

# Completing your WLWA application form



The application form plays an essential part in choosing the right person for a job. It is the information contained in your application and supporting statement that will decide whether or not you are invited for an interview or to the next stage in the selection process.

## What are our selection criteria?

The person specification in the job description document shows the skills, abilities, knowledge and qualifications necessary to do the jobs we advertise. They are based on the key responsibilities of the role, which are shown in the job description. The purpose of the person specification is to help us recruit the right person for the job objectively and fairly. It will be used to decide who is invited for an interview, or, the next stage of the selection process. The information you put on your application form needs to show how you meet the selection criteria. The Authority undertakes to interview all disabled applicants who meet the minimum criteria for a job vacancy.

## The Personal Statement

In this section of the form you need to tell us how you meet the criteria in the person specification and you should use examples to illustrate your knowledge and experience. Before you start writing your personal statement check that you do meet the essential criteria. If the job asks for a full driving licence or a particular qualification or relevant experience make sure you have it and you write it down.

You should make your personal statements easier to read by including headings based on the selection criteria, such as a communicating or project management heading. Organise your statement based on the skills in the person specification, not into projects or jobs that you've done. This will also help you check you've covered everything and will help the people shortlisting find the information they need.

## Working in the UK

Under the Asylum & Immigration Act (1996), you will be required to provide proof of your eligibility to work in the UK. We always need to see original documents i.e. Passport. You will only be able to work for us once we are sure that you are eligible to work in the UK. If you are unsure about your status then you should contact The Home Office, or visit, [www.workingintheuk.gov.uk/](http://www.workingintheuk.gov.uk/)

## Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 means that for many of our positions, you are entitled to withhold information about any convictions that you had, that are classed as 'spent' under the provisions of the Act.

If you are unsure about whether a conviction is spent please visit [www.yourrights.org.uk](http://www.yourrights.org.uk).

## The equal opportunities monitoring form

All application forms need to be accompanied with a completed equal opportunities monitoring form. If we do not receive one before the application deadline your application will not be accepted.

## What happens next?

Your completed application form will be used to decide whether or not you are invited for an interview, or the next stage of the recruitment process. It may also be used in the overall evaluation for selection, for example to differentiate between two equal scoring interviewees. We will acknowledge all applications emailed to us and will contact all shortlisted candidates within one month of the closing date. We do not have the resources to contact people who are not shortlisted.

So, if you have not heard from us within a month of the closing date, please assume that on this occasion you have not been successful.

## Application form check list

Before you submit your application, please check that you have:

- Read through the Job Description & Person Specification so that you know exactly what the job is and the skills, knowledge, abilities and perhaps qualification required to do the job
- Read through the application form and made sure that you have filled out all of the parts that we have asked you to
- Given clear, examples of your relevant skills, abilities, knowledge and experience
- Read it through several times to help pick up spelling errors, sentences that don't make sense and repetition
- Asked someone else to read through it, they will pick up on some of the things mentioned above and hopefully give you comments that will improve the quality of your application
- Kept a copy of your completed application form and the Job Description and Person Specification.
- Check that you have signed the declaration and equal opportunities monitoring form – if your emailing this just type your name and the date in this section.
- Left a couple of days between writing and submission, so that you can you read through again after a short break you may find things to be improved
- Made sure that your application form will be received by the closing date *NB if you are sending your form in the post, please ensure that you attach the right amount of postage and that it is received by the Council before the closing date.*