

Instructions for Applying

1. The Personnel Specification is very important: it tells you what skills, competencies and experience a person needs to be able to do the job. We can only shortlist you for interview if you show how you meet the **essential** criteria. Essential criteria is the minimum criterion needed to carry out the job and no applicant will be offered the job without meeting all of these requirements.

We decide who to invite for an interview by comparing what you tell us in your application form with what we have asked for in the Personnel Specification. When you set out why you feel that you are suited to this particular post, make sure that you give examples, which clearly show how you meet each item in the Personnel Specification. Include only that information which supports this particular application. Consider any relevant experience outside work such as voluntary/community/leisure. Remember that unpaid work or work at home can be just as valuable where this also shows that you meet the requirements of the job. We will not acknowledge receipt of your application, so if you specifically require us to confirm we have received your forms, please enclose a stamped addressed envelope/postcard.

2. If you are shortlisted we may approach your referees, unless you specifically ask us not to do so at this stage. You will also be required to show proof of your qualifications at interview.
3. If you need any particular arrangements to be made for your interview, e.g. a ground floor interview room because of a wheelchair, the availability of a sign language interpreter or an induction loop system, the taping of documents, etc., please advise us as soon as possible.
4. Before a formal offer of appointment is made, we require references that we find to be satisfactory and medical clearance.
5. To fulfil our responsibilities under the Asylum and Immigration Act 1996, we require you to produce one of the following before commencing your employment:
 - A document from a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service which carries your name and National Insurance number (e.g. a P45, P60, NI card or a letter);
 - A passport confirming British Citizen or a Citizen of a European Economic Area country, or which shows the right to live and work in the UK (e.g. patriality, indefinite leave to remain or a grandparent entry visa);
 - A birth certificate confirming birth in the UK or Republic of Ireland;

- A letter from the Home Office confirming your right to work in the UK.
6. If you are not invited to attend an interview within three weeks of the closing date, please assume that on this occasion you have not been successful.
 7. More information about the Council can be found on the Council's web site address www.rochford.gov.uk