

RECRUITMENT GUIDANCE FOR JOB APPLICANTS

www.myjobscotland.gov.uk

Bute • Helensburgh • Islay • Oban • Mull • Campbeltown • Iona • Dunoon • Tiree • Lochgilphead • Seil …

#abplace2b

YOUR JOB APPLICATION

Your job application forms an essential part of our recruitment process. It provides you an opportunity to tell us about your relevant and transferable skills, experience, attributes, and qualifications and determines whether you will be selected for the interview stage.

The following information and guidance should help you to complete the application form as effectively as possible for the post(s) you are applying for and demonstrate why you're a great fit for Argyll and Bute Council, putting your best foot forward.

Every post we advertise includes a job description, outlining role responsibilities and duties, and a person specification, describing the essential and desirable skills and traits being sought from applicants to ensure that they are suitable for the post.

We suggest reading all relevant documentation before applying to the Council including any websites or documents referred to in the recruitment advert as well as gathering personal information (work experience, qualifications, and referee's details) so you can complete the application form in full.

The Council can provide the application form in different formats. Please request an accessible form from the Recruiting Manager using the contact details provided in the advert.

When completing your application we recommend the following:

- Consider why you are applying for the job. Is it a promotion or career change? Will it broaden your skills / give you greater work experience? What motivates and inspires you about the role?
- If you are returning to work after an extended career break, consider what skills and experience you can match to the role.
- Contacting the Recruiting Manager if you require additional information relating to the duties, requirements and recruitment of the post. You can also contact the Recruiting Manager if you're interested in a Council role but don't meet the qualifying criteria i.e. qualifications / work experience as they can guide you on the best approach to being able to apply for roles in the future.
- Ensure employment dates are correct and in chronological order starting with your most recent / current position.
- Focus on the "Supporting Statement" section of your application. This is where you can briefly summarise how your skills and qualifications meet the essential criteria and person specification and highlight why you are an ideal candidate for the role.

- Make your supporting statement stand out by giving examples of relevant past achievements / successes to allow the Recruiting Manager to see and differentiate the qualities they are seeking.
- Download and save the job description, person specification and any additional documents from the vacancy job advert for future reference.
- Submitting your online application via myjobscotland by the specified closing date.
- If applying for more than one post, you should submit separate application forms for each position advertised.

WORK HISTORY

- List all part-time, full-time, casual and voluntary work in chronological order. Please detail the reason for any employment gaps and highlight how this time was utilised i.e. skills development.
- You should provide details about each job role so that the Recruiting Manager will have a good understanding of what was required.
- The Council encourages applications from people with transferrable qualifications, skills and experience. By analysing your present and previous jobs you may uncover hidden skills that you've taken for granted. This includes community, voluntary and leisure pursuits.

FLEXIBLE WORKING PRACTICES

- The Council recognises the numerous benefits of a positive work-life balance to the well-being and productivity of our employees. We will take a flexible first approach to requests from our employees to change the way that they work. Whilst we must balance such requests with the need to ensure the quality of the important services we deliver is not compromised, we will ensure that each request is given careful consideration with a view to achieving a positive outcome wherever possible.
- Unless otherwise stated within vacancy adverts, all Council positions will be considered for job sharing / part time working / alternative working patterns.

EQUALITY & DIVERSITY – OUR COMMITMENT

We are a Disability Confident employer and encourage applications from people from all backgrounds and aim to have a workforce that represents the wider society that we serve. We pride ourselves on being an employer of choice. We champion diversity, inclusion and well-being and aim to create a workplace where everyone feels valued and a sense of belonging. To find out more about our commitment to this please visit Equality & Diversity Policy.

If successful, an equal opportunities form will be included in the new start paperwork. This form is voluntary, but the information requested is very useful as it helps us understand, identify and remove barriers to ensure our service meet the needs of all staff and maximise their potential. The data also allows the Council to monitor the effectiveness of our policy for equal opportunities in employment.

REFERENCES

- The Recruiting Manager will take up references on the successful candidate. Therefore, the details you provide should be accurate (contact number(s) and email address). You should check your referees are willing to provide a reference before adding their names to your application. One reference should be from your current or most recent employer. This should be a line manager who can comment on your previous performance and attendance.
- If you are an external applicant, a second referee should be provided. The referee can be a previous employer, another individual within your current employment who can comment on your suitability for the post or a character reference from a responsible person who can vouch for your general qualities (not a family member or partner).
- If this is your first job, you'll need to provide two character references. This must be from individuals who can verify your abilities (not a family member or partner). If you have recently left school or further education, then we can accept a reference from a qualified professional.
- You can request for your referees not to be contacted before an offer is made.

BEFORE SUBMITTING YOUR APPLICATION

- Proof-read the content to check for spelling and grammatical errors before submitting your application.
- Keep a copy of your answers so you can use it for reference if you're invited to an interview.

SHORTLISTING

- The Recruiting Panel members will review application forms and will complete the shortlisting process in line with the job description and person specification criteria. They will assess your entire application including any required qualifications and your supporting statement to assess your compatibility with the job role.
- As a Disability Confident Employer, the Council guarantees an interview to any applicant who has indicated that they have a disability in their application form, and who meet the essential criteria of the post.
- If you are shortlisted, you will receive an invite to interview, which is sent electronically to the email address provided in your application form. This email will contain guidance on expenses, eligibility to work in the UK and preparing for an interview. The invite will also explain how to electronically select

an interview time slot and how to request any reasonable adjustments including special equipment or extra support.

- If you are not shortlisted, you will receive notification via email that you have not been successful.
- Application status updates appear in your MyJobScotland online account throughout the process.

INTERVIEWING

If your application is shortlisted for interview, it is important to make the process run as seamlessly and smoothly as possible for you. Your interview invite will be sent via email accompanied with an 'Interview Guidance' sheet outlining the Council's assessment methods and suggestions on how to prepare.

PRE-EMPLOYMENT CHECKS

If you are successful at interview and conditionally offered the job, there are various pre-employment checks which need to be completed before you commence employment. These include the Right to Work in the UK and the Council medical questionnaire. At this point your references will be contacted if you are not already employed by the Council. If a PVG check is required for the post, a form will be emailed to you directly by the Recruiting Manager.

FEEDBACK ABOUT THIS GUIDE

The council is committed to continuously improving its recruitment process and encourages feedback from applicants about the resources provided. If you have any comments or questions regarding the content of this guidance, please include these in an email to the Resourcing team at training.centre@argyll-bute.gov.uk.