



Guidance Notes on Completing Your Application Form

These notes will help you complete the application form as effectively as possible, ensuring that your application is treated fairly.

Your application form will be used in deciding whether you will be short-listed and called for an interview. This applies equally to internal candidates. Please therefore complete the form accurately and clearly. CVs are not acceptable in place of a completed application form, as all candidates are required to address the criteria on the person specification for the post.

*Read the person specification
and job description*

The application pack

Together with the application form and these notes, you should have received a job description and person specification for the post. The person specification sets out the knowledge, experience, skills, abilities, personal qualities, qualifications and additional requirements that you will need to do the job. By assessing the information given on the application form against the criteria on the person specification, we decide whom to invite to the next stage of the selection process.

*Note the closing date and
return address*

The form itself

The closing date and return address can be found on the back of the application form. You should note the date by which your form must be returned to us – late applications will not generally be accepted, but we accept faxed and e-mailed applications. You may find it useful to keep a copy of your form. It is acceptable for someone to complete the application form on your behalf, but you will need to give them the correct information to write down, sign the declaration and inform us that this is the case.

*Complete all
details asked for*

Personal Details

This section should be completed in full. It will be separated from the rest of the form and retained by the Personnel section. It will not be used for short-listed purposes, but will be used for identification purposes only. Enter the Application Number stated on the front of the form on all other pages where required.

*Referees must
be able to comment
on your suitability for the post*

References

We will always take up the employment references from your current or most recent employer. Please provide the employers name and address and the name and address of the person who is authorised to give the reference (not a work colleague). Please also give the name and address of another person willing to act as a referee. This could be another employer or someone best able to write a reference in support of your application. You should not provide names of friends or relatives.

If you cannot provide suitable references to meet this requirement, please contact a member of the Personnel Services Department on 01474 33 77 18.

If you are a school or college leaver, you should give your head teacher's or tutor's name.

If you have been self-employed or employed by an organisation which has ceased trading, you should give the name, business address, telephone number and e-mail address (if available) of an official (such as an accountant or bank manager) who can vouch for the period when you were self employed and the information you have provided. If you do not do this, we may not be able to consider your application.

*Make sure referees know you
You have used their names*

It is always advisable to make sure that your referees know you have used their names before we contact them to obtain the references. Make sure that the people you choose are willing to act as referees before you give us their details.

If you are appointed, after the offer of the position, the Council will take up references from former employers for the preceding three years, regardless of the number that this may be. However, on your application form the minimum of two referees still applies.

If the post requires a check by the Criminal Records Bureau, this would have been stated in the advert. If you are appointed to such a post you will be required to apply to the CRB for an **Enhanced Disclosure** certificate.

*Give details of
ALL work experience
and explain any gaps
in employment*

Employment History

Please complete this section, starting with your most recent job or work experience first.

Here you must detail **all** your work experience (whether or not you consider it relevant to the post). Include all voluntary work, particularly if you have not been in paid work before. You must account for **all** time since you left school, college or university. Where possible, give the month and year and mention and explain any gaps in employment. If you have worked abroad, make sure you give the name of your overseas employer.

We reserve the right to approach any of your previous employers to confirm the information you have given and to obtain references before appointment.

*Make sure you
have evidence of your
qualifications*

Education, Training and Qualification

The person specification will say whether the post requires any particular qualifications, training or educational background. If you are invited for interview, we will need to see evidence of your qualifications. Remember to give full names and addresses of any schools, colleges, or universities you may have attended, as we may need to write to them.

*Relate your skills
and experience to
the person specification
and job description*

Skills and Experience

This is your opportunity to tell us why you are suitable for the job. Read through the job description and person specification thoroughly so that you are familiar with the duties of the post and the skills, abilities etc. required to perform the duties effectively. **You may find it**

helpful to deal with each point in turn. This will ensure that you structure your supporting statement coherently. Make sure you relate your skills and experience to each shortlisting criterion.

If you have been out of work for a long time, or have never been in work, you may have acquired relevant skills and experience from being involved in community or voluntary work, through school or college activities, or by running your home.

If you are an internal candidate, you still need to meet the criteria. Do not assume that you will be short-listed because recruiting managers know your skills and experience.

Remember to sign the declaration

Declaration

Read through your completed form carefully, checking for errors or omissions. You must read and sign the declaration. If someone has completed the form on your behalf, you must still sign the declaration. A false declaration or omission in support of your application will disqualify you from appointment and, if you are appointed, this may lead to disciplinary action against you.

Equal Opportunities Monitoring

This form will be detached from the application form upon receipt. We need to know details about you for monitoring purposes only. We want to ensure that disabled people and those from ethnic minority backgrounds are employed in all service areas and at all levels within the Council. The information you provide in this questionnaire will remain **strictly confidential**.

Disability

A person has a disability under the Disability Discrimination Act (1995) if she or he has a physical or mental impairment, which has a substantial and long-term adverse effect on her or his ability to carry out normal day-to-day activities. Long-term means has lasted, or is expected to last, for 12 months. Included in this definition are the following:

- Physical impairments (including asthma, diabetes, epilepsy etc.)
- Mental impairments relating to mental functioning, including learning difficulties and mental health issues which are clinically well-recognised.
- Sensory impairments such as hearing impairment or visual impairment (not corrected by glasses)
- Severe facial disfigurement
- Progressive conditions such as cancer, multiple sclerosis, muscular dystrophy or HIV infection
- People who have had an impairment in the past but have since recovered (such as cancer, mental health issues)

Reasonable Adjustments

As an employer, Gravesham Borough Council is positive about persons with disabilities. We would endeavour to make reasonable adjustments to enable employees perform their duties to the best of their ability. Examples of **reasonable adjustments** are: making adjustments to the premises; allocation of work; being flexible about working hours; providing training; using modified equipment; making instructions and manuals more accessible; using a reader or interpreter; and appropriate supervision.

If you require a reasonable adjustment, an Officer from the Personnel Section will contact you to discuss the requirements you have indicated.

Rehabilitation of offenders

The Rehabilitation of Offenders Act 1974 provides that certain convictions shall be regarded as “spent” after specified periods of time have elapsed. You do not need to disclose convictions that are “spent” at the date you sign the application form.

You are required to disclose all unspent convictions. Details of relevant convictions and time periods are as follows.

Sentence	Rehabilitation Periods
Imprisonment, or youth custody or detention in a young offenders’ institution or corrective training for a term exceeding six months but not exceeding thirty months	10 years
Imprisonment, or youth custody or detention in a young offenders’ institution or corrective training for a term not exceeding six months	7 years
Imprisonment of six months or less	7 years
Borstal training	7 years
A fine or other sentence (e.g. a community service order) for which no other rehabilitation period is prescribed	5 years
Absolute discharge	6 months
Probation order, conditional discharge or bind over; and for fit person orders, supervision orders or care orders under the Children and Young Persons Acts (and their equivalents in Scotland)	1 year, or until the order expires (whichever is the longer)
Cashiering, discharge with ignominy or dismissal with disgrace from the armed forces	10 years
Simple dismissal from the armed forces	7 years
Detention by the armed forces	5 years
Detention by direction of the Home Secretary:	
Period exceeding six months but not exceeding thirty months	5 years
Period not exceeding six months	3 years
Detention Centre order not exceeding six months	3 years
Remand home order, an improved school order or an attendance centre order	Period of the order + a further year after the order expires
Hospital Order under the Mental Health Acts	Period of the order + a further 2 years after the order expires (minimum of 5 years from the date of conviction)

Notes

- A sentence of more than 30 months imprisonment or youth custody can never become spent.
- If you were under 17 years of age on the date of the conviction of any of the sentences except those under the heading for detention by direction of the Home Secretary, please halve the period shown in the right hand column.
- It is immaterial for the purposes of calculating a spent conviction whether a sentence is suspended or not.