



# GUIDANCE NOTES

Please read this information before completing the Application Form.

These notes are intended to help you complete the application form section by section.

- Please complete the form electronically (if possible).
- Please check that the form is for the correct post and take note of the closing date. If you require any assistance in completing the form, for example if you require the form in a large print version, then contact our Corporate Services team by emailing [Corporateadminteam@peterlee.gov.uk](mailto:Corporateadminteam@peterlee.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 for the role and therefore progression to the shortlist for interview will be unlikely.
- If you do not have enough space on the form at any point you may continue on a separate page(s), however, personal details such as your name should not be included on any supplementary pages.

## First Section

- 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.
- 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 Council or a partner of such persons. Canvassing of Members of the Council or any Committee of the Council or any appointing officer directly or indirectly for any appointment with the Council is prohibited and could potentially disqualify you for that appointment.

- **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**

Please provide full and accurate details about your education, paying particular attention to the grade achieved in each examination. All qualifications must be supported by relevant certificates, but please do not attach certificates to your application form. If successful, these will be requested at a later date.

- **Employment Details**

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

- **Person Specification**

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. The person specification lists the criteria against which each candidate will be assessed. Invitation for interview is based on the information contained in the Application Form – complete it in a well-planned and positive way, use words such as 'I plan', 'I am responsible for'.

Applicants who do not meet the essential criteria on the person specification will not be short-listed. Applicants with disabilities will be invited for interview if the essential criteria are met.

- **References**

Please ensure that you give details of two referees with which the information given on your application form can be confirmed. One of the references must be your present or most recent employer and, if you are a recent school leaver, one should be from your last school. It is the policy of the Town Council to seek references prior to interview. If you have any objections to the references being sought at this stage, ensure this is made clear on the application form.

- **Equal opportunities**

Please also complete the Equal Opportunities Monitoring Form, this enables Peterlee Town Council to follow the recommendations of the Equal Opportunities Commission, the Commission for Racial Equality and the Disability rights Commission, that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

- **If you have a disability**

We are in the process of registering as a disability confident employer and we are committed to employing disabled people and people with health conditions, making reasonable adjustments to support disabled applicants when required.

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.

If you have a disability which prevents you from meeting any of the criteria, please tell us about this in your application. Please tell us what we could do to help you meet the criteria.

If you need help in completing the application form or need information in a different format (e.g. larger print), please let us know. If you have a disability, we will offer you an interview if you meet the essential requirements of the job. The Equality Act 2010 defines 'disability' as follows: 'A physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day to day activities'.

- **Data protection**

The information on this form may be entered onto a computer and used for statistical, administrative and payroll purposes. Under terms and conditions of the Data Protection Act 2018 the data will be treated in a secure and confidential manner and not kept any longer than necessary.

Thank you for your co-operation in completing this form.

- **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 Council's Corporate Services Manager.