**UNIT 7**

**Recruitment Manual – step by step guide**

**USE OF APPLICATION FORMS**

* 1. **What options does the Council have to seek information from candidates?**

There is no legislation dictating the format you should use to obtain information from candidates applying for a job in response to your advert. You can ask candidates to apply in any way that it is felt appropriate e.g. letter of application, application form, forwarding a C.V., online, telephone interview etc and as is most appropriate for the Council and the job.

What is most important is that you must make it clear in your advertisement, or within your brief to the recruitment agency, how you want candidates to apply.

The most common ways to get information on candidates is by:-

* providing an application form, designed to get the key information you need; or
* requesting a CV (usually a brief account of the person's education, qualifications and previous work experience) in their own style with a covering letter or email.

The choice between application forms and relying on a CV is clearly yours to make and there are advantages and disadvantages to using either. The use of an application form is generally recommended in order to ensure that you get all the information you need and make life easier when comparing and assessing candidates.

### What are the advantages of using application forms?

The use of a standard application form ensures that all candidates supply the same key information you require and in a form that makes comparison and short-listing easier resulting in consistency and fairness into the process (as long as any special needs of candidates are catered for). Your application form should:-

* be realistic and appropriate for the job
* be appropriate for the specific job
* use clear language
* be easy to complete
* only request relevant information
* acquire information help assess the applicant against the Person Specification
* state how and when references will be taken up
* avoid unconscious bias by separating questions about any personal identifying characteristics (e.g. name, age, marital status, family or health) from the application form.
* be accompanied by information about the job and the selection procedure.

You must always be careful to avoid possible discriminatory questions in the form or later at interview.

In summary the advantages of your using an application form are that:-

* you can decide exactly what information you need to know
* it is easy to compare the skills and experience of different candidates as part of the short listing process
* it is more difficult for candidates to hide gaps in their employment
* it should encourage candidates to relate their skills and experinence specifically to your job
* it helps you meet your equal opportunity obligations
* if the form contains a requirement to certify the truth and accuracy of the details submitted it will be enforceable if the job has been obtained under false pretenses
* you can use the same format for future vacancies.

### What are the disadvantages of using application forms?

If you do use application forms you need to accept that:-

* you incur the cost of producing a form
* having to complete a form might disadvantage some candidates e.g. those with learning or language difficulties or without easy access to technology.

### What are the advantages of only requesting CVs?

Requiring candidates to supply a CV only:-

* bypasses the need to create a job-specific application form
* allows you to gauge the candidate’s written style
* creates an immediate opportunity to rate the candidate on their communication skill and style, attitude and approach by showing initiative in choosing to include a covering letter

### What are the disadvantages of only requesting CVs?

Relying simply on a CV means that:-

* it may take more management time at interview to establish key facts or fill in gaps in the information provided
* it could be more difficult to compare the skills and experience of different candidates than it is using a standard application form and therefore potentially less fair
* candidates might only give the information they want to and any gaps in the candidate’s employment history, skills or experience can be hidden more easily
* candidates might use the same CV for all job applications which might not be tailored to the needs of your particular job description and person specification
* candidates might supply personal information that you would not ask for in an

application form.

### What should be included in an application form?

It is recommended that you do use an application form which should ensure that you obtain consistently from all candidates:-

* personal details such as their name, address, telephone numbers and email address.
* educational and/or professional qualifications but consider those applicants who may have attended a primary school or secondary school 30 years ago as how relevant is knowing about their GCSE/CSE results to the current job role and therefore post school leaving age qualifications/training might be more appropriate particularly if within a profession and with a CPD record.
* full employment history but consider if a full history of say someone with 40 years’ work experience is actually relevant and whether perhaps the last 10 years for instance would be more relevant.
* relevant knowledge, skills and work experience linked to the person specification.
* training and development undertaken; consider the relevance of historic learning and the specific type and subject matter.
* right to reside and work in the UK and you need to forewarn applicants that the Council has a legal duty to ask for evidence of the successful candidate’s right to reside and work in the UK.
* two referees related to current and/or past employment.

You may wish to ask for additional information e.g. leisure interests, any specific job requirements e.g. languages or possession of a driving licence etc if they are relevant for the job and the application form must contain a requirement fot the candidate to make and sign certain legal or technical declarations.

A section on declaring offences within the Rehabilitation of Offenders Act is required as this is separate from a requirement for a Disclosure and Barring Service check.

You need to mention the need for a DBS check if clearance is required for this job role e.g. if working with children or vulnerable people or whose duties will be covered by the Financial Services Authority.

* 1. **Applicants Pack checklist**

The recruitment application pack can contain for example:-

* Application Form
* Job description
* Person Specification
* Any further information about the Council and services, terms and conditions of employment in a recruitment handout
* Equality & Diversity Monitoring Form.
	1. **Specimen Application Form and Letters**

A specimen Application Form is enclosed for use in the recruitment of your Clerk to

the Council and to ensure that all relevant information is obtained. The Council may decide whether a C. V. is acceptable as an enclosure but it should not be allowed as a replacement for the application form.

The Application Form may be customised for other jobs and used for other appointments as appropriate irrespective of the recruitment method or media used. In addition, the Council should issue a separate equality monitoring form issued with the application form where candidates have the option of providing details of their ethnicity, gender, disability, age etc and which the public sector may now be obliged to have for equality monitoring and auditing purposes.

Enclosed are the following specimen forms and letters to help you handle the issue, receipt and recording of applications for the posts:-

**Appendix 7 (a) -** application form

**Appendix 7 (b) -** request for recruitment pack and application form response

**Appendix 7 (c) -** recruitment information pack request record

**Appendix 7 (d) -** application acknowledgement

**Appendix 7 (e) -** applications received record

**Appendix 7 (f) –** equality and diversity monitoring form.

As with all other forms in this Manual these examples may be adapted to suit your Council and the job needs.

* 1. **Further Help**

If you require training, help or any other assistance with your recruitment and selection processes or have any questions on anything in the Recruitment Manual please email your county association.

Updated September 2022

**Appendix 7 (a) - Specimen Application Form**

|  |
| --- |
| **APPLICATION FORM** |

|  |  |
| --- | --- |
| xxxxxxxxxxx**COUNCIL** | **APPOINTMENT OF** **xxxxxxxxxxx** |

**Xxxxxxxxxxxxxxxxx** Council is an equal opportunities employer and your application will be judged solely on merit and irrespective of ethnic origin, race, colour, gender, disability, age, trade union activity, marital status, religion, belief or sexual orientation or any other protected characteristic. Please answer all the questions in this form honestly and truthfully and read and sign the declaration and consents at the end of the form to provide the best chance of obtaining an interview. If you require any assistance, please contact **xxxxxxxxxxxxxxxxxx** on **xxxxxxxxxxxxxxxxxx.** **Please complete the form in full in black ink or type and use only A4 size paper for any continuation sheets.**

 \* \* \* \* \* \*

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| --- |
| **PERSONAL DETAILS** |

|  |
| --- |
| Family Name: Forename(s):Preferred Title: Address: Post Code: Home Tel. No: Work Tel. No: Mobile No: Email Address:  |

|  |
| --- |
| **OUTSIDE INTERESTS AND NON-VOCATIONAL EXPERIENCE** |

Please give details of any outside interests or non-vocational experience which you feel may be relevant and will support your application.

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| **REHABILITATION OF OFFENDERS ACT 1974** |

Please give details of any “unspent” convictions as defined by the Rehabilitation of Offenders Act 1974. Unless the nature of the position allows the Council to ask questions about your entire criminal record we will only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining employment with the Council.

|  |
| --- |
|  |
| **EDUCATION AND QUALIFICATIONS** |

Please give details of your education and qualifications obtained plus those currently being pursued.

|  |  |  |
| --- | --- | --- |
| Secondary School, College and/or University | Dates | Subjects studied and/or qualifications/grades obtained |
| From | To |
|  |  |  |  |

Please note that you will be asked to produce evidence of your qualifications.

|  |
| --- |
| **PROFESSIONALAND TECHNICAL BODIES MEMBERSHIP** |

Please give details of any relevant professional or technical bodies of which you are a member by examination or subscription and any CPD you have undertaken.

|  |  |  |
| --- | --- | --- |
| Name of Institute/Professional Body | Level ofMembership | Year of Award |
|  |  |  |

|  |
| --- |
| **TRAINING COURSES** |

Please give details of any relevant short training courses, trade/professional training, Government training schemes or secondments you have completed.

|  |  |  |
| --- | --- | --- |
| Course Title and Duration | Provider | Date |
|  |  |  |
| **PRESENT OR MOST RECENT EMPLOYMENT** |

|  |
| --- |
| Employer:Address:Post Code:Job Title: Current or Final Salary:Date Commenced:Leave Date or Notice Period Required: |

Please provide a list of the main duties and responsibilities of your current or most recent job. (Please attach a copy of the job description if you wish.)

|  |
| --- |
|  |

Why do you/did you wish to leave your current/most recent job?

|  |
| --- |
|  |

|  |
| --- |
| **EMPLOYMENT HISTORY** |

Please list all your previous employment history in chronological order using a separate sheet if necessary and please give reasons for any gaps in your employment history.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of Employer | Employment Period  | Job Title and Salary  | Reason for Leaving |
| From | To |
|  |  |  |  |  |

|  |
| --- |
| **RELEVANT EXPERIENCE AND OTHER SUPPORTING INFORMATION** |

The information you provide in this section is very important in assessing your application. Please give details of your knowledge, qualifications, experience, skills and ability to cope with the demands of the post, relating them to the requirements of the job as laid out in the Person Specification and Job Description within the Recruitment Handout. Please continue on additional A4 sheets if necessary.

|  |
| --- |
|  |
|  |
| **PREVENTION OF ILLEGAL WORKING** |

Are you eligible to work in the UK? Yes No

Do you require a work permit to take up employment in the UK? Yes No

The Council has legal obligations to ensure that you can work legally in the UK. Prior to taking up any employment you will be required to provide evidence of a passport and/or other relevant documents on the approved list to satisfy the Council that you comply with this requirement.

Are there any restrictions on your residing in the UK? Yes No

|  |
| --- |
| **DRIVING LICENCE** |

Do you hold a current driving licence? Yes No If “yes” please state type of licence you hold:

|  |
| --- |
|  |

Are you a car owner or do you have a car at your disposal? Yes No

Do you have any current endorsements? Yes No If “Yes”, please specify:

|  |
| --- |
|  |

|  |
| --- |
| **REFERENCES** |

Please give details of two persons who we could contact and would be willing to supply a reference for you. We would prefer your referees to be your most recent employers including your current employer, if applicable.

|  |  |
| --- | --- |
| Name: Position: Address: Post Code: E-mail address: Tel. No.:Capacity known to you: | Name: Position: Address:Post Code: E-mail address: Tel. No.:Capacity known to you: |

Have you any objection to the references being obtained prior to interview. Yes No

References will be obtained and their authenticity checked if you are offered the appointment.

|  |
| --- |
| **RELATIONSHIPS** |

Are you, to your knowledge, related to or have any relationship with an Elected or Co-opted Member or employee of the Council? Yes No

If “yes”, please give details.

|  |
| --- |
|  |

|  |
| --- |
| **DISABILITY DISCRIMINATION ACT 1995**  |

Do you have a disability you wish us to know about at this stage? Yes No

If yes, to assist us in making the interview arrangements please note below if you believe there are any reasonable adjustments we should be making.

|  |
| --- |
|  |

|  |
| --- |
| **DECLARATION AND DATA PROTECTION ACT CONSENT** |

I declare that all the foregoing details given in this application are true to the best of my knowledge and understand that verification checks may be made. I also understand that if the information I have given is found to be untrue or misleading this will be sufficient grounds for disqualification from appointment or dismissal from any employment gained.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **DATA PROTECTION CONSENT** |

I understand that the information given in this form will be processed only by the Council for the purpose of considering my application for employment and if I am successful in my application this form and the information in it will be retained in my personnel file for such time as I am an employee and for up to six years after the end of my employment. Otherwise this form will only be retained by the Council for so long as it is required in connection with the application.

Under the Data Protection Act and GDPR you have specific rights including giving consent for the collection and processing of your personal data. Please see Council’s Data Privacy Statement and Policy on our website for further information. Please indicate below whether you give consent for us to collect, record and process the personal data you have provided for the purposes of recruitment, selection and appointment.

* I give my consent.
* I wish to find out more information or to check what personal data is being collected and processed before giving my consent.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **NOTIFICATION OF VACANCY** |

How did you find out about this vacancy? Advertisement Word of mouth Council website Council Notice Board Other

If ‘advertisement’ in which publication or if ‘other’ please explain below.

|  |
| --- |
|  |

|  |
| --- |
| **ACKNOWLEDGEMENT AND RETURN OF COMPLETED FORM** |

When completed, please return the application form by **xxxxxxxxxxxxxxxxxxx** to:-

## Xxxxxxxxxxxxx

## Xxxxxxxxxxxxx

## Xxxxxxxxxxxxx

## Xxxxxxxxxxxxx

Please mark the envelope or email **“Confidential – Application for the post of xxxxxxxxxxxx”. I**f you would like an acknowledgement of receipt, please enclose a stamped addressed envelope if submitting this application form by post.

|  |
| --- |
| **INTERVIEW ARRANGEMENTS** |

It is our intention that if you are selected for interview you will be notified during the week ending **xxxxxxxxxxxxxxxxxxx** and interviews may be held on **xxxxxxxxxxxxxxxxxxx**.

Please confirm that you will be available on these dates if selected for interview. Yes No

**Appendix 7 (b) - Request for recruitment pack and application form response**

**Name and address**

**Xxxxxxxxxx**

**Xxxxxxxxxx**

**Xxxxxxxxxx**

**Xxxxxxxxxx**

## Date

Dear **Enter name**

**Xxxxxxxxxxxx Council**

### Appointment of Clerk to the Council

Thank you for your responding to the advertisement for the above post.

I am therefore enclosing a recruitment Information Pack which includes:-

* the Recruitment Handout which is intended to give you background details of the post and the Council;
* the job description;
* the person specification;
* details of the current Council budget (optional); and
* an application form which should be completed and returned by **xxxxxxxxxxxxxxx**.

You may also wish to refer for further information to the Council website at **www.xxxxxxxxxxxx.xxxxx**

If you have any questions or need any further information on the appointment or selection process please do not hesitate to contact me.

I look forward to receiving your application by the closing date and thank you for your interest in working for the Council in this role.

Yours sincerely

**Name**

**Post title**

**On behalf of xxxxxxxxxxxxxxx Council**

**Appendix 7 (c) - Recruitment information pack request record**

XXXXXXXXXXXXXXX COUNCIL

**CLERK TO THE COUNCIL**

**RECRUITMENT INFORMATION PACK REQUEST RECORD**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Date** | **Detail** | **Media** | **Sent** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |

**Appendix 7 (d) - Application acknowledgement**

**Xxxxxxxxxxxxx**

**Xxxxxxxxxxxxx**

**Xxxxxxxxxxxxx**

**Xxxxxxxxxxxxxx**

## Date

Dear **Enter name**

**Xxxxxxxxxxxxx Council**

### Appointment of Clerk to the Council

Thank you for submitting your completed application for the above post.

I will be in touch after the closing date once the Council has selected their short list of candidates for interview.

If you have any questions in the meantime, please do not hesitate to get in touch.

Best regards

**Name**

**Post Title**

**On behalf of xxxxxxxxxxxxxxx Council**

**Appendix 7 (e) - Applications received record**

XXXXXXXXXXXXXXXXXXX COUNCIL

**CLERK TO THE COUNCIL**

**APPLICATIONS RECEIVED RECORD**

|  |  |  |
| --- | --- | --- |
| **No.** | **Date Received** | **Detail** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |
| **8** |  |  |

**Appendix 7 (f) - Equalities monitoring form**

**XXXXXXXXXXXXXX COUNCIL**

**EQUALITIES MONITORING INFORMATION**

**Application Form Stage**

|  |  |
| --- | --- |
| **Post Applied For:** |  |

The Council aims to be an equal opportunity employer and we want to treat everyone equally.

The information requested below will enable us to determine whether or not we are achieving this aim. All information will be regarded as strictly confidential, will be kept separately and will in no way affect the outcome of your application for employment.

By completing and returning this form you are consenting to the sensitive personal data contained within to be used purely for statistical purposes and to be produced as evidence in any legal proceedings for discrimination against the Council. Please read the Council’s Privacy Statement and DPA Statement on the website for details of your rights with regard to data protection.

Please tick the box you consider best describes your situation in each category.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**1. Gender**

Are you?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Male |  | Female |  | I prefer not to tell you |  |  |
|  Transgender  |  |

**What is your age?**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 16-29 |  | 30-44 |  | 45-59 |  | 60-74 |  | 75+ |  |
| I prefer not to tell you |  |

**2. Ethnicity**

What is your ethnic group?

|  |  |  |  |
| --- | --- | --- | --- |
| White British |  | Bangladeshi |  |
| White Irish |  | Pakistani |  |
| Any Other White Background |  | Indian |  |
| White and Black Caribbean |  | Tamil |  |
| White and Black African |  | Korean |  |
| White and Asian |  | Any Other Asian Background |  |
| Any Other Mixed Background |  | Caribbean |  |
| Chinese |  | African |  |
| Any other ethnic background |  | Any Other Black Background |  |
| I prefer not to tell you |  |

**3. Disability and Health**

Do you have a long-term physical, mental health and health condition or disability?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Yes |  | No |  | I prefer not to tell you \* |  |  |

What is the nature of your disability, mental health or other health issue?

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Physical/Mobility |  | Sensory |  | Mental health |  | Learning |  |  |
|  |
| Other |  |  I prefer not to tell you \*  |  |  |

**\* = It is important that we know of any special needs you may require should you be selected for interview and if subsequently appointed how this may impact on the job role and what, if any, adjustments will need to be explored with you.**

**4. What is Your Religion or Belief**?

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Christian |  | Buddhist  |  | Hindu |  | Sikh |  |  |
|  |
| Jewish |  | Muslim  |  | Athiest |  | Agnostic |  |  |
|  |
| Other |  | I prefer not to tell you |  |  |

**5. What is Your Sexual Orientation**?

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Heterosexual |  | Lesbian  |  | Bisexual |  | Gay |  |  |
|  |
| Other |  |  |  | I prefer not to tell you |  |  |

Thank you for taking time to complete this form

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_