your title or forenames at this stage.
- Please provide home, mobile and work telephone numbers, as well as an e-mail address, so that we can contact you. Any contact made with you at your place of work will be with the utmost discretion.

Supporting Information

- This section is your opportunity to expand on your qualities, skills, experience, education and training to demonstrate to us why you are a suitable candidate. In other words this is your opportunity to sell yourself to us.
- Whilst the style in which you complete this section is up to you please make sure that you do answer the questions.
- It is not important how much you write but that you include all the information you want us to know.
- When describing your qualities, skills, experience, education and training it is helpful if you are able to include examples.
- Remember that you may be in competition with other applicants. It is therefore important that you show why you want to work for the City Council and what you can bring to the post.

Present or Most Recent Employment

- For this section you will need to give details of your present job. If you are not in employment state the last job you held or any unpaid or voluntary work you are involved in.
- If you have not previously been employed, or have just finished your education, please concentrate on the skills you have and any work experience or holiday jobs you have had.

Employment History

- Briefly outline all the jobs you have had since leaving full time education starting with the most recent. Please account for any breaks in employment, for example, as a result of returning to study, travel, unemployment etc. Show any unpaid or voluntary work you did during this time.

Qualifications

- Please include all the qualifications you have gained and show any where you are waiting for results.
- Any training courses that you include should be relevant to the position you are applying for.

References

- When choosing your referees please ensure that they are people who know about your work, skills and ability.
- One of your referees should be your present or most recent employer.
- If you have just left, or are about to leave full-time education, please provide the name of a tutor who knows about your capability and skills.
- Referees in a personal capacity should only be provided if no other referees are available.
- Please do not provide pre-written references or testimonials.
- If you are unable to give two referees, please give details of one and say why you are unable to provide a second referee. This may be, for example, because you have had only one job.

Additional Information

- Please ensure that you answer every question and give further information where necessary.
- Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended), you do not generally have to disclose details of spent convictions. However, if the post you are applying for is exempt from the Act because it involves access to persons who are disabled, addicted to drugs or alcohol, under the age of 18 or over 65, you must give details of all convictions, spent or otherwise. The job description will state whether or not the post is exempt.
- If the post is exempt, appointment will be dependent upon an acceptable Criminal Records Bureau (CRB) check.

Equal Opportunities

Statement of Intent

- "Winchester City Council is committed to the promotion of equal opportunities in its role as an employer and in its role as a Local Authority responsible for the provision of services within the community. Accordingly, the Council has committed itself to developing positive policies to facilitate the employment of people with disabilities and to the elimination of discrimination on the grounds of race or ethnic origin, religion, sexual orientation, gender and marital status, in its actions as an employer and in the delivery of the services for which it is responsible. It will encourage those organisations financially supported or contracted to deliver Council services to do likewise."
- In order to assist the Council in the implementation of this policy and in monitoring its effectiveness, we ask that you provide the details requested. We hope that these questions, seen in the context described above, will not cause offence, but that you will see the positive benefits of providing the information.
- The information you provide will be used solely for monitoring purposes and will remain confidential within the Human Resources Directorate. This page will be separated from the rest of the form and kept confidentially in the Human Resources Directorate. The details you provide will therefore not be seen by those responsible for drawing up a short list of candidates for interview and will only be used for monitoring purposes. All applicants will be considered on their ability to meet the requirements for the post irrespective of disability, race or ethnic origin, religion, sexual orientation, gender and marital status. If you have a disability you will be guaranteed an interview provided you meet the essential criteria for the job.

Before you submit your application form to us, check it through to make sure you have completed every section, including the Equal Opportunities monitoring section.