

## **Notes of Guidance for Applicants**

Thank you for your interest in this vacancy at Solihull Council. Please find enclosed an application form, job description and a person specification. You may also find additional information relating to the particular vacancy. Please read these notes carefully before you complete your application.

### **Completing the Form**

It is important that you fully complete the application form as it will be used by the recruitment panel to decide whether you will be invited to the interview/assessment process. The panel will compare your application form against the criteria listed on the person specification to see if you have all the essential skills, experience, qualifications and knowledge for the role. Where there are a lot of candidates who meet the essential criteria, the desirable criteria will be used to reduce further the number of candidates taken forward to the interview/assessment process.

This form may be typed or written by hand. If you wish to send your information in a different format (e.g. a word processed document) this must be laid out in an identical format to the original application form. We do not accept curriculum vitae unless specifically stated in the advertisement.

If you are completing the application form by hand please write as clearly as possible using black ink to enable the form to be photocopied.

#### **Before you fill in the form:**

- Read the job description and person specification carefully.
- Read any instructions carefully

#### **Relevant qualifications and training**

When identifying qualifications, training and membership it is only necessary to provide details of those which are relevant to the position for which you are applying. The Person Specification will identify any qualifications required for the post so please use this as a guide to which qualifications you should include.

The job description should also be read in conjunction with this section as you may have had training which is relevant to the tasks identified for the role.

If invited for interview/assessment you will be asked to bring the original copies of your certificates with you.

## **Job Share**

The application form asks that you identify whether you wish to be considered for the position on a job share basis. All applications for job share will be considered, however, it is important to note that your request to do so may not be accepted if it is not operationally possible for the role to function in this way.

## **Relevant Skills & Experience**

This is the section where you must 'sell' yourself. All information provided within the application form is important to the selection panel but particularly the information you provide in this section. It will help to form the basis on whether or not you are selected to attend for interview/assessment.

Read the person specification and relate any experience to it. Ensure you mention any experience you have that is relevant to the job – whether from school or college, at home, in voluntary work, on work experience, through paid employment, or through your interests. If you do not have much work experience in an area, think about how you can tell an employer that you have the skills to do the job. For example, if you require report writing skills, you could explain how you researched a topic for your exam course work and had to write up a report of your findings. Also mention any skills you have which are required for this post. Again, use the person specification and job description to assist with this. If this person specification asks for 'Experience of working with elderly people', do not just type 'I have experience of working with elderly people'. It is important to explain how you have gained this experience, e.g. 'I have helped to care for my grandmother for three years. She lived in my home and I helped her to wash and dress each morning'.

## **References**

All applications require two referees, one of whom must be current or most recent employer.

Personal references are only acceptable where applicants have never been employed.

Please note pre-prepared references are not acceptable.

Ensure people are happy to provide a reference for you before including them as referees on the form.

## **Rehabilitation of Offenders Act 1974**

Please declare any unspent criminal convictions or cases pending against you. Please note if you declare any unspent criminal convictions this will not automatically disbar your application.

### **What is a Spent Conviction?**

1. Sentences of more than 2½ years can never become spent. Other sentences become spent after fixed periods from the date of conviction. For a custodial sentence, the length of time actually served is irrelevant, the rehabilitation period is decided by the original sentence and begins on the date of conviction.
2. The length of a rehabilitation period depends on the sentence as outlined overleaf.

SENTENCE	REHABILITATION PERIOD	
	People aged 18+ when convicted	People under 18 when convicted
Prison (immediate or suspended sentence) or youth custody of more than 6 months and not exceeding 2½ years	10 years	5 years
Prison (immediate or suspended sentence) or youth custody 6 months or less	7 years	3½ years
Fire/Community Service Order/Supervised Attendance Order	5 years	2½ years
Absolute discharge/Admonished	6 months	6 months
Probation after 5 February 1995	5 years	2½ years
There are 2 sentences for people under 21 for which there is no variation in the rehabilitation period according to age when convicted. These are:		
Borstal (replaced by youth custody in May 1983)	7 years	
Detention of 6 months to 2½ years	5 years	
Detention of under 6 months	3 years	
SENTENCE	REHABILITATION PERIOD	
Probation before 5 February 1995, Supervision Order, Conditional Discharge, Bind-over or Hospital Order under the Mental Health Act	1 year, or until the order expires (whichever is longer)	
Attendance Centre Orders	1 year after the order expires	
Orders imposing a disqualification, disability or prohibition	Until the Order expires	

If the post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 (i.e. requires a Criminal Records Bureau check) you are required to declare any criminal convictions whether spent or unspent. If your application is successful, a provisional job offer will be made to you subject to the Criminal Records Disclosure.

### **Monitoring Form**

This information is requested for the monitoring of equal opportunities only. The information will be treated as confidential and will be used purely for monitoring purposes. It will not be passed to any third party outside of the organization, or the selection panel during the selection process, and no individual will be able to be identified by the information he/she provides.

### **Submitting the Application Form**

Read through your application carefully to ensure you have completed it correctly and have included all the information required.

Be mindful of the closing date so that you ensure you submit your application before the vacancy closes.

If you have any queries regarding completing your application form please contact the School.