

## Guidance Notes on Completing your Application Form

The decision to invite you for interview is based entirely on what you include on the application form. It is, therefore, essential that you address each of the criteria on the person specification and evidence in your application how you are able to meet each of these criteria.

You should read through all the information that you receive carefully. The Job Description outlines the duties of the post and the Person Specification state the skills, experience and qualifications we think a candidate needs to be able to do the job.

You must use the Council's standard application form, curriculum vitae will **not** be considered. Applications must be completed in black ink/type.

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<b>Post Applied for</b>	This is the title of the job for which you are applying, also use the Post ID number this will help us to identify exactly which post you are applying for.
<b>Personal Details</b>	This is basic information about you so that we can contact you easily. If you do not want to be contacted at work, please indicate this on the form.
<b>Disability</b>	If you wish your application to be considered under the Guaranteed Interview Scheme please state here. A disability does <b>not</b> preclude you from consideration for the job. The Council's policy is to give all people an interview if they satisfy the essential criteria for the job.
<b>Education/ Training/qualifications</b>	Give us details of your education, qualifications and training starting with secondary schooling, giving details of the schools, colleges and evening classes you have attended.
<b>Courses Attended not Leading to a Recognised Qualification</b>	Tell us about the qualifications you obtained and any training programmes or short courses you have completed or that you are undertaking at present. You can include classes or courses you intend to take in the near future.
<b>Membership of professional Bodies</b>	Give details of any professional bodies of which you are a member, including the membership grade and date of gaining membership.



## **Corporate Personnel**

### **Present Employment**

This information relates to your current employment, if applicable. Give us brief details of your main duties and present responsibilities.

### **Employment Record**

Please complete this section in date order, beginning with your most recent job and listing all work since leaving school/college. Any gaps in your employment history need to be explained. You can continue on a separate sheet if necessary.

### **Experience and Other Information**

Be positive about your skills and specify your own responsibilities. It is important to try and relate these to the Job Description and Person Specification paying particular attention to how well you can meet each of the criteria listed.

**Do not assume that we know about your abilities, qualifications or experience.**

## Corporate Personnel

### General Conditions Of Service For New Appointments (excluding School based and DSO employees)

Appointments are governed by the scheme of Conditions of Service of the NJC for Local Authority Employees and by Monmouthshire County Council's conditions. The main features are as follows

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<b>Salary Scale</b>	The salary scale for the post is set out in the Job Advertisement and Job Description.
<b>Notice</b>	Unless otherwise stated, appointments are terminable on either side by one month's written notice.
<b>Office Hours</b>	The normal working week for full-time posts is 37 hours per week. The hours of part-time posts are stipulated in the relevant job description. A flexible working hours scheme is in operation for employees based at County Hall and in the Area Offices.
<b>Leave Entitlement</b>	The basic annual leave entitlement is 22 days rising to 27 days after 5 years service and 30 days after 10 years service plus 10 statutory holidays. Entitlement is pro rata to the hours worked. Any variation from this entitlement will be specified in the Statement of Particulars of Employment.
<b>Medical</b>	Appointments are subject to a satisfactory medical report.
<b>Probationary Period</b>	A new entrant to the Council's service who has not transferred from another local authority is subject to a term of probation of six months.
<b>Pension</b>	New employees are eligible to join the Local Government Pension Scheme. Membership of the Scheme is voluntary.
<b>Relocation Scheme</b>	Details of the Monmouthshire County Council's Scheme are set out in a separate leaflet is available on request.
<b>References And</b>	Appointments are subject to the receipt of satisfactory references and evidence of



## **Corporate Personnel**

### **Qualifications**

qualifications. References are taken up for successful candidates.

### **Political Restriction**

Posts at or above a pay level which equates to spinal column point 44 and certain other posts below the salary level designated by the Council as being politically sensitive are subject to political restrictions. If applicable, the document headed "Political Restrictions of Staff" which explains the effect of these restrictions, will be enclosed with the Statement of Particulars of Employment.

### **Non-Smoking Policy**

In accordance with its desire to be a caring and responsible employer, the Authority is committed to providing a healthy working environment and to safeguard the health of non-smokers and to this end the Authority operates a non smoking policy.

### **Contracts Of Employment**

This document gives an outline of some of the main terms and conditions of service that apply to appointments generally in Monmouthshire. It is for information purposes only and is not intended to form part of the contract of employment. Successful candidates will be made a formal job offer specifying the terms and conditions of employment that apply to their particular post. The job offer and the appointee's acceptance will form the contract of employment.