

PRESTON CITY COUNCIL

GUIDANCE NOTES FOR APPLICANTS

Thank you for requesting an application form and further details for a position with Preston City Council. These notes are intended to help you with your application and explain the Council's Recruitment and Selection procedures. Please take time to read them before completing your application form.

All appointments are, by law, made on the basis of merit. The Council is an equal opportunities employer and positively welcomes applications from all sections of the community irrespective of an individual's race, colour, national origin, creed, disability, sexual orientation, age, political beliefs or marital status.

Applying for Employment with Preston City Council

Before completing your application form please note the following:

- Anyone wishing to apply for a position with Preston City Council must complete an official application form.
- There is no requirement for application forms to be typed but applications must be legible.
- Letters of application, unattached CV's or CV's accompanying incomplete application forms will not be accepted.

Completing your Application Form

In order to enable a fair assessment and comparison of applications please ensure that:

- All sections of the form are completed
- Your form is clear and legible
- The post for which you wish to apply is clearly indicated
- The Applicant Monitoring Questionnaire is completed

The shortlisting panel can only judge an applicant on the information provided on the application form. It is important, therefore, that you first read the job outline and then demonstrate clearly the extent to which your qualifications, skills, knowledge and experience, etc match the requirements of the post as set out in the Employee Specification.

Please note that candidates who do not clearly demonstrate that they can meet the requirements described as 'essential' on the Employee Specification cannot be considered for shortlisting.

Closing Date

Completed application forms must be received in the Human Resources Office, First Floor, Town Hall, Lancaster Road, Preston, PR1 2RL by:

No later than 12 noon on the stated closing date

Applications received after this deadline will not be considered

Acknowledging Receipt of Application

It is not normal practice to acknowledge receipt of an application. However, should you require confirmation that your application has been received please enclose a stamped addressed envelope with your completed application form.

Shortlisting Process

Shortlisting for interview will commence shortly after the closing date and those candidates selected for interview will be notified in writing within 15 working days of the closing date.

Information regarding the progress of your application may be obtained by telephoning **(01772) 906914** and applicants are asked to use this number only, if they have a query relating to the shortlisting process.

Should you not be contacted within the fifteen day period you may assume that your application has not been successful

Rehabilitation of Offenders Act 1974

Under the Rehabilitation Act you may be entitled to answer "no" to the relevant question asked on the application form even if you have, in the past, been convicted of an offence. However, there are specific jobs and classes of employment which are exempt under the provisions of the Act. This means that convictions never become "spent" for these posts. It is therefore important that you read carefully any information that accompanies the application form and take appropriate advice if you are in any doubt as to the correct answer to give.

REFERENCES – IMPORTANT NOTES FOR APPLICANTS

The checking of references is an important part of the Council's selection process. References are considered, together with evidence obtained from other sources including the application form, interview and selection exercises, prior to any offer of appointment being made.

It is Council policy to take up **two** references for all shortlisted applicants **prior** to their attending an interview. Both references should ideally be work related and one **must** be from the applicant's current employer.

Referees should have first hand knowledge of the applicant and be competent to comment, in some depth, about an applicant's duties, character and work performance etc.

Referees will also be asked to confirm details relating to other aspects of the applicant's employment including:

- Job title and salary
- Details of disciplinary action
- Punctuality and reliability
- Honesty and integrity
- Capability

A referee will also be asked to offer his/her opinion of the applicant's ability in relation to specific aspects of the job applied for. This may include, for example, the ability to work to deadlines, the ability to supervise staff etc. as appropriate. Referees will also be offered the opportunity to provide any additional information they feel may be relevant, including whether or not they would re-employ the applicant.

The Council may further contact a referee following an interview. Such an approach would be for the clarification or confirmation of details or of other issues arising at interview and should not be interpreted as confirmation that an offer of appointment is to be made.

It is the applicant's responsibility to provide the names and contact details of people who are willing and able to act as referees and who meet the criteria in terms of their knowledge of the applicant.

If an applicant has good reason for not wanting his/her current employer to be contacted for a reference then this should be explained in a note accompanying the application form. Whilst no person will be approached for a reference without the permission of the applicant it is expected that this will be granted should the applicant be shortlisted for interview.

<p>False Statements</p>

Finally, should it come to light at any stage of the recruitment and selection process that an applicant has made false statements on his/her application form or otherwise withheld relevant information from the interview panel, then the application will be immediately rejected.