

Application form guidance notes

Introduction

Thank you for your interest in applying for a position with the North East Combined Authority (North East CA). To assist you in completing your application effectively we have provided the following guidance. This document outlines the steps to complete each section of the application form, offers tips for presenting your information clearly, and highlights the important details you should include.

If you need any help to complete this form, please contact the HR Service email address stated in the job advert, or telephone the Recruitment Team via email at RecruitmentNEMCA@durham.gov.uk.

Please read this information before completing the Application Form

General Points

Read Carefully: Before starting, thoroughly read the job description and person specification. Ensure you understand the role requirements and how your skills and experience match.

Accuracy: Complete all sections of the form accurately and honestly. Any false information may disqualify you from the application process.

Clarity: Use clear, concise language. Avoid jargon and acronyms unless they are widely understood in your field.

Please check that the form is for the correct post and take note of the closing date. If you are unable to complete the application form before the closing date, for example, due to requiring the form in a large print, then contact the Recruitment team via email at RecruitmentNEMCA@durham.gov.uk.

Please ensure that you include as much relevant information as possible on the application form. CVs will not be considered for short-listing purposes. If little or no information is provided on the application form it will be impossible for the Recruitment Panel to assess your suitability and therefore progression to the short-list for interview will be unlikely.

If you do not have enough space on the form at any point you may continue on separate sheets of paper, however, personal details, for example a name, should not be included on any supplementary sheets.

Section-by-Section Guidance

Personal Details

This section of the application form asks for some basic details about you and will be detached before the selection process begins.

Details of your surname, forename, title and address and telephone numbers (mobile and work if convenient) are required together with an email address.

If the post is open to job share, please indicate if you wish to apply in a job share capacity.

Indicate whether you consider yourself to be a person with a disability. This may include a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities. Longstanding means that it has lasted, or is likely to last, for over a year. If you answer yes, please detail any specific requirements to assist us with an interview so that the necessary arrangements can be made.

Indicate whether you are serving/have served in the regular armed forces and meet the following criteria:

- You are currently serving in the regular armed forces and are within 12 weeks of your discharge date; and
- You meet the essential criteria for the advertised post or alternatively
- The regular armed forces was your last long-term employer and no more than 3 years has elapsed since you left the regular armed forces; and
- You meet the essential criteria for the advertised post.

Equal Opportunities

Please complete this section to enable us to monitor our recruitment process in relation to our Equal Opportunities Policy. The information you provide will be treated with the utmost confidence and will be used only for statistical purposes to ensure that all candidates are treated fairly. This part of the application form will be detached before the selection process begins.

Declarations

When completing the Important Information Box about Criminal Convictions please note that the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

When completing the Declaration box:

You are required to state in writing whether to the best of your belief you are the parent, grandparent, partner, child, step-child, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Councillor or Officer (any employee) of the North East CA or a partner of such persons. Canvassing of Members directly or indirectly for any appointment with the Authority shall disqualify the candidate for that appointment.

After reading the guidance notes including the information regarding Criminal Convictions you need to sign and date the Declaration to declare that the information you have given on the Application Form is true in all respects.

‘Right to Work in the UK’

The Asylum and Immigration Act of 1996 requires employers to ensure that anyone who is taken on as an employee has the ‘Right to Work in the UK’. The successful candidate will be asked to provide documentary proof of their ‘Right to Work in the UK’.

Education and Qualifications

Academic Qualifications: List your qualifications in reverse chronological order, starting with the most recent. Include the institution name, dates attended and qualifications obtained.

Professional Qualifications: Include any relevant professional qualifications, certificates, and memberships.

Employment Details

Please provide details of your present post as requested. Please ensure you give us your current salary.

Full Employment History

Please provide details of the previous posts you have held, with the most recent first. Please provide reasons for any gaps in your employment history.

Person Specification – Skills and Experience

Please use this section to demonstrate that you have the essential, and where applicable, desirable experience, skills and knowledge as stated on the person specification of the post for which you are applying.

Highlight key skills that are pertinent to the job. Use examples to demonstrate your proficiency. Also provide specific examples of how your experience matches the job requirements. Focus on achievements and outcomes.

Referees

References will only be requested for the successful candidate, but you must note that your appointment will be subject to satisfactory references.

For positions in contact with children and vulnerable adults, every effort will be made to obtain all necessary references from any or previous employers prior to interview on all short-listed candidates, including internal ones, before interview, so that any issues of concern they raise can be explored further with the referee and taken up at interview.

The job advert and the application form will state that the North East CA reserves the right to seek references prior to interview and this may include references from your current or most recent employing local authority. All references will be verified by the North East CA with the referee to ensure authenticity.

Give name, job title, and relationship to referee and address of two people, who must know you well to whom a reference may be made.

Referee 1 should be your present (or most recent) employer, or if you are a recent school leaver, should be the Head Teacher of your last school.

Please Note:

- Next of kin or immediate relatives should not be named as referees.
- Canvassing of Members directly or indirectly for any appointment with the Authority shall disqualify the candidate for that appointment.

Please note appointment will only be confirmed subject to satisfactory references.

Additional Information

This section is for you to provide any additional skills information about yourself not already covered by the other sections, which you feel is relevant to the post. This may include any particular skills and qualities which will help us to assess your suitability. The skills and qualities you include may be from work, on work experience or in a voluntary or other setting. Please use continuation sheets if necessary.

Please remember that only candidates who fulfil the requirements on the person specification will be considered for the vacancy. Have you checked that you match these requirements and told us how you match them (including providing real examples to demonstrate how you meet the criteria we have asked for)?

Final Checks

Proofreading: Review your completed form for spelling and grammar errors.

Completeness: Ensure all sections are fully completed. Incomplete forms may not be considered.

Submission

Deadline: Submit your application by the specified deadline.

Method: Follow the instructions on how to submit your application.

Complaints

The aim of the recruitment and selection procedure is to afford every candidate a fair and appropriate process which accommodates individual needs and ensures that every appointment is made on merit in an effective and consistent way. We welcome any feedback on the procedure.

If you feel you were not afforded this provision, then you should contact the Lead Officer responsible for the appointment. This must be done within five working days from when you received the interview decision/interview feedback or from when you were notified you had not secured an interview. You should state clearly why you believe you were not given this opportunity.

Should you require advice with regard to making a complaint, please contact the OD, Talent Management and Resourcing Team.

We wish you the best of luck with your application and look forward to reviewing your submission. Thank you for your interest in a career with the North East CA.