

UPPER NORWOOD LIBRARY

GUIDANCE NOTES FOR JOB APPLICANTS

Thank you for your enquiry about this job

The information you provide on your application form and additional sheets will determine whether you are shortlisted for interview. It is therefore important that you give us clear and relevant information and that you answer all of the questions. Please note that CV's will not be accepted.

If you do not understand anything on the form, have any questions or need the form to be made available in large print, please ring the Assistant Librarian (Support and Resources) at the Upper Norwood Joint Library on the telephone number contained in the information pack. Please let us know if someone else completes the form for you. A job description and person specification is enclosed with this pack. They should be used in conjunction with these guidance notes when you complete the application form.

Please ensure that your application fully addresses the selection criteria set out in the person specification.

Applications should be returned to the address on the covering letter before the closing date. **We do not accept faxed application forms.**

EMPLOYMENT HISTORY

Start with your present or most recent employer giving the title of your job and the dates you were employed, and then work backwards. You may also want to give details of any community, voluntary, or unpaid work you have undertaken. It is particularly important that you note any periods of unemployment, so that we can consider your full history in making employment decisions.

EDUCATION QUALIFICATIONS

Please give details of your education history since the age of eleven, including college/university courses and any qualifications obtained. You will be asked to produce copies of relevant certificates confirming your qualifications if you are interviewed.

JOB RELATED TRAINING AND DEVELOPMENT

Please include in this section any training courses or development activities you have been involved with or attended. These may be courses provided by your employer or events you have participated in outside of work. Please look at the person specification to see which qualifications/training are essential. You may also have gained qualifications and attended training which, although not essential, could be relevant to this job.

We are also interested in any relevant courses which did not lead to an examination or qualification and will take into account equivalent education/qualifications gained overseas or as part of a vocational training scheme.

RELEVANT EXPERIENCE

This is the most important part of the application form. It gives you the chance to show us why you would be suitable for a particular post, and is the main piece of evidence we use when short listing candidates. It is your opportunity to demonstrate that you have the skills and experience we are looking for.

The person specification is provided to help you in writing your application. It details the minimum experience, competencies and qualifications required to do the job. Where there are any physical requirements these are also given.

It is very important that you read the person specification carefully.

- You should think carefully before completing this section and refer to both the job description and the person specification.
- You may wish to write this page out as a rough draft before submitting a handwritten or typed statement (however, please do not send in a CV).
- Show how your own experience and skills match each of the points (criteria) in the specification, giving specific examples where possible.
- If you have little or no work experience, try to think of things you have done where you can transfer skills used at school or college, such as planning a project, organising your own finances or course work.
- You may also have considerable domestic responsibilities such as household budgeting, or you may organise social or community activities – these are skills that can be relevant to the post.
- Be positive about your personal skills and achievements – they can be just as relevant as professional experience.

Do keep answers concise and aim to write a paragraph for each competency, and no more than two. Remember that experience and skills can be gained in a number of different ways, not only through full-time employment. Voluntary work, vacation work, and running a home can all lead to the development of skills and experience, which may be required for a particular job. Do mention any professional qualifications and knowledge of any relevant legislation and software.

EXPERIENCE

We are keen to have information about any and all employment that you have experienced. Please give full details of any employment that you have had, whether full time or part time (including work experience, voluntary or holiday or vacation work).

IT IS VERY IMPORTANT THAT ANY GAPS IN YOUR EMPLOYMENT HISTORY ARE FULLY EXPLAINED.

REFERENCES

You are required to provide details of two employment referees, one of whom must be your current employer (or most recent if unemployed). Please indicate if you do not wish them to be approached without your permission. **Friends or relatives must not be used as referees.**

References will only be taken up after the interview process has been completed. If you have just left school or have recently obtained your professional qualification, you may want to give details of teachers/lecturers/ or tutors or

someone else who knows you well enough to comment on your ability to do this job. For all references please state in what capacity you know the referee, for example if they are your manager, previous line manager or tutor etc.

DATA PROTECTION

The information that you have supplied on this form may be processed by computer or may form the basis of our manual records. This data will be used to generate generalised and anonymous statistics relating to equalities and recruitment monitoring.

DISABILITY

The Upper Norwood Joint Library welcomes applications from people with disabilities. Please let us know if you need additional assistance from us in order to complete the application form or at the point of confirming your attendance if you are invited for interview.

COMMITMENT TO EQUALITIES

The Upper Norwood Joint Library has an equalities policy which recognises that our community is diverse and that each person within it is valued, regardless of race, gender, disability, sexuality, religious beliefs or age.

RESIDENCY

The Asylum and Immigration Act 1996 requires employers to take reasonable measures to ensure that employees demonstrate current and valid permission to work in the UK. All employees will therefore be asked to produce original documentation, which verifies their employment status and meets the requirements of the Act.

CRIMINAL RECORDS BUREAU (CRB)

The Criminal Records Bureau, an executive agency of the Home Office, helps employers check records which were previously held by the Police, the Department of Health and the Department for Education and Employment. Different levels of disclosure can be provided, according to the type of work applied for.

Enhanced disclosures are for posts involving work with children or vulnerable adults. Enhanced disclosures contain the same information as Standard disclosures and include an additional level of check on local police records. Where local police records contain additional information that may be relevant to the post the applicant is being considered for, the Chief Officer of police may release information for inclusion in an Enhanced check.

Disclosure of a criminal record will not necessarily prevent candidates from being employed.

The Rehabilitation of Offenders Act (1974) – Criminal Convictions

This Act recognises the principle that people who have been convicted of an offence should not, as a result, be discriminated against for the rest of their lives and therefore it prohibits discrimination in employment within the defined limits. Some posts are exempt from the Act and these include those involving work with children, the elderly, with persons suffering from serious illness, with people with

disabilities and for certain professions where the highest integrity is expected including employment in finance, legal, medical and security services.

For this post you will be required to give details of any 'unspent' convictions, including date(s) and sentence(s) and attach these to your application form. You will also be required to complete the declaration on the application form. An offer of employment may be made on a conditional basis, subject to the relevant checks being carried out. Unspent convictions may be convictions for which the rehabilitation period has not been completed or convictions, which are exempt from the Act (i.e. never unspent).

Please note:

- Any information given will be kept confidential and will only be considered in relation to the job applied for.
- Failure to disclose cautions, convictions or charges pending court during recruitment process will result in the withdrawal of a job offer. If undisclosed cautions, convictions or charges pending are discovered after employment commences, disciplinary action/dismissal could ensue.
- It is the responsibility of the applicant to check with the appropriate authorities if s/he is unsure if any convictions are exempt or not exempt or excluded from the Act.