

Application Form Guidance Notes

Introduction

Thank you for your interest in a position with the Broads Authority.

These guidance notes are designed to assist you in completing your application.

Please note:

- That our application form is comprehensive. Please use section F to expand on your application.
- Sending a curriculum vitae (CV) is not normally an acceptable substitute for the application form. However, if a disability precludes you from completing the standard form, please contact the Human Resources Team who will be able to advise you on an alternative way of applying,
- Incomplete forms and “please see enclosed CV” will not be considered.
- Late forms will not be accepted.
- In the interests of economy, only those applicants who are shortlisted for interview will be communicated with further.
- Please complete in type or black ink.
- If you use the Apple Mac programme Pages for any part of your application please convert it to a PDF before sending it to us.

Completing your application

A. Personal details

Complete this section in full providing an e-mail address if you have one.

B. Present employment

Please give details of your present employment, detailing your main duties and responsibilities. If you are currently not employed, please give details of your last employment.

C. Other employment

Please complete, providing details of all employers, positions held, main duties, and reason for leaving (the most recent first).

D. Education, Vocational training and qualifications

Please provide details of any of the following (stating the most recent first):

- Subjects, modules, or units gained at school, indicating the level studied and the grades obtained, e.g. GCSE, A-Levels.
- Further/higher education e.g. via skill seekers, attending college/ university, indicating the modules, units or full qualifications gained, and grades gained.

- Vocational training, level, modules obtained.

E. Membership of professional organisations and institutes

If you are a member of a professional organisation or institute please give details, indicating the organisation, type of membership, the date joined and expiry date.

F. Supporting your application

This section of the form gives candidates the opportunity to expand on their application.

Using the job and person profile, please use this section to explain how you meet the requirements of the job. You may draw on skills, knowledge, experiences gained from paid/unpaid work, domestic responsibilities, education, relevant training courses, leisure interests, and voluntary activities.

Candidates may wish to use continuation sheets, please ensure that these are clearly marked and securely attached to the application form if you are submitting a hard copy.

G. Supplementary questions

Please indicate whether you hold a current driving licence.

Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview.

If you wish to discuss your requirements prior to submitting your form, please contact the Human Resources Team on 01603 610734. Alternatively, please give details on a separate sheet and return with your application form.

H. References

Please provide details of two referees. One referee should be your current or most recent employer.

If you are a school or college leaver one referee should be your form teacher or a tutor. The other referee can be from an employer (part-time), another teacher or tutor, or from people who know you well and can provide information relating to your application (e.g. voluntary organisations, societies and clubs).

Please indicate if we can contact your referees prior to the interview and provide an e-mail address if you know it.

I. Declarations

Under the Rehabilitation of Offenders Act (1974), applicants are entitled to withhold information of a Criminal Conviction on the grounds that it is "spent". If your conviction cannot be regarded as "spent" please give details in a closed envelope marked 'Private and Confidential for the attention of the Human Resources Team.

Posts which are exempt from the provisions of the Rehabilitation of Offenders Act (1974) will be clearly indicated in the Conditions of Service. In this case candidates must give details of any convictions, both spent and unspent in the same way.

Please also indicate if you are related to any member or employee of the Broads Authority.

By signing and dating this section you are: -

- acknowledging the fact that canvassing any members or employees of the Broads Authority in connection with this appointment will disqualify you.
- confirming that all the information contained within your application form is correct, and understanding that false or misleading statements, or omissions may, in the event of employment, result in dismissal.

Data Protection

The information provided on the application form and supporting documents, will be handled and stored in accordance with current Data Protection legislation. All records from the recruitment process will be held for 6 months after which they will be destroyed, unless unsuccessful candidates specifically request that this should not be the case.

Equal Opportunities Monitoring Form

The Broads Authority is committed to the provision of equal opportunity in employment, and the removal of barriers to equal opportunity.

As a reasonable employer, it undertakes to conduct its affairs in a manner which will not discriminate against, either directly or indirectly, any employee, job applicant or volunteer, on the grounds of: disability; gender; transgender; race; ethnic or national origin; religion or belief; age; sexual orientation; marital/family status; parental status; caring responsibilities; hours of work; trade union membership or non-membership; or offending background; unless by virtue of legislation or Genuine Occupational Requirement.

To help us meet this commitment, please complete the form. It will be separated from your application on receipt and those involved in the selection process will not see it. The information you give will be used solely for the purpose of monitoring the process.

If you wish to discuss any element of the application form, or have any queries relating to the post you are applying for, please do not hesitate to contact Human Resources Team on 01603 610734 or email <mailto:hr@broads-authority.gov.uk>