Guidance Notes
for Applicants

CYNGOR
Sir y Fflint
Flintshire
COUNTY COUNCIL

Guidance Notes for Applicants

How to complete the application form

Whether or not you are shortlisted for an interview is entirely based on the information you provide in your application. This guidance is designed to help you complete an application form to the best of your ability.

It may be useful to prepare some information before you start to complete the form, such as dates of previous employment, qualifications and evidence of why you meet the job criteria.

Before you fill in the application form

Read these documents:

- Job Description: provides information about the job purpose and lists the main duties (Principal Accountabilities) and responsibilities of the post.
- Person Specification: every vacancy advertised has a person specification, which outlines the knowledge, experience and skills we are looking for.

Employment information

Provide your complete employment history and include training placements, temporary unpaid or voluntary work experience.
Once you have completed the details for one period of employment, click 'Add another' until you have added all your periods of employment.
Your employment history will automatically be date ordered and you can edit the information as many times as you need to.

Qualifications and memberships

Give details of secondary schools, further education and training establishments you have attended. You should always list any qualifications that are relevant to the position applied for. List the examinations you have passed and any courses attended that are relevant to the post applied for, including awards. If successful you will be asked to provide proof of any qualifications, training or memberships that are essential to the post.

Supporting statement

This is the most important part of the application form. Before completing this section look again at the job description and person specification and particularly at the essential criteria required for the post. Relate your skills and experiences to the requirements of the job and give specific examples as evidence. Take into account any paid or unpaid work you have done or are doing. Include any relevant experience including skills acquired in your personal life.

This is your opportunity to explain why you are the best person for the job. The shortlisting panel will only shortlist candidates who meet the all of the essential criteria as outlined in the Person Specification. Use this field torelate your skills, experience, personal qualities and any training you have received to the requirements of the job which are contained in the job description and person specification.

References

Provide the names of at least two people who can be approached for references in respect of your application.

The first should be from your last employer (or headteacher if a school leaver).

Additional information

In this section you will need to state if you have any criminal convictions, are related to any Flintshire County Council employees or require a permit to work in the UK.

Guaranteed Interview Scheme

The Council welcomes applications under the Positive About Disabled People Scheme and will guarantee an interview to those with disabilities if they satisfy the minimum essential criteria for the post.

Recruitment monitoring information

The information you provide on this area will be used by the council solely to monitor the implementation of its Equal Opportunities and related employment policies in accordance with the Data Protection Act (1998).

It will NOT be used for any other purposes nor disclosed to any other organisations except in pursuance of our statutory obligations.

This information will NOT be provided to the hiring manager or short-listing panel.

Next steps

If you have applied online please ensure that you check the email address you have provided on a regular basis to make sure you do not miss any information.

If your application is short-listed you will receive an email inviting you to attend an interview.

The email will detail what is required of you at the interview and provide information about the date, time and location.

We will also notify you if your application was not short-listed for interview.

If you have any queries relating to your application or the recruitment process please contact our Employment Services team on 01352 702060.