

Birmingham City Council – Job Application Guidance Notes

Section 1: Vacancy details

This section may have already been completed for you but please check that all the details are complete and correct. If they are not included please refer to the job advertisement to fill in this section.

Section 2: Personal details

Please enter your personal details accurately so that we may contact you about your application. If you do not have a National Insurance Number, please leave this line blank. You must indicate whether you have the right to work in the UK. You will only need to indicate that you have a driving licence if it is a requirement of the job.

Section 3: General information

If you are related to a Councillor or an employee of the City Council we ask you to tell us so that we can make sure all applications are treated fairly. Canvassing any Councillor or employee of the City Council (i.e. seeking to gain an unfair advantage through personal contacts) will disqualify your application.

As part of our commitment to flexible working, most of the Council's vacancies are open to job sharing. This normally means that two people can voluntarily share one full time job. They share the pay and other benefits in line with the hours worked; the split need not be 50/50. It is not necessary to apply with a partner. If you would like to job share the job you are applying for, please tick the relevant box.

Section 4: Arrangements for interview

If you have a disability, please complete this section so that we can make suitable arrangements if you are called for an interview and/or a work based exercise.

Section 5: Education and qualifications

We are interested in any form of education you have followed. We will take full note of any education or qualifications gained overseas or as part of an employment training scheme. Successful candidates will be required to provide proof of qualifications.

Section 6: Training

Please include any training gained through work or other activities which you believe are relevant to the job you are applying for.

Section 7: Membership

This section refers to your membership of institutes or organisations relevant to the job you are applying for, such as Professional, Occupational or Trade Membership.

Sections 8 & 9: Past, present and/or most recent employment

We require information on past or present employment. If you have recently left school or college, or a training programme and have not yet had a full-time or permanent job, please give details of any other employment that you may have had such as work experience, part-time, holiday work or voluntary work.

Section 10: Ill health, retirement, and/or dismissal

This section gives us information on whether you have previously worked for the City Council. Please ensure you tick the appropriate box.

Section 11: References

Please give the names and addresses of two referees. If you are employed or have been employed in the past, the first referee should be your present or most recent line manager/supervisor or other person in your organisation designated to provide references.

For posts where there is a requirement for a DBS (formerly CRB) Clearance relating to work with children, young people and adults, the panel will ask for references at the short list stage. All references will be taken up before the interview. This is so the panel can explore any issues of concern the references raise with the candidate at the interview.

For jobs where you will be responsible for money or stock including Computer Systems Analysts and Programmers, you must ensure you provide details of former employers to cover the last twelve months.

If you are unable to provide an employer reference for reason of unemployment or where your previous employer no longer exists, you are asked to name referees who are able to verify your good

character. School or college leavers should give a Head Teacher or their College Principal as the first referee. “Job Title” (if applicable) refers to the referee, e.g. Manager, Head Teacher. “Relationship to you” refers to how they know you, e.g. immediate supervisor, neighbour etc. If you have changed your name, e.g. by marriage or deed poll or are known by a nickname, please indicate the name that your referee(s) know(s) you by.

Section 12: Other Information in support of your application

Use the person specification to complete Section 12 as it provides all the relevant information of what is expected from the ideal candidate. It is the basis on which all applications received are measured. It also indicates how the criteria will be assessed, e.g. ‘AF’ = application form, ‘I’ = interview, ‘T’ = test, ‘P’ = presentation. Remember to give examples that demonstrate how you meet the criteria listed in the person specification as evidence of your experience.

When completing this section you can mention any experience gained through work, school, college, at home, in voluntary work, on work experience or through hobbies.

Think about how you can draw upon your skills and experience, and then match these against the criteria set out on the person specification. You should avoid bland statements such as “I have all the skills and abilities mentioned in the person specification” and fully explain how you meet the requirements.

A Curriculum Vitae (CV) can be submitted as your evidence for this section of the application form. It will be used against the person specification for shortlisting purposes so you will need to make sure that it contains sufficient relevant information to assess whether you possess the essential requirements for the vacancy.

Please note if you choose to provide a CV for this section you must complete all other sections on the application form.

Section 13: Data Protection Act 1998

Please make sure that you have signed and dated the application form to confirm that your details are correct and complete. The falsification of information on the form will result in the application not being pursued or your contract being terminated if you have already been appointed.

Recruitment monitoring

All applicants are asked to complete this section including those that submit a CV because it enables us to monitor the effectiveness of our recruitment processes in terms of Equality. Please help us by ticking or completing the appropriate boxes in this section. Any information gathered will not

identify individuals, but will only be used to measure how we are progressing. Some of the information may also be used because we have a policy of guaranteeing an interview to people with disabilities who meet the essential requirements of the job.

Accessibility

A full copy of the online 'How to Apply' guidance is also provided as a Large Print PDF document. Alternative information formats i.e. other large print formats, audio and/or Braille Applicant Information Packs, Application Forms and How to Apply Guidance are available on request. For these formats please telephone 0121 464 1111 (8am to 8pm Monday to Friday).

