

Applying and interviewing for a job with Wigan Council



Where to find an apprenticeship or trainee role with Wigan Council

Wigan Council jobs are advertised on Greater.Jobs. You can create an online account and set up job email alerts to let you know when new vacancies have been advertised.

www.greater.jobs/towns-organisations/wigan

Before you apply

- You can find contact details for the recruiting manager on the vacancy advert. It's good to get in touch if you have questions and to find out more, this will make it easier to apply.
- Read the advert and job specification carefully.
- Double check the closing date.

Applying for an apprenticeship or trainee role

- Make sure you follow the application instructions.
- Complete the application form in as much detail as possible, including your employment history, education and referee details are up to date. If you do not provide all the required information, it can reduce your chances of being shortlisted.
- Use an email address and phone number that you have access to for your application form, otherwise you might miss important applications updates.

Completing the Application Form

In the application form, you may be asked questions or need to complete a skills and knowledge written statement. In this section, it's important to demonstrate your skills and knowledge. Go through the **'In this job you will need'** section of the job specification and try to provide examples for each essential requirement.

Essential requirement	This example needs more detail	This example is the right level of detail
Assist with the preparation of documents such as letters, reports, spreadsheets using various software packages including Excel and PowerPoint.	I can use software packages, including; <ul style="list-style-type: none">• Microsoft• Social Media• Email	During my time at college, I have developed excellent IT skills. I have frequently used social media platforms and Microsoft software packages. On my BTEC course, I learned how to write letters and reports, and accurately create and update a spreadsheet. I also produced a variety of PowerPoint presentations with animations and notes, which helped me to pass my qualification. Although I haven't used databases before, I would be eager to learn how to complete this process and develop new skills.

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Top application tips

- Be concise, keep sentences short and to the point.
- It's okay to make mistakes but double check your spelling and grammar.
- Be specific about the job you are applying for, don't just copy and paste a previous application.
- Avoid using jargon, abbreviations or text speak. Don't use words or phrases you wouldn't normally use; your application needs to reflect who you are.
- If you need help with your application, ask someone you trust to check it for you.

Providing a CV and Cover Letter

You may be asked to upload a CV and cover letter to your application.

- A CV is a profile about you, your education and experience, and is your chance to promote yourself.
- A cover letter is usually 3-5 paragraphs and introduces you to an employer and asks them to think about your application.

For guidance on how to write a CV or cover letter, visit the National Careers Service website and follow their step-by-step instructions;

CV - www.nationalcareers.service.gov.uk/careers-advice/cv-sections

Cover Letter - www.nationalcareers.service.gov.uk/careers-advice/covering-letter

The Wigan behaviours are important to us – try to include some examples which tell us how you demonstrate being positive, accountable, courageous, and kind.

Be Positive

Be Accountable

Be Courageous

Be Kind

Before your interview

- Make sure you check your emails and look out for phone calls - you may be invited to an interview by the recruiting manager via phone or email, or you may get an email through the online application system. Follow the instructions to confirm or select your interview time.
- You might be asked to come to a two-stage interview with other applicants. Don't worry about this, it will give you a good overview of the job and what it's like to work for us.
- Check the location of the interview and where you will report to. Think about travel/parking and give yourself plenty of time. Take the recruiting manager's contact number in case of delays.
- Think about how you will present yourself – wear something smart.
- Find out what the interview will involve – questions? test? presentation?
- If you have a disability or require adjustments, you can ask about this before the interview.

Find out more about **#TeamWigan** at www.wigan.gov.uk or follow us **@WiganCouncil**

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Preparing for interview

Re-read your application and write down the key things you want to tell the interviewers. You can't prepare for every question, but all recruiting managers will want to know similar things. Try making some notes on the following example questions;

- Can you tell us about yourself?
- Why do you want the role (what interests or excites you)?
- What skills, knowledge and experience can you bring to the job?
- Are there any skills you need to develop for this job?
- What are your biggest achievements?
- Can you give me an example of when you've dealt with a difficult work situation?
- Can you give examples that demonstrate the BeWigan Behaviours?
- You may be asked 'Tell us about a time when...'. For this kind of question, have plenty of relevant examples to the job. The job specification will help you prepare for this.

During your interview

- It can help to bring notes and use them as prompts, just ask the interviewer if it's okay.
- If you didn't catch the question, it's okay to ask for the question to be repeated.
- If invited to ask your own questions, don't ask for information that has already been explained or provided. Try to ask questions that really matter, not for the sake of it. Avoid asking about holidays or salary – you can discuss these if you are offered the job.
- The most important bit – be yourself.

After the interview

If you do not get offered the job. Don't worry, interviews can be competitive. Ask for feedback from the interview panel, it can really help next time around.

Advice and Support

Career advice – www.wigan.gov.uk

National Careers Service – nationalcareers.service.gov.uk

Working for Wigan Council – www.greater.jobs/content/8762/working-for-wigan-council

Get support from the Aspiring Futures team – aspiring.futures@wigan.gov.uk

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Notes