

(to accompany Application Form 2)

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Recruitment Guidance

Completing the Application Form

This guidance is intended to help you participate in our selection process effectively, we suggest that you read this guidance before completing the application form.

It is essential that you also read the **Job Description** and **Person Specification**, particularly the sections on **Competencies**.

Guidance is given below using the major headings of the application form

Employment History

Please complete this fully, starting with your current or last job and ending with your first. Please consider the **Person Specification** in your response under the column headed “**Description of Main Duties...**”

Qualifications and Training

Please complete this fully. Please note the **Person Specification** – your response should include any specific qualifications required for this post.

Language skills

Please complete this section by using the definitions of the levels outlined below..

Entry Level - A1

- The ability to understand and use simple everyday phrases
- The ability to introduce yourself and others, the ability to ask and answer questions about basic information e.g where someone lives and works, what they like to do, discuss personal details, times and numbers.
- The ability to understand short, written texts where people provide basic personal information about themselves or others e.g on forms
- Conveying a simple written message or making a simple request e.g by email

Foundation Level – A2

- The ability to understand, when people speak slowly, sentences about everyday situation, e.g basic personal and family information, discussing simple work-related matters, including what people have done or what they would do.

- The ability to hold a simple conversation about everyday subjects e.g things that have happened or future plans
- The ability to understand written messages about everyday issues and simple letters/emails
- The ability to write short messages to colleagues e.g to pass on a message

Intermediate Level – B1

- The ability to understand the main points when someone speaks about everyday subjects inside and outside the workplace, or when work issues are being discussed e.g in a conversation or in a small group meeting
- The ability to hold an extended conversation with a fluent speaker on a familiar subject involving aspects of everyday life, e.g. interests, travel, or subjects directly involving work.
- The ability to describe experiences and events, hopes and ambitions, and to give brief explanations and reasons for your opinion.
- The ability to understand articles or direct email messages dealing with everyday subjects or subjects involving work.
- The ability to write a letter/email on most subjects, e.g. ask for things, give information, invite someone or arrange an event.

Advanced Level – B2

- The ability to follow most conversations or discussions, even on unfamiliar subjects, unless someone is speaking with a strong or unfamiliar accent, e.g. at a conference or when speaking on a very technical or specialised subject.
- The ability to speak confidently with fluent speakers about familiar subjects involving everyday life or work issues, ability to express an opinion, take part in a discussion, and speak at length on general subjects, e.g. at a meeting or in a one to one situation.
- The ability to understand most correspondence, newspaper articles and reports intended for fluent speakers, with the assistance of a dictionary, and to scan long texts to locate details.
- The ability to write short articles, business letters or reports on a range of subjects of a general nature, or involving work, and to respond correctly to most correspondence from internal or external contacts. Editorial assistance would be required.

Proficiency – C1

- Easily understands everything heard or said
- Speaks at length on complicated matters, presents arguments, and leads discussions,
- Summarises information from different oral and written sources, recreates arguments and descriptions in a coherent presentation
- Expresses themselves fluently and in detail, adapting language style according to audience, e.g. in a formal or informal context.

Please note the **Person Specification** – some posts have specific requirements for levels of language skills

Job Specific Essential Skills

The essential skills for this post are listed in numerical order. You should refer to the **Person Specification** where, under the section “**Job Specific Skills**”, you will see a box, with sub-headings for “**Essential**” and “**Desirable**” skills. Your response should be on the “**Essential**” skills only, and in the order listed in the Person Specification.

Please note that if the Person Specification lists fewer than five essential skills you should leave the remaining boxes blank.

Please make your responses as full as possible (up to 150 words) as they provide background for short-listing and interview. Applications with very little detail in this section may be sifted out.

Competencies

The Core Competencies required for this post are listed under the following headings:

- Working Positively with Others
- Embracing Learning, Change and Creativity
- Commitment to Customer Focus
- Delivery of Effective Outcomes
- Commitment to Diversity & Social Responsibilities

You should refer to the **Person Specification** where, under the section “**Competencies specific to this post**”, you will see a box where each of these competencies is paired with an “**Example Behaviour**”.

Your response under each heading in the application form should describe how you have demonstrated these behaviours in the past.

Please complete these fully (up to 150 words) as they provide background for short-listing and interview. Applications with very little detail in this section may be sifted out.

Be specific rather than theoretical – a clear description of how you actually behaved in a particular situation (and why) is of much more use than a vague or general description of what you consider to be desirable attributes.

Give a range of examples – if possible, use different situations or challenges you faced rather than rely on just one experience. This helps to evaluate how you tackle different challenges and not just your behaviour in a ‘one off’ situation.

If your example involves a team task, tell us about what your role within the team was as opposed to telling us what the team did and what their general achievements were.

Avoid making statements. Please provide supporting evidence. For example ‘I have excellent communication skills as I deal with people all day’ is a statement. You need to explain what makes your communication skills excellent, describe the situation where your communication skills had a positive effect and how.

References

Any job offer will be conditional on the receipt of satisfactory references. Please do not send testimonials.

You are asked to name people, who are not related to you, and who have agreed to act as your referees. One of these must be your current or most recent employer, if you are not currently employed. The other should be a referee who can express an opinion on your work and your ability to perform the job for which you are applying. References are normally requested when a job offer has been made.

If you do not wish us to write to your present employer before interview please say so in the space provided on the application form. However, if you are recommended for appointment, your employer will be approached before a firm offer of employment can be made.