

Some helpful tips before you start your application form

- Look carefully at the Job Description and Person Specification before you complete your application form, so that you know what we're looking for.
- Ask yourself why you are interested in the job and how you can meet the requirements of the job.
- Remember, we can only assess your ability to do the job by what you tell us.
- We will be looking for evidence or examples which demonstrate how you meet the criteria in the Person Specification. If we are asking for experience in dealing with customers, you will need to tell us how you did this rather than simply stating that you have the experience.
- You will need to tell us how your skills, knowledge and experience match what we're looking for. It doesn't just have to be work-based. Voluntary work and activities outside work provide valuable experience and skills that can be applied to a job. Make sure you give us this information as well.
- Please do not copy the same application form for a series of jobs - recruiting managers are looking to see if you can do this particular job.
- We do not accept a CV in place of a Conwy application form and we do not keep speculative CV's on file for future reference
- You will need the following documents to hand when completing the application form:
 - Payroll number (if internal applicant)
 - National Insurance Number
 - Visa Reference/work permit number (if applicable)
 - Diving Licence (if applying for a driving position)
 - Membership Numbers eg. for professional bodies (if applicable)

Completing the Application Form

- Fill in all sections of the form. If there are some sections that do not apply to you then please write 'not applicable' in that section - do not leave it blank.
- If there are gaps in any of the information you provide, please say why - do not leave the recruiting manager to guess why there may be a lack of information, eg if you took a break from work, for whatever reason, explain the circumstances.
- Please check that all of the sections are ticked on the 'Summary' page. If any are marked red, please revisit that page and complete all of the mandatory fields. You will be unable to use the 'Apply' button until all mandatory fields are completed. Mandatory fields are marked with a *.
- If you successfully submit your application, you will receive a confirmation email. Please contact The Recruitment Team if you do not receive this email.

- Make sure you submit your application form by the closing date and time - we cannot accept it after the deadline. Once the deadline has past you will not have the option to apply, regardless of whether you have started to complete an application.

Please remember that once you have submitted the form, you will be unable to make any changes so please check your entries carefully beforehand.

Everything with a red asterisk (*) is a mandatory field. You will not be able to submit your application unless all mandatory fields are completed.

If you are an existing user and have already logged on to your account before applying for a job, the application form will automatically save when you select 'Next', 'Previous', or 'Summary' at the bottom of each page.

If you are a new user or are not logged in, you will need to click on the 'Summary' button at the bottom of the screen and then on 'Save Draft' at the top. This will take you to New User Registration.

Page 1 – Personal Details

- Applicant Type
 - Please choose from the drop down list whether you are an internal applicant (already work for CCBC) or an external applicant.
 - If you work for us in an agency capacity, please state 'Agency' in the payroll number box.
- Personal Details
 - Please state your legal name in the boxes provided.
 - Please provide any names you have previously been known by.
- Address Details
 - Please ensure post town and postcode are included in your address.
 - Please give your current address, if you have more than one address; please indicate which is to be your mailing address.
- Contact Details
 - Please complete this section as fully as possible as we may wish to contact you about your application by telephone or email. Interviews are sometimes arranged at short notice and we may need to get in contact with you to arrange an interview time.

Page 2 – Vacancy Details

- Guaranteed Interview Scheme
 - The information given on the Disability Statement is used only to ensure that we are aware of any particular requirements you may have for the interview process, and that we meet our 'Disability Confident' commitment. We guarantee an interview to all disabled applicants who meet the **Essential requirements** for the job. This information is not seen by the recruiting department but they will be made aware and informed of any requirements you have for the interview.

- Vacancy Details
 - Include any dates that you are not available for interview so that the Recruiting Manager will be aware of any suitable dates.

Page 3 – Additional Information

- Additional Information
 - Where applicable, please ensure relevant reference numbers are included.
- Driving Licence Information
 - If the position you are applying for requires you to drive, provide details of your driving licence and categories.

Page 4 – Employment History / Voluntary Work

- Starting with your current/last employment, list all the employers you have worked for, providing the name of employer, the job held and the period of time you worked for them. Outline the main duties and responsibilities of the posts.
- If you are a school/college/ university leaver, tell us about any part-time jobs you may have had.
- Please also list any voluntary work and outline the main duties.
- This information will be used to assess whether you have had appropriate experience for the job.
- Please ensure that all gaps in employment are accounted for i.e. raising a family, caring for a relative, gap years etc. Please also include any voluntary work particularly if you have not been in paid employment.

Page 5 – References

- You are required to give the names and addresses to whom reference can be made in support of your application from your last two employers. If these two references cover a period of less than three years then please provide reference details for all employers which will cover the whole three year period.
- We reserve the right to contact any of the previous employers.

Page 6 - Education, Professional Qualifications and Membership of Professional Bodies

- Education
 - List here your formal qualifications, including GCSEs, A Levels, or their equivalents, NVQs , and any further/higher education qualifications. You will be required to produce original documents at interview, copies will not be accepted.
 - This information will be used to assess whether you meet any qualification requirements for the job.
- Membership of Professional Bodies

- Include any Professional Bodies that you are a member of. This usually apply to nurses, social workers, teachers etc, if this section is not relevant to you, please move on to the next page.

Page 7 – Training & Development

- List here any training that you have undertaken or work-based courses.

Page 8 – Further Applicant Information

- This is your opportunity to promote yourself and to provide evidence that you match the criteria of the Person Specification of the position that you are applying for.
- Think about how you are going to set out your case and make sure you write in a concise, well-organised and positive way. When you think about your experience, remember all your relevant previous work.
- Consider other relevant experience outside work, such as any community/voluntary/leisure activity or life experiences which might apply. This is particularly important if this is your first full-time job or you have been away from work for a period of time. Remember that unpaid work or work at home can be just as valuable and valid as being in a paid job.
- Ensure that you look at the Job Description and Person Specification and match your skills, knowledge and experience to the job, in order to support your application. We want to know 'if you could do the job' and 'if you want to do the job'.
- You must state how you meet each of criteria listed on the Person Specification in turn and also give examples and demonstrate how you feel that you meet the requirements of the role. Give specific examples of things you have done which demonstrate your ability.
- We suggest that you type your statement into a word document and save before copying and pasting into these sections. This will allow your grammar and spelling to be checked.

Page 9 – Welsh language

- Welsh Language Skills
 - Use the [Welsh Language Skills guidance](#) to select the correct level of Welsh language ability. If a post is Welsh language essential you will be expected to be fluent in Welsh to apply.
- Welsh Language Preferences
 - We will correspond with you in either Welsh or English, it is important that you indicate your preference on the application form.

Page 10 - Rehabilitation of Offenders Act 1974

- Under this act you need not normally disclose details of any spent convictions. However if the post you are applying for involves working with children under 18 or vulnerable adults, or is exempt, you MUST disclose ALL convictions.

- Your suitability for appointment will be considered in the light of all available information.

Page 11 - Declaration of Interest

- List any Councillor or employee of Conwy County Borough Council who is relative or who you have a close relationship with.

Page 12 – Equality Monitoring

- We need you to complete our Equalities Monitoring Form to help us understand whether our Equality & Diversity Policy is working effectively. This information is confidential, and recruiting managers do not see this information.

Page 13 – Declaration

- By ticking the box online or signing your form you will be giving your consent for the checks to be carried out as stated.
- Please ensure that you have fully read and understood the statement that providing false information with regard to your application will disqualify you from appointment or if discovered after appointment will lead to dismissal.
- By selecting the Apply button online, you will be confirming that the information that you have given is correct. If the information you have supplied in your application is found to be exaggerated, untrue or deliberately misleading, this may void your application; or if found following appointment, could lead to disciplinary action and dismissal.