**TAVISTOCK TOWN COUNCIL**

# Job Application Form
# Guidance Notes

Thank you for your interest in the Town Council and in applying for this post. The position you are applying for is key to the successful operation of our services and we are looking for someone with the qualities to take the Council forward.

You will find guidance on making an application below. If you have any queries that are not answered in the information that we have provided, or you would like assistance in filling in the form (or to apply in an alternative format), please do not hesitate to contact Adele Cassidy, Office and Finance Manager on 01822 613529.

## 1. Application Pack

To down load an application pack please visit www.tavistock.gov.uk. This consists of:

- Guidance Notes
- Application Form
- Role Profile
- Person Specification
- General requirements

## 2. Application & Selection Process

A completed Application Form should be completed and saved as a Word Document and emailed to janet.smallacombe@tavistock.gov.uk together with a CV, if you have one, as supporting evidence. Receipt of your application will be acknowledged by email. The closing date for receipt of applications is **12 noon on Wednesday 25th November**. In the interests of efficiency, we would ask that you return your application electronically but should you need to return a hard-copy this should be sent to Adele Cassidy, Office & Finance Manager, Town Council Offices, Drake Road, Tavistock, Devon PL19 0AU, to arrive by the closing date **(please ensure your envelope is marked 'Private & Confidential')**.

## 3. Completion of the Application Form

The application has two parts to it, A and B. **Part A** asks for personal information such as name, address, referees which is completely confidential. **Part B** asks you to tell us about relevant experience and this is the important information which we will look at when deciding whether to select you for the next stage.

The basic duties and requirements of the job are set out in the Role Profile, and it explains what you are expected to do in the job. Please check before starting to complete your application that you have a Role Profile. It will be very difficult for you to complete your application form properly without this important document, as you will not be able to give us details of your relevant experience which we need to see whether to take you forward for interview.

The Person Specification outlines the skills and experience the successful applicant will have.

Remember to sign the form in all the relevant places to declare that the information you have provided is correct. If you submit your application form electronically, you will be asked to sign your form at a later date.

If you are selected for interview, we will write to you with all the details and explain what you need to bring to your interview. As well as any essential certificates, please note you will also have to bring certain documents such as proof of National Insurance Number, birth certificate and/or passport etc which confirms your identity and your eligibility to work in the UK.

**Completing the form -Section A**

**Personal details and references**

Enter your personal details fully and clearly so that we may contact you about your application.

All job offers are made subject to the receipt of two satisfactory references, one of which must be your current employer. If your current employment does not cover a period of two years, you will need to give additional information to ensure the last two years' employment has been covered. You may submit a testimonial, but you will still be required to supply a current referee for us to contact independently on our own forms.

If you are not employed or are unable to provide an employment reference please give the name of someone you have known in a professional capacity, or in connection with any voluntary work. We do not accept references from members of your immediate or extended family. Please state each referee's relationship to you (current employer, previous employer etc).

**Additional information required**

You must declare if you are related to any Officer or Member of the Council. This includes declaring if you are the wife, husband, common law partner, parent, grandparent, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Councillor or employee.

If you have been dismissed from any previous employment, we need as many details as you can provide and we are required to follow this up with the relevant employer concerned.

If you have previously received a redundancy payment from any Council, let us know as this might affect your employment eligibility.

The selection process of applicants is measured on each individual's own merits and abilities.

Under the Disability Discrimination Act 1995 employers have a duty to make reasonable adjustments where, compared to a non-disabled person, a disabled person is substantially disadvantaged by either the working arrangements (which include the recruitment process) or the working environment.

If you have a disability, please let us know in this section of the form so that we can make suitable arrangements throughout the selection process including if you are called for interview and/or work-based exercise / test.

**Disability**

You are asked if you consider you qualify for protection under the Disability Discrimination Act (DDA) (1995).

A person has a disability under the DDA if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities, or if they have a history of such a disability. Included in this definition are the following:

- Physical impairments
- Mental impairments relating to mental functioning, including learning difficulties and mental health issues which are either clinically well recognised or which can be substantiated by a medical practitioner.
- Sensory impairments such as a hearing and/or visual impairment (which is not correctable by glasses or similar visual aids)
- Severe disfigurement
- Progressive conditions such as cancer, Multiple Sclerosis, Muscular Dystrophy or HIV infection
- People who have had an impairment (covered by the Act) in the past but have since recovered

An impairment has a substantial effect if it affects mobility, manual dexterity, physical co-ordination, continence, ability to lift or otherwise move everyday objects, speech, hearing, eyesight (excluding those who wear glasses / contact lenses), memory and/or ability to concentrate, learn or understand.

Long-term means has lasted, or is likely to last for at least 12 months, or for the rest of the life of a person.

Examples of reasonable adjustments are: making adjustments to the premises; allocation of work; being flexible about working hours; providing training; using modified equipment; making instructions and manuals more accessible; using a reader or interpreter; and appropriate supervision. There are no prescribed rules as to what adjustments can and cannot be made as individuals' circumstances can vary so much. However, the Council is open to considering all requests for reasonable adjustments.

If you require a reasonable adjustment, a member of our team will contact you to discuss the requirements you have requested.

**Completing the form - Section B**

**Section B** only is sent to the people involved in making the decisions as to whether to select for interview. Please answer all questions unless the form indicates that a question does not apply to you.

**Supplementary information:**

**Driving Licence / Access to Transport**

Please complete this section.

**Working Time Regulations**

We need to know whether you work for any other organisations, as we are required to fulfil our duty of care to all our employees under the Working Time Regulations 1998.

**Key duties and responsibilities**

Under this heading, briefly outline your main duties in your current or most recent job.

**Employment history**

Details of your current employment should not be included here. Start by giving us the details of the job prior to your current job and then add the details of all your jobs working backwards, so that your first job is at the bottom of the list. **All gaps in employment must be explained,** for example, if you took a break from work, for whatever reason, please explain the circumstances.

You can attach an additional sheet if you wish.

**Educational qualifications obtained**

Please list all your educational and professional qualifications and examinations (with results) which you believe to be relevant. The Person Specification/Job Description will say which qualifications are essential to the post that you are applying for. Wherever possible, please try to add what your qualifications may be equivalent to e.g. a CSE Grade 1 is the equivalent to a GCSE Grade C.

If you have qualifications which are not required for the job, you do not have to include them on your application if you do not wish to do so. You may continue on a separate sheet if necessary.

You do not need to complete the final column as this will be completed by us when we check your qualifications and if necessary, we will contact the awarding body who issued you with the qualification.

**Other training and development**

You may have gained professional knowledge, skills and abilities by undertaking further training and / or personal development courses or kept your skills up to date in other ways. Please use this section to let us know. We will take full note of any education or qualifications gained overseas or as part of an employment training scheme.

**Membership of professional bodies**

If membership of a particular professional body is required or expected in connection with the job which you are applying for, you will be asked to bring your relevant membership documents to your interview.

**Reasons for applying for this job**

This is a very important part of your application and is your opportunity to explain why you believe that your experience, skills and personal qualities makes you a suitable candidate for the job. You may want to consider drafting this before you actually enter your chosen information into this section. Consider this section of the application form, as your best opportunity to sell yourself and present your experience, character and abilities in the best light.

Firstly, we would advise you to examine the Job Description and think about how your skills, knowledge and experience match the requirements of the job.

Secondly, think about how the person reading this section will judge whether you are a suitable candidate. Does the information which you have written clearly tell the reader that not only do you want the job but that you could do the job well?

Look at each of the requirements listed on the Job Description and show how your knowledge, skills, abilities and experience gained from paid or unpaid work, domestic responsibilities, education, leisure interests or voluntary work match the requirements identified and give specific examples of things you have done which demonstrate your abilities.

Remember that unpaid work or work at home can be just as valuable and valid as being in a paid job. You may have transferable skills which can be applied to the post, for example if the person specification says 'able to organise self and others to complete projects within deadlines' you should do more than say 'I am a very organised person and can work to deadlines'. You should give an example, by describing something that you have done which proves that you can do it, e.g. 'I organised a fund-raising event for the local playgroup within three months and with a group of five helpers', or give details of a work-related experience. If we have stated it is essential that you have worked on Excel spreadsheets, explain in what context you have used them.

**Declaration**

Please make sure that you have signed and dated the application form to confirm that your details are correct and complete. If you email your application to us, you will see that we have asked you to tick the box to confirm your information is correct and if you are shortlisted, you will be asked to sign your form at your interview. Please note that applicants who conceal or misrepresent relevant information at any stage will be disqualified from appointment, or if appointed, may be dismissed without notice.

**Data protection**

In accordance with the General Data Protection Regulation 2018 (GDPR) all information given on the application form will only be used to determine an applicant's suitability for the post and will be kept only for those purposes.

**Finally …**

Due to the high volume of applications received for posts, it is not always possible for us to respond to every unsuccessful applicant. Therefore, if you do not hear from us within four weeks of the closing date, this will mean that you have not been successful on this occasion. We would however, actively encourage you to apply for any other vacancies that you may believe are suitable.

We thank you for the interest you have shown in working with Tavistock Town Council and wish you the very best with your application.