

APPLYING FOR A JOB

Dear Enquirer

Thank you for the interest you have shown in this appointment.

We have put together some advice on completing the application form which we hope you will find useful. If you require help or assistance in completing the form please contact our Personnel Section on (01483) 444011. For those people with hearing difficulties please contact our Minicom service on (01483) 444999.

Useful Advice

Do a rough draft first.

Write out the form in rough to avoid mistakes. This also gives you the opportunity to ensure that your form is well organised and written in a concise and positive way. Check that all the dates are correct.

Analyse the Job Description and Person Specification.

Ask yourself why you are interested in the job. Would it be a good career move: sideways to broaden your experience, or promotion if you are ready for more responsibility? (can you support this?).

The Person Specification lists the competencies required and the skills, knowledge, qualifications and experience needed to perform the job.

List your employment history.

In writing out your career history do not go into too much detail but make sure that you explain the main features of each job that you have had.

Put your jobs in chronological (date) order with the most recent or current employment at the top of the page followed by past employments so that your oldest employment period is stated at the bottom of the page.

Does the job title accurately assess your role? Please do not use abbreviations and express salaries as annual or hourly figures rather than Grades.

Any gaps in employment should be briefly explained ie. family break, world travel.

Look at your experience.

What evidence have you got that you have the necessary skills, knowledge, qualification and experience? Evidence of qualifications claimed may be requested.

Gear your application to the specific job: don't submit the same one for a series of jobs.

Emphasise your current and past responsibilities; explaining your present and previous jobs to someone else may help you to identify 'hidden' skills that you take for granted.

Remember to include all relevant experience which will assist in the consideration of your application. This may well include that acquired outside paid employment such as community/voluntary/leisure activities and managing a family and home.

Any additional information?

Provide any other information about yourself that you think may enhance your application such as the personal qualities that you possess or summarise the reasons why you think you are suited to the employment that you are applying for.

Complete the form.

Use black ball-point pen or type it. Remember that a well presented application form creates a good impression and enables those involved in shortlisting to clearly assess the information that you have provided.

Send your form in on time and always keep a copy for reference.

Send your completed form to the address below in plenty of time for the closing date indicated, otherwise it cannot be considered.

The Personnel Department
Guildford Borough Council
Millmead House
Guildford
GU2 4BB

Interviews.

Interview dates are normally stated in the advertisement however where this is not the case, interviews are likely to take place within 3 weeks of the closing date.

All applicants will be advised by letter as to whether they have been successful in gaining an interview.