

## Guidance Notes

You are advised to read the following notes carefully as, unless other pre-selection techniques are used, the decision to shortlist you for interview will be based solely on the information you provide in the Application Form. This advice is designed to help you complete the Application Form as thoroughly as possible.

When completed, read through your Application Form, checking for errors or gaps. Check the closing date and make sure your application is sent in plenty of time because late applications will only be considered in exceptional circumstances. The forms should be returned to the e-mail or address on the advertisement/Application Form.

### HOW WILL YOU KNOW WHAT WE ARE LOOKING FOR?

The job advertisement describes the skills, experience and qualifications we are looking for, and this forms the basis against which you will be assessed. The person specification will be enclosed with your Application Form, to show the main duties, responsibilities and personal attributes of the post. You should read them carefully and try to identify the key words and phrases.

### DO YOU HAVE WHAT WE ARE LOOKING FOR?

From the information in the advertisement and person specification, work out if you have the skills, knowledge and experience we are seeking. If not, show how you have used them in the past. Do not forget that skills can be transferable. The tasks you perform may not be the same as those in the job you are applying for, but the skills you use to carry out those tasks may be the same.

Remember that the skills and experiences you have gained outside paid work, for example, from domestic responsibilities, unpaid or voluntary work or organising social or community activities can demonstrate skills you have taken for granted which could be a clear sign of your ability to do a job.

### ASYLUM AND IMMIGRATION ACT 1996

The successful applicant will be required to provide one original document, which proves their entitlement to work in the UK, e.g. P45 or P60 before an offer of appointment is made. A full list of suitable documents for this purpose will be issued to the successful applicant.

### CRIMINAL RECORDS CHECKS

Disclosure is a service being provided by the Disclosure and Barring Service (DBS). Its primary purpose is to help employers and voluntary organisations make safer recruitment decisions. The DBS will help identify prospective candidates who may be unsuitable for certain work, especially that involving contact with children or other vulnerable members of society. The service issues information regarding criminal records and other relevant information held by the police and by government departments. Jobs which require these checks will clearly state that requirement in the advertisement/interview.

Certain jobs are exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions) Amendment Order 1986. If you are applying for one of these jobs you will be required to declare any cautions or convictions that you may have, even if they would be regarded as "spent". Information about this will be sent separately, where applicable.

### DATA PROTECTION

West Yorkshire Joint Services (WYJS) is collecting data in order to process your application under its Recruitment and Selection Policy and will use it for any subsequent employment purposes.

On occasions, West Yorkshire Joint Services will have to contact third parties to verify information you have provided and other facts relating to you and your application.

West Yorkshire Joint Services needs to protect the public funds it handles so we may use the information you provide on your Application Form to prevent and detect fraud. We may also share this information, for the same purpose, with other organisations that handle public funds.

Should you be unsuccessful with your application the WYJS will destroy your application after six months of its submission.

### RECRUITMENT MONITORING

West Yorkshire Joint Services (WYJS) is committed to promoting equality, inclusiveness and social justice for all customers and staff. We will work positively to achieve this by challenging all forms of discrimination, exclusion and injustice.

WYJS values the rich social and cultural diversity of the district's communities. We will make sure that our workforce and our services reflect that diversity and community needs.

To assist WYJS to monitor and evaluate its effectiveness in relation to equal opportunities, and for no other reason, applicants are requested to complete and return the Recruitment Monitoring Form. The details supplied are held in confidence and are not used in any way in the recruitment and selection process.

### SMOKING POLICY

West Yorkshire Joint Services complies with the Smoke-free (Premises and Enforcement) Regulations, December 2006, and smoking is not permitted in any of the West Yorkshire Joint Services premises or vehicles.

## The Application Form

### 1. Information

Information you provide in the Application Form will be treated as confidential.

### 2. Completion of the Form

The form should be filled in as completely and clearly as possible, in black ink or typed (where applicable). If you have a disability that prevents you from completing the Application Form, you may have someone complete it on your behalf. If you need to attach additional sheets to support your application or to provide additional information, please quote your name and job reference at the top right hand corner of the Application Form.

**Read each section of the Application Form carefully.**

### 3. Canvassing

Direct or indirect canvassing of Councillors or senior employees of WYJS or Relevant Local Authorities by, or on behalf of yourself, is strictly forbidden and will invalidate your application

### 4. Medical History

All appointments are subject to the successful completion of a medical screening process. A health problem does not preclude a person from full consideration for the job. Information relating to the health of an individual is sensitive personal data and is subject to strict controls under the Data Protection Act, 1998.

### 5. References

We need a reference from your present or most recent employer. If you have never been employed or have been out of paid work for a long time, you should give the name of a responsible person who knows you well but is not a relative. Referees will be sent a copy of the job specification.

### 6. Education and Training

The 'Qualifications' section gives you an opportunity to list any examinations or certificates you have gained or are currently taking. For some jobs, qualifications are essential, but not all jobs require formal qualifications – the advertisement and person specification should tell you whether qualifications are required. Original certificates will be checked upon appointment.

### 7. Employment History

Please provide full details of your current (or last) employment and highlight any achievements in this post. Where the information relates to your previous employment, please provide your reasons for leaving.

Please provide a continuous record of all experience, paid, or unpaid, including, for example, voluntary work, positions of responsibility or any other experience you consider relevant. If not full-time indicate the hours worked per week. Please explain any break in your work experience.

### 8. Application of Acquired Knowledge, Experience and Skill

This section is probably the most difficult of the Application Form to complete; however, it is very important. This is where you match your skills, knowledge, experience and personal qualities to the person specification and advert. Ask yourself why you are interested in the position, for example would it be promotion or alternatively a good career move sideways to broaden your experience?

### 9. Additional Information to Support Application

Your opportunity to tell us about you and your achievements. This need not be work related. For example you may be involved in voluntary activities or have hobbies that demonstrate your ability to fulfil the person specification.

### 10. Job Sharing

West Yorkshire Joint Services supports job sharing as a means of creating job opportunities, offering more flexible working arrangements and as a means of retaining experienced and trained staff. Most jobs within the Service are available for job sharing and you can request a copy of the Job Sharing Scheme from the Human Resources Section.

Applications from single job share applicants will be accepted and treated in the same way as full-time applicants. Where a single job share applicant is regarded as being the most suitable applicant for a job, they will be offered the position.

### 11. When Completing the Form

Applicants will be able to download an application form from the West Yorkshire Joint Services website. Paper copies will be posted out at an applicant's request. Some adjusting of data cell borders may be required to include all information. When entering an answer in a Yes/No box, simply click once on the relevant box. **PLEASE DO NOT ALTER THE APPLICATION FORM IN ANY OTHER WAY. ALTERATIONS MAY LEAD TO DISQUALIFICATION**