

**H-A-F**



## **Application Guide**

**Version 1.2**

**June 2009**

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## Revision Control

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Approved by:	Keith	

### Document Review:

This document will be reviewed every six months to ensure that it meets with known practices within Local Authorities.

### Version Control Notice:

This document is a controlled issue that supersedes all previous issues. Please discard any previous copy of this document dated prior to the version and publication date noted above.

Date	Version	Name of Person Making Change	Description of Changes
7 April 2009	1.0	Barry	Initial document
4 June 2009	1.2	Barry	Type correction

## FORWARD

Many local Authorities miss out on excellent people, simply because the applicant hasn't demonstrated how they meet the job specification. It's probably fair to say that once you're working for a LA (Local Authority) you'll be able to move around within it, simply because you know how to complete the application form. This document is a guide to assist you in completing a LA application. The majority of Authorities use very similar models to mark application forms and whilst this is a blanket guide if you use it in conjunction with the application pack for the post you're applying for, you'll certainly ensure you're 'shortlistable' with the interview almost certainly in the bag!

## GETTING STARTED

Before completing your application, make sure you read the Application Pack, the Job Description and the Person/Job Specification and that from it, you're satisfied that you meet all the *essential requirements*.

LA's receive hundreds of application forms every week and as a rule, will consider interviewing candidates only once, so it's vital that they get the right people in the right jobs, first time.

LA application forms are designed to draw out as much information from the candidate in a consistent layout from everyone applying for the job. **DO NOT SEND** a CV with your application. A CV will only be considered if submitted as part of a fully completed application form.

Below is a typical example of a

(below):-

Do you have the experience, skills, knowledge and qualifications that are needed for the job? If it's a resounding yes, plan

(usually through your schooling, university etc and qualifications gained as a result).

A is for

I is for

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T is for


A typical LA job requirement form shown below:-

	<b>Essential</b>	<b>Desirable</b>
<p><b><u>Experience</u></b></p> <p>At least one years experience of working in an office environment undertaking general office duties</p> <p>At least 1 years experience of working in:-</p> <p>Microsoft Word Package Excel Outlook Email or other email package</p>	<p><b>A</b></p> <p><b>A &amp; T</b> <b>A &amp; T</b></p>	<p><b>A &amp; T</b></p>
<p><b><u>Special Aptitudes</u></b></p> <p>Ability to copy and audio type between 40-45 w.p.m.</p> <p>Ability to communicate clearly orally</p> <p>Ability to work as part of a team</p> <p>Ability to prioritise and manage time effectively</p> <p>Good, clear and neat handwriting</p> <p>Excellent telephone skills</p>	<p><b>T</b></p> <p><b>I &amp; T</b></p> <p><b>A &amp; I</b></p> <p><b>A, I &amp; T</b></p> <p><b>A, I &amp; T</b></p> <p><b>T</b></p>	
<p><b><u>Disposition</u></b></p> <p>Postholder should have knowledge and understanding of, and commitment to:</p> <ul style="list-style-type: none"> <li>- Confidentiality</li> <li>- Customer Care</li> <li>- Equal Opportunities</li> </ul>	<p><b>A &amp; I</b></p> <p><b>A &amp; I</b></p> <p><b>A &amp; I</b></p>	

When completing your application form, consider using pencil first, or photocopying it and completing a draft version first. When you are happy with your draft, complete in black ink, ensuring your handwriting is clear and neat. Most LA's offer an 'on-line' application form which when sent, almost guarantees an audit trail and its receipt by their Personnel dept.

Additionally, it's often easier to type and complete forms online with the aid of spell-checker etc.

Fill in EVERY

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Don't just repeat your career history -

Below is a good example of an application form and how to lay it out. This application below is taken from the Person Specification above.

 :-

## **EXPERIENCE**

At least one years' experience of working in an office environment, undertaking general office duties

*A good, full answer above, giving the shortlisting panel a clear explanation of how you function within an office environment.*

At least 1 years experience of working in Microsoft Word Packages, Excel, Outlook Email or other email package

*A good, full answer above demonstrating that Word is generally used for creating letters, memos reports etc. Excel is used to generate spread sheets, perform calculations, and analyse data, PowerPoint is used to create presentations and Outlook is used for sending and receiving emails.*

### **SPECIAL APTITUDES**

Ability to work as part of a team

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Ability to Prioritise and Manage Time Effectively

*Excellent, full answer, demonstrating that you have good prioritising, and time management skills.*

Good, Clear and Neat Handwriting

Confidentiality

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Customer Care

*Good, full answer, demonstrating your commitment and experiences and going the extra mile.*

## Equal Opportunities

*Good, full answer, demonstrating all areas of your understanding and commitment.*

### **Other points to remember:-**

Remember that the experience

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Return your application before the closing date.

### **How does the Council decide who to interview?**

LA's only interview someone if their application shows that they meet the essential requirements of the job. The shortlisting panel uses your application to assess how far your skills, experience and knowledge match those needed for the job.

Each member of the shortlisting panel

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You will find an example of a typical shortlisting matrix at Annex A used by LA' at the end of this document.

### **When will I find out if I have an interview?**

It can take

### **What can I expect at the interview?**

Generally:-

### **How do they decide who is suitable for the job?**

Usually, at least two people, mostly three will interview you

## **What if I don't hear anything?**

Always ring and check. Shortlisting can take some weeks, particularly during holiday season. Always ask for feedback on your application form, ask the officer to email or post feedback wherever possible so you can refer to it in the future.

Good luck with your application and revisit the website for more useful tools as they become available!

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**ANNEX A  
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Name of Applicant	1 Yrs office wk experience	Microsoft Word	Excel	Email	Team  Working	Prioritise & manage time	Clear & neat H/Writing	Confidentiality	Customer Care	Equal Opps	Total Score
Bob Jones											
John Smith											
Billy Baxter											
Julie Grant											
Joe Burton											
Alan Johnson											
Barry White											
Brian Greengrass											
Name											
Name											
Name											
Name											
Name											
Name											

**J. Smith, B. Baxter & A. Johnson**

**Key:-**

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