

GUIDANCE NOTES APPLYING FOR A POST WITH GEDLING BOROUGH COUNCIL

Preparation

Carefully read all the documentation accompanying the application form to ensure that you are familiar with the requirements of the post.

Completion of the Application Form

The application form is designed to promote equality of opportunity within the recruitment process.

- The decision as to whether or not to invite candidates for interview is based **entirely** on the information contained in the application form. It is therefore essential that you give as much information you can about yourself and relate it to the post requirements. Please assume we know nothing about you.
- To give yourself the best chance of being shortlisted for the post, you should give clear examples of how you can demonstrate that you meet each of the criteria on the person specification. The person specification explains the skills, knowledge and experience that are either essential (E) or desirable (D) for this post. Against each criteria it is shown how you will be assessed either by:-

A - application form (facts that you include in your application)

T - there will be a test at interview to assess if you meet this criteria

I – you will be assessed by questions at interview to see if you meet this criteria

M – medical advice can be sought regarding ability to meet the criteria

The Gedling Employee standard is a requirement for all employees. You will be asked questions about how you meet this at interview. You are not required to demonstrate how you meet this on your application form.

- You should include all relevant experience that you have, this does not necessarily mean through paid work, for example community or voluntary work, and experience gained in the home or through leisure pursuits can also be included.
- You should give examples of where you have used your skills or gained experience to demonstrate that you possess the required skills, knowledge and experience to meet the requirements of the Person Specification.
- If you are a care leaver, you can indicate this on your application. A guaranteed interview will be offered if you meet the definition of a care leaver and also meet the essential criteria of the person specification for the role.

Completion of monitoring form

The information contained on this form is not used in the selection process in any way, it is however very important that you complete it. We use this information for monitoring

purposes only to help us ensure that all candidates receive the same consideration and are treated fairly when applying for posts.

What Happens Next?

Shortlisting will now be carried out and we will use your application to see how well your skills, knowledge and experience meet the requirements of the post.

If you are shortlisted for an interview you will normally be contacted by email or letter within four weeks of the closing date.

The interview panel is normally made up of Departmental Officers and on occasion a member of the Personnel Team will join the panel. Questions asked are designed to allow you to expand on the information contained in your application. The panel will record their assessment of each candidate so that the reasons for their decisions are clear, consistent and justifiable, and they will take notes in the interview.

You may be asked to complete a test or make a presentation which will test certain aspects of the person specification; full details will be supplied with the invitation to interview.

If you are not shortlisted we will write and tell you either by email or letter.

We wish you success in your application.