

Guidance Notes for Applicants on Completing the Application Form

GENERAL INFORMATION

The following information is designed to help you complete the application form as effectively as possible.

Please contact a member of the HR Service, if you require assistance in completing the form, or need the form in an alternative format.

Bexley follows a policy of Valuing Diversity and has an equality action plan. We understand that our workforce consists of individuals who are unique and different and by harnessing these differences we will create an environment where every individual feels valued and encouraged, where talents are recognised, developed and utilised. This will help us meet our organisational goals.

Please read the information pack paying particular attention to the job description and person specification. You can provide a CV in lieu of the application form as long as it includes **all** the details asked for on the application form. You must still complete and return the recruitment monitoring form.

SECTION 1 CONTACT DETAILS

Please complete this section fully. If you are currently working please make sure you indicate if you do not wish to be contacted at work. We would prefer to contact you via e-mail if possible so please confirm your preferred e-mail address in the relevant box. Please provide all previous names.

SECTION 2 EMPLOYMENT RECORD

Please complete this section in date order, beginning with your most recent job and listing all work undertaken since leaving school/college. You must include all previous employment, including periods of voluntary work. Any breaks between employment or education and employment should be fully explained.

Please continue with this section on a separate sheet if necessary.

SECTION 3 EDUCATION & TRAINING

Please complete this section as fully as possible, we will require evidence of your highest and/or relevant

qualifications before confirming an appointment and may check your qualifications with the relevant awarding body.

Qualifications are not always essential for all posts; you may have undertaken other training that is just as relevant to the post.

Please only complete the questions about holding a driving licence if driving is a duty of the post.

SECTION 4 EXPERIENCE & SKILLS

This is the most important section and must be completed fully.

During the short-listing process your skills, experience and knowledge will be assessed against the selection criteria outlined on the person specification.

It is therefore very important that you address all the areas identified in the person specification and give specific examples as to how you meet the selection criteria including the 6 High Performance Indicator Values.

You may have gained relevant experience through paid employment, or voluntary work in the community or in a school environment, etc.

You may find it helpful to do a rough draft first making sure you have covered all the requirements of the person specification.

SECTION 5 REFERENCES

All offers of appointment depend on receiving references satisfactory to the Council. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your manager with your current/most recent employer.

If you have not worked for some time or have not worked, give the name of someone who can comment on your ability to do the job. References will not be accepted from relatives or from people writing solely in the capacity of friends.

Further advice on who is suitable as a referee is available from HR. The Council reserves the right to ask for substitute referees, if the one you have provided are not deemed to be suitable.

For certain posts we reserve the right to contact any previous employer for a reference at any time. We will specifically enquire if disciplinary action has ever been taken or was pending and details of your sickness record. For posts involving working with vulnerable adults or children we will specifically enquire about disciplinary offences relating to these groups, including any which are "time expired", and whether the applicant has been the subject of child protection concerns, and if so, the outcome of that enquiry or disciplinary procedure. If you are not currently working with these groups but have done so in the past, that previous employer will be asked about those issues.

SECTION 6 DECLARATION OF CRIMINAL OFFENCES

You must give details of any warnings, offences, convictions, cautions or bindovers you have, or any court cases pending. Under the Rehabilitation of Offenders Act 1974, you do not have to disclose information on spent convictions.

Jobs that involve access to persons who are disabled or addicted to drugs or alcohol or under 18 or over 65 are exempt under the Rehabilitation of Offenders Act 1974 by virtue of the Exception Order. In this case you must reveal details of all convictions spent or otherwise. These posts are also subject to the Criminal Records Bureau Disclosure - if this applies it will be specified in the information pack.

You may obtain further information on how much time needs to elapse before a conviction is spent, the Rehabilitation of Offenders Act 1974 and the Exception Order from the HR Service.

SECTION 7 – DISMISSAL, DISCIPLINARY OR CAPABILITY PROCEDURES

Please provide details on a separate sheet. This will be considered alongside all other information provided in your application and will not automatically prevent your application progressing further.

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SECTION 8 ASYLUM AND IMMIGRATION ACT 1996 - ELIGIBILITY TO WORK

Please complete this section fully, relevant documentation will be checked for the successful candidate.

SECTION 9 DECLARING AN INTEREST

Failure to disclose an interest will disqualify you from being appointed to a post with Bexley Council.

SECTION 10 ADDITIONAL INFORMATION/SPECIAL ARRANGEMENTS

Please provide dates and times when you are not available for interview, plus any additional information we may need to consider.

Section 11 DECLARATION

Please read this section carefully before signing your application form.

Failure to sign this part of form will disqualify you from being appointed to a post with Bexley Council.

SECTION 12 PERSONAL DETAILS

In order to make sure that the Council's policy on Valuing Diversity is working effectively, monitoring information needs to be collected and analysed. This information is confidential and monitored by Human Resources. It will not be used for selection purposes.

SECTION 13 DISABILITY

The London Borough of Bexley is committed to ensuring that employees who have a disability are given every possible assistance in the workplace, and have achieved the 'Positive about Disabled People' award, which gives all disabled applicants who meet the essential criteria in the person specification the opportunity to be interviewed.

If you answer YES to the question and require any special arrangements at interview, please provide details. You will be asked at interview stage if you require any adjustments that would assist you at work if you were to be successful.

SECTION 14 ADVERTISING MONITORING

This information is required to ensure that the Council can monitor the effectiveness of its recruitment advertising.

CHECKLIST

- Read through your completed application form carefully making sure you have fully answered all the questions.
- If you have completed separate sheets make sure that these are numbered and clearly marked with your name.
- Keep a copy of your application form for reference.
- Make sure you return the application form in plenty of time before the closing date appropriately stamped.

WHAT HAPPENS NEXT

Your completed application form will be used by the recruiting manager to decide whether or not you are selected for interview. Managers are encouraged to respond to unsuccessful applicants as soon as possible and this will be via e-mail.

Feedback from the recruiting manager can be requested.

If you are short-listed, you should hear within 3 weeks of the closing date.

If you need any further information, staff in the HR Service will be able to help you. Please give them your name, the job title and reference number of the job.

Thank you very much for completing your application and recruitment monitoring form. We appreciate the time and effort you have taken to complete your form.

We are always seeking to improve and develop the services we provide to the public, we would like to hear from you with any comments, compliments or complaints concerning the recruitment process. For more information please log on to <http://www.bexley.gov.uk/feedback> or contact the HR Service for a leaflet.

HUMAN RESOURCES CONTACT DETAILS

For general enquiries or assistance with the application process please contact HR:
Email: recruitment@bexley.gov.uk

Tel: 0208 836 8061
(Monday- Friday 9am to 5pm)

Please note you will not be able to send completed application forms to this email address. We can only accept applications made via:

<https://jobs.bexley.gov.uk/wrlive/>

If you have any queries regarding any aspect of the job role then please refer to the advertisement for contact details.

Should you have any problems using the vacancy site, please contact the Systems Team:
Email: TOPSSystemTeam@bexley.gov.uk

Tel: 020 8836 8052.
(Monday – Friday 9am to 5pm)