



## South Kesteven District Council People & Organisational Development

### How to complete the application form

The SKDC application form is split into a number of sections which need to be completed.

When completing the application form please refer to the job description and person specification when completing the application form.

#### **Application Form**

Please ensure that you write the name of the post that you are applying for.

#### **Personal Details**

When completing the personal details section please ensure that you put a telephone number and email address that you can be contacted on.

Please write down any dates that you are unavailable for interview.

#### **References**

When providing references please ensure that you give all details including a telephone number and email address.

You must give two referee details with one being your present or most recent employer. If you do not want these to be contacted prior to interview please say so on your application form.

#### **Education & Qualifications**

Please provide details (including dates) of your education and qualifications. In this section you can also provide details of any courses/seminars you have attended.

#### **Membership of professional bodies**

Provide details in this section of any specific memberships you hold. Please include the dates and any other details which may be relevant.

#### **Employment History**

Starting with your most recent employer first, give details of your full employment history. This can include voluntary work as well as paid. Please ensure each field is completed for each job role. If there are any gaps in your employment history please record this in this area and give the reasons for these.

#### **Job requirements**

Please use this area of the application form to explain how you meet each one of the job requirements in the person specification on the job description. You must do this in order to get short listed. You may draw on knowledge, skills, abilities, experiences, etc gained from paid work or unpaid work, domestic responsibilities, education, leisure interests and voluntary activities. You should not attach CVs as we do not accept these. What you write in this section is not limited to the space on the application form.

#### **Declaration**

Please sign this and date. If you are sending the application form electronically via email then your name can be typed in the Signature box.

#### **Equal Opportunities Monitoring Form**

The information you give on this part of the application form allows us to monitor our recruitment process in terms of the protected characteristics described in the Equality Act 2010. Please be assured that this information is kept confidential and is not seen by the panel who short list for interview and will not be used in the selection decision.