GUIDANCE NOTES

Ribble Valley Borough Council
www.ribblevalley.gov.uk

Thank you for your interest in working with us.
The following notes will help you when completing your application form

Ribble Valley Borough Council receives a large number of applications for each vacancy. Unfortunately, we are not always able to acknowledge receipt of applications or let you know if you have been unsuccessful. If you have not received an invitation to interview within 4 weeks of the closing date, then please assume that your application was unsuccessful.

Before beginning your application, carefully read through the job description and person specification for the vacancy. It is also useful to have them to hand whilst you complete your application form as a reminder of the points and criteria you need to meet.

Job Description – This gives you details about the job. It lists all the main duties and responsibilities which the post holder will be required to do.

Person Specification – This informs you what qualifications, skills, knowledge and experience a person must have to be able to do the job. These are listed as essential and desirable criteria. In order to be invited for the interview you must be able to show that you meet all essential and, ideally, all the desirable criteria.

Helpful Hints!

- We decide who to invite based on the information you provide on your application form. Please make sure you give evidence or examples of how you meet all of the essential criteria for the job, (essential criteria can be found on the person specification). If you do not show how you meet the essential criteria, you will not be shortlisted for an interview.
- Please make sure the information you provide is honest and accurate.
- Check through your application for any spelling or grammatical errors before you submit it.
- Please submit your application form before the closing date, applications received after the closing date will not be considered.

We look forward to receiving your application.

Application Form

Current and Previous Employment

This section covers your work history, present and past. Please provide explanations for any gaps in your employment history, i.e. unemployment, training, career break, etc. If you have left school, college or a training programme and have not yet had a full-time or permanent job, please give details of any other employment you may have had, such as work experience gained, holiday work and voluntary work.

Education, Qualifications and Training

Please list all schools, colleges or universities you have attended and what qualifications you gained. If you are currently studying for a qualification, please also include details of this.

Please specify the full title of the qualification and not abbreviations. You should also include training that you have acquired as part of an employment/training scheme or from activities undertaken outside of work if relevant.

Supporting Information

This is the most important part of your application form, and an opportunity to tell us why you are the right person for the job. Refer to the person specification when completing this section.

In your supporting information, please give evidence or examples of how your skills, knowledge and experience meet each of the essential criteria points described in the person specification. You are unlikely to be shortlisted if you don't show how you meet all these points.

Include relevant aspects and achievements in your career history rather than repeating it all. Aim to be concise.

You can refer to work experience gained from employment initiatives and/or draw upon your skills, knowledge and experience gained from other aspects of your life such as community or voluntary work, leisure, school or other responsibilities such as bringing up a family.

If you meet any of the desirable criteria points, please also demonstrate this in your supporting information.

References

We require a minimum of 2 references from you, and these need to cover the last 3 years of your employment history.

- One of your references will be your current employer, (or your last employer if you aren't currently working).
- If you are a school or college leaver, you can use a teacher or lecturer who knows you well for a reference.
- References from relatives and partners are not accepted.
- Please ensure you provide an email address for your referees, where possible and say how this person knows you.

Immigration, Asylum and Nationality Act 2006

In order to meet the requirements of the Immigration, Asylum and Nationality Act 2006, all successful applicants will be required to produce proof of identify and eligibility to work in the UK.

Additional Information

Once a job offer is made, we may carry out some additional checks including:

- Criminal Records Check from the Disclosure and Barring Service (DBS)
- Proof of qualifications
- Proof of eligibility to work in the UK

Equal Opportunities

Ribble Valley Borough Council is an equal opportunities employer.

The Council will ensure that the selection, training and promotion of employees is based solely on the criteria of merit and ability. No job applicant, or employee, will receive less favourable treatment on grounds of sex, race, age, gender reassignment, sexual orientation, religion or belief, pregnancy and maternity, marriage and civil partnership or, subject to the physical requirements of the post, disability.

Applicants are asked to complete the Equal Opportunities Monitoring Form. Although completion of the form is voluntary, the information provided is essential to enable the council to see the make-up of the candidates that are attracted to its posts and to inform future policy. The form is separated from your application on receipt and the information plays no part in the selection process. Your assistance in providing the information is very much appreciated.

Disabled Applicants

If you consider yourself to have a physical or mental impairment which has a substantial and adverse effect on your ability to carry out normal day-to-day activities, and fulfil all of the essential criteria of the vacancy then you will be guaranteed an interview.

This information is to help you to complete the job application form, in order that our shortlisting panels can select the most suitable candidates for interview. If you need any further help, or have a query regarding the post that you are applying for, please contact **HR@ribblevalley.gov.uk or our HR Section on 01200 414559.**

Finally, the council would like to wish you good luck with your application