

## **Guidance on Completing the Application Form**

You must complete all the parts of the application form. If you have insufficient space, please continue on no more than two continuation sheets, marking them clearly with your name and the vacancy it relates to and attach them securely to your application form (or send as an attachment for on-line applications).

Please type or write your application in capitals and in black ink so that it can be photocopied for the selection panel.

Read the instructions on the application form carefully before attempting to complete it.

The job description will outline the duties of the post and the person specification tells you the minimum knowledge, skills and experience we require. Show clearly how your knowledge, skills and experience are relevant to the requirements of the post.

Only those candidates that meet the essential criteria stated on the person specification will be considered.

Where you believe you have the necessary knowledge, skills and experience you should give examples of these if possible.

Relevant skills may have been gained other than through paid employment, so consider also any private, social, leisure, voluntary and domestic responsibilities you have where relevant skills have been developed.

North Yorkshire County Council is a disability symbol user and as such will guarantee an interview to a disabled applicant who meets the minimum criteria for a job. If you consider yourself to have a disability, then please indicate this in the relevant section of the application form. Within the Disability Discrimination Act 1995, the definition of disability is:

A person has a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse affect on his/her ability to carry out normal day-to-day activities.

North Yorkshire County Council supports the New Deal initiative and as such will guarantee an interview to a New Deal applicant who meets the minimum criteria for a job. If you are applying under the New Deal initiative, please indicate this in the relevant section of the application form and include a photocopy of your marketing voucher showing the name, telephone number and address of your New Deal Adviser (this policy will not necessarily be applicable to posts in schools and colleges).

Check the closing date and allow time for your application to reach us.

We suggest you keep a copy of your completed application form.

References will be required before an offer is confirmed. You must ensure that referees know that you have applied for a post and they may be contacted. The referees of shortlisted candidates will normally be contacted prior to the interview unless you state otherwise on the application form.

For reasons of economy, it is not our practice to inform applicants that they have been unsuccessful. If you have not heard from us within 4 weeks after the closing date of the advertisement, you may assume that your application has been unsuccessful.

### **Shortlisting**

When shortlisting we will be looking for evidence that you have the knowledge, skills and experience to do the job as detailed in the job description and person specification. These documents provide the essential criteria against which your application will be assessed.

You will only be asked to attend the interview, if, at the time of shortlisting, you clearly show that, in competition with the other applicants, you satisfy the requirements set out in the job description and person specification.

The certificates and diplomas relevant to the post for which you have applied should be produced at the interview.

### **Canvassing**

You must not try to influence an elected Council Member, or any Council employee, or if you are applying to a school, a member of the school governing body, to act in your favour, as this will disqualify you. If you are related to a Councillor, a Council employee or a Governor you must indicate this in the relevant section of the application form.

### **Equal Opportunities Monitoring**

North Yorkshire County Council is committed to working towards the provision of equal opportunities in employment and accordingly wishes to ensure that no applicant is treated less favourably on unjustifiable grounds.

To assist North Yorkshire County Council in the monitoring of its performance in relation to equal opportunities you are requested to complete the enclosed questionnaire so that meaningful statistics may be gathered. Completion of each section would be greatly appreciated.

The ethnic categories listed on the form are those recommended for monitoring purposes by the Commission for Racial Equality.

The questionnaire is for statistical purposes only. Upon receipt it will be separated from the application form and will not be made available to those responsible for selection decisions.

### **Spent Convictions**

It is necessary to provide information about any previous unspent convictions. If, however, those criminal convictions are spent these need not be endorsed, unless the post for which you are applying involves access to children and young adults under the age of eighteen years or vulnerable adults. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the Authority. Any information given will be completely confidential and will be considered only in relation to this application. A criminal conviction does not necessarily preclude consideration for employment.

**PLEASE NOTE THAT THE RECRUITMENT POLICIES MAY VARY FOR  
SCHOOLS AND COLLEGES – ALWAYS REFER TO THE ADVERT AND  
INFORMATION PACK FOR SPECIFIC INFORMATION**