



Additional Information to Applicants

How to complete your application

We've put together some useful information and a few pointers that could help with your application. After reading this page, you should have all the information you need to give you the best chance in your application.

Before you start

- Allow yourself plenty of time
- Please read all the instructions carefully
- Make sure that you understand all the questions
- Read the information relevant to the position, for example the job profile **or** job description/employee specification and so on.

Requirements for the role

The 'Relevant Experience, General and Special Knowledge, Skills and Abilities and Additional Requirements' sections on the job profile **or** employee specification are particularly important as they tell you what you'll need to do the job. How the criteria will be identified/measured is listed which could either be:

- Application form (A) – you need to evidence this information on your application
- Interview (I) – this information will be tested/questioned at an interview
- Certificates (C) - if invited for an interview, you would need to bring appropriate certificates/documents to evidence information, for example qualification certificates
- Presentation (P) – you may be asked to give a presentation on a particular topic, information regarding this would be provided if you are invited for an interview
- Test (T) – you may be asked to undertake a test regarding a particular skill, for example to evidence your ability to use a Microsoft package such as Excel

Please note that some elements may be tested by more than one method. Each of these is placed into one of two areas:

- Essential (E) - as you'd expect, these criteria are vital to fulfilling the role effectively
- Desirable (D)/Minor (M) - these criteria would be a bonus, but they're not essential to fulfilling the role within the initial induction period

These criteria must be matched to your skills, abilities and experience. Remember, you'll be shortlisted and invited for interview if you can show us how you meet them.

Tips

- Provide us with as much detail as possible to demonstrate how you meet the 'Essential' criteria of the role and give examples
- You must meet the essential criteria in order for us to shortlist you. Desirable/Minor criteria are certainly an advantage, but not crucial. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting
- Try to make any examples you give as relevant to the role as possible, and as clear and concise as you can. Remember that you can include experience from all sources, including previous jobs, school, clubs, organisations and voluntary work
- Don't forget to keep referring to the 'Responsibilities' on the job profile **or** job description and ensure that your application reflects the duties listed
- Don't leave any blanks. If there are any questions that don't apply to you, simply put 'not applicable' or 'n/a'

References

- If you are shortlisted, we'll ask for a minimum of two work-related references unless you've indicated otherwise on your application form
- If you're currently employed, one of your references must be your present or most recent employer. We can't accept character references or references from relatives or people writing solely in the capacity of friends
- We recognise that there may be circumstances where applicants cannot produce two work references, e.g.
 - where you have not worked before, (such as being a School/College Leaver)
 - where you have only had one previous job
 - where you have had a career break.

In such circumstances, non-employment references may be acceptable, although they must still cover your skills and abilities. These could be references relating to part-time or voluntary work, or from your school or college, e.g. If you have been volunteering in a school, whilst on a career break, you could ask the Head Teacher of the school for a reference.

Our Values and Behaviours

As a council, our vision is 'working together for a brighter future, a better Barnsley'. As part of this, we have developed a set of values which provide a framework for how we do things. This document details the behaviours we expect from our managers and employees. Please note that you may be asked about these if you were invited for an interview.

Please refer to the Vision and Values framework at the end of this document.

Safeguarding vulnerable people

- Barnsley Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment.
- All shortlisted applicants for posts working with children or vulnerable adults must have completed the criminal record background section of the application form. Applicants for these posts are required to disclose any criminal conviction which would normally be considered to be 'spent'. (Spent convictions are those that happened some time ago, and are not usually required to be revealed, as specified in the Rehabilitation of Offenders Act 1974).
- For more information, please visit the Disclosure and Barring Service website or contact the HR Safeguarding Team on 01226 772291 or 01226 773796.

Disability Discrimination

- Under the Equality Act (2010), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Profiles/Job Descriptions and Employee Specifications, however if you feel that there are barriers, please tell us in the application form.
- As part of the Equality Act we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Final check

- Make sure that all sections are complete. If a box isn't relevant, put 'n/a'
- Our closing date and time is a strict deadline, so take a note of it and make sure that your application form is submitted in good time
- Please do not send in a CV as it won't be considered

VISIONS AND VALUES



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