

IMPORTANT

**GUIDELINES ON
COMPLETING THE
APPLICATION FORM**

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Please read these guidelines before completing the application form.

Note - It is essential that you complete the application form in full. Please note that any CV submitted will only be accepted as supplementary to this application form.

Completing and submitting an application form is the first step in the recruiting and appointing procedure, and it could lead to an invitation to an interview. The decision to invite you to an interview depends completely on the information that you present in the application form, and it is therefore very important that you complete the application form clearly and fully.

These guidelines will be of assistance to you in doing so.

Job Description and Person Specification

Before completing the form, you should read all of the information relevant to the post carefully. The Job Description and Person Specification is of particular importance. The Job Description outlines the post's tasks and responsibilities, and therefore gives a description of the nature of the work. The Person Specification will state what qualifications, experience, skills and characteristics the successful candidate should possess in order to undertake the tasks and responsibilities effectively. The information about the post will be of assistance to you in completing the application form effectively.

Remember - Do not assume that we know what qualifications, experiences and capabilities you possess. You must prove to us that you have the necessary characteristics.

Completing the form

Before starting, please fill in the job title, location and Service in the relevant spaces at the top of the form. This information can be seen in the job advertisement, Job Description and/or Person Specification. You should also write the job reference in the space denoted 'Cyf/Ref'. This information can also be seen in the advertisement.

You will note that the different sections within the application form has been numbered. The following guidelines have also been numbered so that they correspond to the application form's different sections and clearly explain what you should write in every section.

1 Personal Particulars - This is the basic information that we need to enable us to contact you. You are required to provide an e-mail address or a mobile phone number so that we can contact you. If you are successful for an interview it is required in accordance with the Immigration, Asylum and Nationality Act 2006 that all Employers carry out a basic check to ensure that they do not breach the law of employing a person illegally. You need to bring one of the following three original documents to the interview:

- 1) your passport or
- 2) a full birth certificate that includes a parent name and P45 or P60 or
- 3) a national ID card.

If you are offered the post and you accept then a copy of the relevant documents need to be on your personnel file.

2 Present Post - You should give details of your present or most recent post. It is very important that you give details of what is/was your salary. In addition to this information, please give a brief description of your main duties and responsibilities, but there is no need to go into detail.

3 Educational and Vocational Qualifications - Please give details of the educational and vocational qualifications that you possess, and in particular the qualifications which are relevant to the post which you are applying for. Remember to state from which school, college etc. you received the qualification, the subject, the nature of the qualification (Degree, GCSE, A' Level etc.) and the grade you received. It may be that the post requires a particular qualification. Any such details will be clearly stated as an essential or desirable characteristic in the Person Specification. Remember that if you attend an interview you must provide evidence of your qualifications. If you are offered the post and you accept then a copy of your qualifying certificates need to be on your personnel file.

- 4 Membership of Professional Bodies** - Give details of any professional bodies that you are a member of. It may be that the Person Specification states that membership of a particular body is an essential or desirable characteristic for the post, and therefore you should check the information on the Specification. Remember that if you attend an interview you must provide evidence of your membership.
- 5 Relevant Training** - Please give details of all training relevant to the post, which you have attended. Give details of the course(s) and the provider(s) e.g. college.
- 6 Linguistic Requirements** - The Person Specification is extremely important in completing this section. You should carefully read the linguistic requirements and decide whether you reach the required level, before then completing section 6. Please remember that your linguistic ability will be assessed during an interview.
- 7 Previous Appointments and Experience** - Give details of all work experience. You should provide details of all periods of unemployment, raising a family, voluntary work, or any career break. In giving details of employment, try and provide the exact dates, as this will be of assistance to us in maintaining our records.
- 8 Further Particulars - This is the most important part of the application form.** It gives you the opportunity to explain why you should be appointed to the post. As a short introduction, you should explain why you are applying for the post. You should then carefully read the Person Specification and Job Description and proceed to explain how you meet the criteria for this post, giving specific examples as evidence. As the application itself explains, you should strive to answer every point in the order that it appears on the Person Specification (apart from the linguistic requirements), as this will be of assistance to the appointing panel in creating a short-list. Continue on a separate sheet if required.
- 9 Referees** - Provide the name, address and telephone number of 2 referees. One of the Referees need to be your current or most recent employer. Nominating an elected member of Caernarfon Town Council as a referee is not permitted.
- 10 Notes for Candidates** - Remember to sign and date the form, but before doing so you should consider the following:
 - Any candidate canvassing any of member(s) of Caernarfon Town Council directly or indirectly will be disqualified.
 - Candidates must disclose in writing whether they are related to any member or senior officer of the Council. Candidates who fail to do so will be disqualified from any appointment.
- 11 Equality Monitoring Form** - It is Caernarfon Town Council's policy to appoint the best person for each vacancy regardless of sex, age, nationality, race, colour and disability. In order to ensure that the policies are implemented effectively, the Council requires you to complete this form.

Note - The information on this form is treated entirely confidential, and it will not be considered during the appointing procedure.

What happens next?

Send the form to the address shown in the advert **by no later than the closing date**. The appointing panel will use your application in order to decide whether you are suitable for an interview.

We will contact you by email or text message to inform you if you have been successful for an interview.