

Information for Job Applicants

Thank you for showing an interest in working for the Council. The Council aim to be an equal opportunities employer and recruitment and selection at the Council is based on the principles of appointment on the basis of merit and equal opportunities. The information in this leaflet is designed to assist you in completing your application for a position at the Council, and if you are selected for interview, to help you prepare for the interview process.

Completing your Employment Application form

- When completing your Employment Application Form and associated information, please write clearly in black or blue ink.
- To enable us to photocopy your application, please do not staple your application
- The Council is unable to return your application to you and we recommend that you retain a copy of your application for reference.

Content of your application form and associated documents

When preparing your application, you should address carefully the post details enclosed and in particular the criteria outlined in the Person Specification. In your statement supporting your Application (General Experience section of the Employment Application Form) ensure that you provide information on each of the selection criteria and give evidence from your work history, qualifications, knowledge, skills and experience to demonstrate how you meet the criteria. It will not be sufficient to simply state that you meet the criteria without providing any supporting evidence. You may also wish to outline your reasons for applying for the position.

You may wish to include a covering letter with your application but this is not compulsory. If you have any limitations on your availability for interview, please state these in a covering letter or elsewhere in your application form.

Equal Opportunities monitoring form

All candidates are required to complete and return the Equal Opportunities Monitoring form with their application. The information provided will be treated in confidence and will only be used for monitoring the effectiveness of the Council's Equal Opportunities Policy. It will not form part of any selection process.

Acknowledgement of applications

Due to the high volume of applications, the Council does not provide automatic acknowledgement of receipt of application forms. If you have posted your application form and would like confirmation of its receipt, please enclose a stamped self-addressed envelope, which will be returned to you as acknowledgment of your application.

Returning your application form

Please ensure that your application is returned by no later than 5.00pm on the closing date.

The Selection Process

Shortlisting

The Selection Panel will assess all applicants against the selection criteria outlined in the person specification. For positions with a high volume of applicants, it will not be possible to shortlist all candidates who appear to meet the selection criteria; in such cases, applicants will be selected for interview who appear to meet the criteria at the highest level and meet the desirable criteria.

Unsuccessful candidates at shortlisting stage

Due to the high volume of applications, the Council is unable to formally notify every candidate who is not shortlisted for interview. If you have not heard from the Council within two weeks of the closing date, you should assume that your application has been unsuccessful.

Shortlisted candidates

Shortlisted candidates will be contacted and invited to interview. Candidates will be informed of all the details and arrangements for interview.

Shortlisted candidates with disabilities

Candidates with disabilities who are shortlisted for interview and who require any special arrangements to be made in order to take a full part in the interview (e.g. a signer or wheelchair accessible venue), should contact the Council and every effort to provide assistance will be made.

References

The purpose of references is to obtain factual information about on each applicant's work history, as well as opinions regarding the quality of their work and suitability for the position. All offers of employment and start dates with the Council will be subject to the receipt of satisfactory references.

Preparing for the interview

To prepare for the interview, you should:

- Study the advertisement, job description and person specification to ensure you are familiar with the role and the criteria for the position.
- Reflect on specific examples of situations – preferably from your work experience – where you have applied the skills, knowledge and abilities that are required for the vacant position
- Focus on the key tasks of the position and think about how you may carry them out
- Consider the responsibilities of the position and the types of problems that you might encounter in the position; identify similar situations that you have experienced in the past and consider how you dealt with such problems.
- Think about why you are applying for this position and what you need to find out from the interview.

Interviews

Interviews will take place during normal office hours (9.00am to 5.00pm, Monday to Friday). The size of the panel will depend on the nature of the vacancy and will typically be composed of three or four people.

The interview provides an opportunity for the Interview Selection Panel to obtain further information from you in relation to your application. All interview questions will be focused on the role for which you have applied. The same broad questions will be asked of all job applicants but supplementary questions may be asked of each applicant to obtain additional information in relation to the selection criteria.

Selection decisions

Following the interview process, the Interview Panel will assess applicants in relation to the selection criteria and will agree on a preferred candidate. The preferred candidate will be offered the position subject to the receipt of satisfactory references and to eligibility to work in the UK (including a successful work permit application if applicable).

Unsuccessful candidates will be notified in writing as soon as possible following the interview process.

Feedback

If you wish to obtain information on why your application was unsuccessful, you should write to the Council requesting feedback. Please note that due to confidentiality, feedback can only relate to your own application and will only be given in writing to external candidates.

Retention of personal data

After the recruitment process, paper copies of your Employment Application Form and associated documents will be retained in confidential recruitment files in the Council for approximately twelve months.

Council contact details:

Telephone: + 44 (0) 1322 384400

Website: <http://www.stoneparishcouncil.com>

Postal address:

Stone Parish Council
Council Office, Stone Pavilion
Hayes Road
Stone, Kent
DA9 9DS