

Brief Guidance Notes for Job Applications

Please complete the different sections of the application form to the best of your ability and only append additional sheets when you have run out of space.

Equality of Opportunity

The use of our own Application Form rather than individual CVs helps to ensure equality of opportunity during the selection process. Please note therefore that CVs will be disregarded.

Information in Support of your Application

This is *your* opportunity to tell us why we should offer you the position.

Please give *your* reasons for applying for this post and explain how you meet the person specification, in particular the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience to meet these short-listing requirements. If further space is needed, please continue on a separate A4 sheet.

Working time Regulations 1998

The Working Time Regulations were introduced in 1998 as a health and safety measure. Average weekly working hours are limited to 48 hours (normally calculated over a 17 week period).

Employers are required to take all reasonable steps to ensure that the limits to working times are not exceeded. This includes inquiring whether a person is working elsewhere. All applicants are asked to declare all other employment.

Please note that if you do have other jobs, your application will still be assessed on your suitability to do the job you are applying for. At this stage, any other jobs you declare will be ignored. If you are selected for interview, the implications will be carefully discussed with you. Ross-on-Wye Town Council may consider it necessary to discuss the situation with your other employer(s) but only with your permission.

Depending on the overall situation and the outcome of discussion with you, Ross-on-Wye Town Council will have the following options:

- Not to offer you the appointment.
- Offer the appointment on reduced hours
- Offer the appointment providing the other work is relinquished (or the hours reduced).
- Offer the appointment and enter into an agreement with you to opt out of the weekly working time limits.

References

A minimum of two references are required and we would prefer them to be your two most recent employers including your current employer, if you are in employment. If you have only just finished your education and have little or no work experience, please provide a referee from your school, college or university as well as a personal referee. References will not be taken up without your prior agreement.