

## GUIDANCE NOTES

**PLEASE READ THE FOLLOWING GUIDANCE NOTES TO HELP YOU COMPLETE YOUR APPLICATION FORM.**

**PLEASE NOTE:** sending a CV is not an acceptable substitute for completing the application form. Large print and audio formats are available upon request. For HTML or Word versions of the documents or for more information about the services we provide, visit Northumberland County Council's website at [www.northumberland.gov.uk](http://www.northumberland.gov.uk) and select Jobs and Careers.

### **1. EXAMINE THE INFORMATION PACK**

It should contain a job description, a person specification, an application form, Equality in Employment Policy, and for Children's Residential or Field Child Care Social Worker posts, an addendum to the application form, and these guidance notes. Hopefully, this pack will help you decide whether or not to apply, and how to make your application as effective as possible.

### **2. LOOK AT THE PERSON SPECIFICATION**

This states the skills, qualifications, knowledge and experience that are required to do the job. When shortlisting takes place, your application form will be compared against the person specification.

### **3. ANALYSE YOUR EXPERIENCE**

What evidence can you offer to demonstrate that you possess the skills, qualifications, knowledge and experience necessary to do the job for which you are applying? Describe this experience on the application form. It may be appropriate to include relevant skills and experience outside of work e.g. domestic responsibilities, trade union, or social activities.

### **4. FILL IN YOUR APPLICATION FORM AND ADDENDUM TO APPLICATION FORM IF APPLYING FOR A RESIDENTIAL CHILD CARE POST OR A FIELD CHILD CARE SOCIAL WORK POST**

If you are applying on line, you may save your application at any stage and come back to it later. If you are downloading an application form, you may first wish to do a rough draft then check for mistakes. If you have insufficient space, continue on a separate sheet. Ensure that you have provided sufficient evidence that you can do the job for which you are applying. Remember to sign and date your application form before returning it by the specified closing date.

### **5. REFERENCES**

Give the names and addresses of two people who are prepared to give a reference on your behalf. One of these **MUST** be your current or, if you are out of work, your last employer. References from friends or purely social acquaintances are unacceptable. You must ensure that referees are available to give references, so bear in mind school, college, bank or annual holidays. Please note that requests not to contact a referee prior to interview may be over-ruled where Safeguarding rules apply.

### **6. RECRUITMENT MONITORING SHEET**

The County Council is under a legal duty to monitor the recruitment process in terms of equal opportunities. The successful candidate will be asked to complete a form when they are offered the post. While completion of the form is not mandatory the County Council would welcome your cooperation. Monitoring information forms part of the annual performance indicators that help the people of Northumberland decide how well the County Council is performing.

### **7. JOB SHARE**

Job sharing is a form of working whereby two or more people share the hours of one full-time post and receive a wage or other benefits pro-rata to the hours worked. The purpose of job sharing is to open up employment opportunities at every level within the Authority. In general, posts involving a working week of 32 hours or more can be job-shared.

If you wish to be considered for a post on a job-share basis you should indicate this on the application form. Further details of the job share scheme will be sent to short-listed candidates.

## **8. CRIMINAL RECORDS**

A letter X in the vacancy number indicates that the post for which you are applying is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the job information pack sent to you with this application form will contain more information. For these posts applicants will be required to disclose any 'spent' convictions and any offer of appointment is conditional upon the County Council obtaining an acceptable Criminal Records disclosure in respect of that document.

## **9. RESPONSE TO YOUR APPLICATION**

If you are not contacted within six weeks of the closing date for applications, you may assume that you have not been selected for interview on this occasion. If however, you wish to have formal acknowledgement that your application form has been received would you please enclose a stamped addressed envelope when returning your application form.