



INTRODUCTION

This is your opportunity to tell us how your skills and experience fit the requirements of the post and the information you provide will be used to decide whether you are invited to interview. Therefore, before completing the application form, please make sure you read the job description and any accompanying information thoroughly.

In order to facilitate the Council's computerised personnel record system, you are required to enter complete dates (i.e. DD, MM and YY) as required in the various sections of the application form.

Applicants are assured that where information is obtained in the course of verifying the details supplied by you or in the course of pre-employment vetting, e.g. references or the result of a police check, the information will not be used for any other purpose. It will be kept securely until the verification is complete and, thereafter, unsuccessful applicants' personal information will be securely held for a period of six months and then destroyed. However, if you are appointed this information will be stored in your personal file.

NOTE: All applicants should complete the application form; CV's will not be accepted. Likewise, application forms received after the closing date will not be accepted, regardless of the date the form is signed.

A: POST DETAILS

The Post Designation, Department and Advertisement Reference Number if applicable will be found in the advertisement for the post.

B: PERSONAL DETAILS

This information is required to ensure that accurate personnel records are maintained. Please ensure that your personal details are correct and that you have included your current address and telephone number(s). If you provide your e-mail address it will only be used for correspondence relating to your application for employment, it will not be used for marketing purposes or shared with, or sold to, any organisation outwith the Council.

Only give details about your driving licence and any penalty points if the job advertisement specifically says a driving licence is required for the job. **If you have penalty points this does not automatically mean you are not suitable for the job you have applied for.**

C: QUALIFICATIONS AND/OR TRAINING AND/OR APPRENTICESHIPS

Refer to the job advertisement and job description and provide details of any qualifications, apprenticeships, training or courses etc, which are relevant to the job. You will be required to produce evidence of your qualifications if you are offered employment, therefore, you should not attach copies of your qualifications etc. to your application form.

D: MEMBERSHIP OF PROFESSIONAL INSTITUTES

Refer to the job advertisement and job description and if it is necessary for you to be an current member of a professional body e.g. a solicitor or architect to hold the job please indicate your current membership status.

E: PRESENT EMPLOYMENT

This section is to provide details of your current employer. You should provide brief details of your current position, with an emphasis on those areas most relevant to the job applied for. If you are currently unemployed please do not complete this section.

F: PREVIOUS EMPLOYMENT

This section enables you to list, in chronological order, details of your employment history. List, in date order, with most recent first, brief details of your previous employment history. Include periods of vacation, temporary or voluntary work, especially where you think that this may assist your application for this post. For the purposes of calculating service for annual leave and other entitlements please ensure exact dates of all previous local authority employment are listed.

G: RELEVANT SKILLS, EXPERIENCE AND ABILITIES

The importance of this section to the selection process is emphasised by the space allocated. Using typescript or handwriting, this is where you have the opportunity to state your case - explain in your own words why you think that you, more than anyone else should be offered the job. Include relevant details of previous posts you have held, both paid and unpaid, indicate positions of special responsibility you may have held both in the workplace situation and in your leisure interests, or even how your experience in life makes you a suitable candidate. If you require to use an additional page, remember to write your name and address and details of the post applied for at the top of the page. **Do not replace this section or the application form in general with a CV, as this will not be considered as part of the shortlisting process.**

H: ENTITLEMENT TO WORK IN THE UK

If you are offered an appointment you will be required to provide certain documentation e.g. a birth certificate issued in the United Kingdom or Republic of Ireland, a P45, a pay slip from a previous employer, a P60 or a, a formal document showing your National Insurance number to ensure legal entitlement to work in the United Kingdom.

I: DISABILITY

As part of the authority's equal opportunities policy, the Council is committed to a positive approach with regard to the recruitment of individuals who self-assess themselves as having a disability. Disability is defined as per the Disability Discrimination Act; which automatically includes some people, and for others, where they meet the criteria of "a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day to day activities". Every Council vacancy will be open to suitably qualified individuals. Applications from disabled people are actively encouraged.

The Council guarantees to interview applicants who have self-assessed themselves as having a disability and who meet the essential criteria for a post.

If you require any assistance with your interview, it is important to complete this section with as much detail as possible in order that we can make appropriate arrangements.

J: REHABILITATION OF OFFENDERS

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended applies to many posts within Glasgow City Council, particularly within Services that provide Education or Social Services.

If selected for interview you may be required to complete a Criminal Convictions Declaration Form.

The Criminal Convictions Declaration Form informs the Council of all or some of your criminal convictions, depending on the job applied for. This will be used to assess your suitability for appointment.

In addition, successful applicants for specific posts will be required to submit to a Disclosure Application (Police Check), the results of which might also impact on your suitability to work in a particular job.

The advertisement for the job you are interested in will tell you if the above applies.

K: ABSENCE MANAGEMENT

If you are invited to interview, you will be asked to provide details of all your sickness absences in the last two years and to declare any medical condition that could affect your performance at work. This information will be discussed at your interview and, if you are successful, you will be required to complete a confidential medical questionnaire, for consideration by the Council's Occupational Health Provider, and you may also be required to attend a pre-employment medical assessment.

L: DECLARATION

Applicants are reminded that all information contained in the form must be true and correct to the best of their knowledge. Any false information or omissions may lead to summary dismissal.

M: DISCLAIMER

By signing and dating this section you are agreeing that you understand how the Council will use the information you have provided and you are also giving your consent for the Council to do this.

SECTIONS L & M:

You are required to date and sign both the Declaration and the Disclaimer and return your application form to the address shown as soon as possible, but certainly before the closing date shown on the advertisement.

N: EQUAL OPPORTUNITIES QUESTIONNAIRE

This section is necessary in order to provide statistical information that can help assess the effectiveness of the council's equal opportunities policy. The information that you supply on your monitoring form will be treated in strict confidence and will not be made available to the personnel responsible for the interview and selection procedures and will be used solely for statistical purposes. Your co-operation with this section of your application is much needed and appreciated however the provision of information in this section is entirely voluntary and if you chose not to do so this will not be held against you when considering your suitability for the job. **Please note: the information asked for in relation to ethnic origins is the same as those categories used in the National Census of 2001.**

COMPLAINTS

If you believe that the Council has not complied with its Equal Opportunities Statement during the recruitment and selection process should in the first instance contact the Chairperson of the selection panel.

Following this, if you remain dissatisfied you can contact the appropriate Head of Service in writing within 2 weeks.