

## GUIDANCE FOR COMPLETING THE ONLINE APPLICATION FORM

### Please read these notes carefully before applying.

The following information is designed to assist you in applying for a job at Tower Hamlets Council only and excludes school vacancies. The individual schools manage their vacancies independently. The information you give us in your application form and supporting statement is the only information we will use in deciding whether or not you will be shortlisted. Any additional documentation will not be accepted. This guidance is designed to help you complete the online application form as effectively as possible and support you through the application process.

Do ensure that the information you give us is well organised and relevant.

#### Do

- Verify your email after registering on the website
- Complete all sections and mark each section as completed
- Download the Job Description and Person Specification
- Complete each section of the 'Personal Statement' sections as per the Person Specification
- Save your application in regular intervals as it will time-out in 30 minutes
- As the system allows you to apply for only one role at a time, please complete and submit one application before you start the next one.
- Complete and submit applications before the deadline noted in the advertisement
- After clicking on the submit application, remember to confirm your submission
- Maintain a copy of your application and save it on your personal computer
- Due to GDPR, all information is wiped from the system after 12 months

#### Don't

- Exceed the 5000 limit for each section of the personal statement
- Send CV or any documents in addition to your application form unless it specifies to do so

#### You should:

Complete all sections. Do not attach your CV to the 'relevant job information' section. We do not accept CV's as we prefer to consider all applications on the basis of the information provided on a common application form. It is therefore important that you fully complete the form.

The job description sets out the main duties and responsibilities of the post and the person specification describes the skills, knowledge and experience and qualifications (if relevant) required to carry out the role.

It is these requirements that form the basis of the shortlisting and interview process. Therefore please ensure that you address fully each of the criteria set out in the person specification.

Always remember to specify your own responsibilities rather than those of your section or department.

### **Sections of the application form**

- **Main Details**

Make sure you complete this section fully. It is important that you provide us with a full address, email address and contact details as we will need this to contact you should you be shortlisted for interview. You should also state where you saw the job advertised, being as specific as you can. This will allow us to assess the effectiveness of our advertising methods which is important for us so that we can ensure that we are using the most effective media.

- **Equal Opportunities**

Tower Hamlets Council is committed to equality and diversity in employment. In order to monitor and ensure the effectiveness of this, we request you to complete this section. Any information given will be treated in the strictest confidence, and will be used solely for the purpose of monitoring. This part of the form will be separated from the rest of your application, upon receipt and will not be considered as part of the shortlisting or appointment process.

- **Work Experience**

Please provide full details of your current and previous paid and unpaid employment, providing details of specific responsibilities and experience and knowledge gained. If you are engaged in voluntary or vocational work; or on a work placement please provide these details. You must enter the most recent or current work details, progressing to previous employer(s) details continuing to the period of you leaving full time education, explaining any breaks.

- **\*Education**

Please provide the names of any schools, colleges and/or universities you have attended.

- **\*Qualifications**

In this section, please input all the exams you have taken from GCSE upwards and the grades you were awarded, including fails and re-sits. For non-UK qualifications please give the original results, not the UK equivalents.

To add qualifications, please choose the appropriate level and click 'Add

Qualification'. The order that you enter your qualifications is not important, but you must ensure that you detail all of the exams you have completed and the grades you were awarded.

- **\*Courses**

We are also interested in any relevant courses which did not lead to an examination or qualification and will take into account equivalent education/qualifications gained overseas or part of a vocational training course. Please enter the names of any schools, colleges and/or universities you have attended. If you are not sure of the dates, then enter 01 for the Day followed by the Month and Year.

***\*Please note that if your application is successful and you are invited to attend an interview, we will need to see your original certificate(s) of relevant qualifications.***

- **Additional Information**

This section will ask you a series of mandatory questions generic to all applications.

- **Personal statement (abilities, skills, knowledge and experience)**

There are eight sub-sections of the Personal Statement. These sections are Knowledge; Qualifications & Experience; and the five sub-sections that reflect the Council's Core Values namely; **T**ogether, **O**pen, **W**illing, **E**xcellent and **R**espect. There is also a sub-section for Other Requirements.

This section is where you need to demonstrate how you meet the criteria set out in the Person Specification. The Person Specification is a picture of skills (listed under the headings of our core values), knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post. You should demonstrate on your application form how you meet the following essential criteria.

You should use each criterion as a sub-heading and give real examples of how you meet the criteria. When completing this section of the form, try to list your examples in the order they appear in the Person Specification, as this will help when we are shortlisting. If you do not address each criterion on the person specification, you may not be shortlisted. Please remember that **each section of the personal statement allows a maximum of 5000 characters** to be typed. Please note that you will be timed out after 30 minutes. Hence, you must save the details at regular intervals.