



North

Yorkshire County Council

## EDUCATION SERVICES

# Guidance Notes for Applicants

### Completing this application form

- You must complete all parts of the application form. If you have insufficient space, please continue on a separate sheet, mark it clearly with your name and the vacancy it relates to and attach it securely to your application form.
- Please type or write your application in black ink so that it can be photocopied for the selection panel.
- Read the instructions on the application form carefully before completing it.
- The job description will outline the duties of the post and the person specification tells you the minimum knowledge, skills and experience we require. You should show clearly in your application how your knowledge, skills and experience are relevant to the requirements of the post.
- Where you believe you have the necessary knowledge, skills and experience you should give examples of these if possible.
- Relevant skills may have been gained other than through paid employment, so consider also any private, social, leisure, voluntary and domestic responsibilities you have where relevant skills have been developed.
- If you consider yourself to have a disability, then please indicate this in the relevant section of the application form. Within the Disability Discrimination Act 1995, the definition of disability is:  
*'a person has a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse affect on his/her ability to carry out normal day to day activities'.*
- In order to assist the Authority in monitoring its Equalities Policy your co-operation in completing the Equalities Monitoring Form attached to the application form is requested. **This information will not form part of your application, but will be separated from your application form upon receipt.**
- Check the closing date and allow time for your application to reach us.
- We suggest you keep a copy of your completed application form.
- Applicants should understand that before an offer of employment is confirmed that it will be subject to medical clearance and to national procedures for disclosure of criminal background of those with access to children, which will be checked by the Criminal Records Bureau. You must ensure that referees know that you have applied for a post and they may be contacted. The referees of shortlisted candidates will normally be contacted **prior** to the interview unless you state otherwise on the application form.
- For reasons of economy, it is not our practice to inform applicants that they have been unsuccessful in being called for interview. If you have not heard from us within 4 weeks after the closing date of the advertisement, you may assume that your application has been unsuccessful.
- If you require an acknowledgement of receipt of your application, then please include a stamped addressed envelope for this purpose.