

Southwark Council

Applying for a job

Thank you for showing an interest in the vacancy we advertised. Before you fill in your application, please read the following notes. We hope you find them helpful.

Please do not send us a CV (career summary) as we will not be able to consider it. When filling in the application form, type or write clearly in **black** ink. This helps us with photocopying.

When we choose our new employees we use:

- A job description
- A person specification
- An application form

Job Description or summary

This tells you the main responsibilities of the job.

Person specification

This is the most important document which explains what we are looking for. It tells you what knowledge, experience and skills you need to do the job. We call these the 'criteria', which we use to make appointments.

Essential criteria are those which you must have to successfully carry out the responsibilities of the job. The person specification should show you which criteria we will use to shortlist for the interview.

Desirable criteria may be included. These are extra requirements which we may use if we receive too many forms which meet our 'essential criteria'.

Application form

If you want to apply for more than one job, please fill in a separate application form for each job.

It is a good idea to make a rough draft first. Check through your draft to make sure that it is clear and that it covers **all** the criteria, before you fill in the form. Please give all the information you think we may need, as we cannot guess or assume anything about you.

You may find it easier to fill in the sections on 'employment' and 'relevant knowledge, experience and skills' by using a word processor and then attaching the printed sheets to the form.

Relevant knowledge, experience and skills

Please tell us anything you think is relevant to the job you are applying for. You will need to give us enough information so that we can judge whether you are suitable for the job.

For example, if the job requires experience of report writing, tell us about the type of reports you have written, the main contents and who the reports were for.

You may have relevant experience from activities outside work. This may show the things we are looking for just as much as any work experience. For example, you may have skills and experience from running a club or voluntary group.

Equal opportunities

Please fill in the 'tear-off' slip on the application form. We will treat this as confidential information which we will not show the shortlisting panel.

We will use this information to make sure we are acting fairly when we employ people.

If you have a disability

If you have a disability which prevents you from meeting any of the criteria, tell us about this in your application. Please tell us what we could do to help you meet the criteria.

If you need help in filling in the application form or need information in a different form (for example in braille or on tape), please let us know.

If you have a disability we will offer you an interview as long as you meet the essential requirements of the job.

The Disability Discrimination Act defines 'disability' as follows:

"A physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day-to-day activities."

References

You should give the names of two people who can act as referees. One of these people must be your present or most recent employer. We may contact your previous employers or other appropriate organisations for references.

If you are a recent school or college leaver, one of your references must be from a teacher or lecturer.