

Information for Applicants

Applicants are advised to read these notes before completing their application form

Guidance notes for applicants

Thank you for your interest in working for the London Borough of Camden. This pack includes some useful information, which should be read before completing your application.

In Camden, the application form plays a crucial part in the selection process. It is therefore vital that you complete this form as fully and accurately as possible, even if you already work for the Council. The following advice is designed to help you, particularly if you do not have experience of filling in application forms. All information you include is confidential. Your application form should be written, typed or printed in black ink. All applications are photocopied and other colours may not copy well.

It is important to read the advertisement and job description carefully as these will tell you what skills/behaviours, ability, knowledge and experience we are looking for. You will need to have all the essential criteria.

Completing your application form

Job Description

The Job Description tells you what the tasks and duties of the job will be.

Completing the Application Form

Complete all sections of the application form. You do not have to fill up all the space in each section. Make sure you are clear and read it through carefully to check for any mistakes.

Part A: Personal Details

Make sure that you complete this section fully using block letters.

Part B: Employment History, Relevant Skills & Experience

Write here the name and address of your present (or last) employer and the dates you were employed by them. This section should include any part time, temporary or voluntary work. Please also provide a brief description of your duties.

You must add the names, addresses and telephone numbers (if you have them), of your past employers and the dates you were employed by them. Again, this section should include any part time, temporary or voluntary work.

Experience/Relevant Skills/Further Information:

Think carefully about why you are a suitable applicant for the post. Relate your skills, behaviours, knowledge and experience to the duties of the post as fully as possible.

Take into consideration paid or unpaid work you have done in the past and any work you are doing now. You can if you prefer, attach separate sheets to the application form, but you should ensure that your name is clearly shown on each sheet.

You may find it useful when completing your supporting statement to follow the order of points on the Job Description to demonstrate your competence to meet the criteria listed. We can only consider what you have written down in your application. We cannot make assumptions. Do not forget to include any relevant voluntary or community work.

Please do not exceed the maximum word limit of 750 words.

Part C: Education & Qualifications

Make sure you give all the information needed, including dates. Make clear the level of your examinations e.g. Degree, 'A' Level etc. and the grades you obtained. Also, include here any skills training you have had.

Part D: References

Applicants' employment records will be confirmed with their current or most recent employer. School leavers should give the name of their Head of school or Head of an educational/training establishment. We do not require or accept a personal reference.

Part E: Relatives/Other Interests

Applicants need to declare if they are related to a Councillor, employee of the Council or Governor of a school, if they have conflicting interests with the Council or if they are restricted by any redundancy clause.

Part F: Criminal Records Disclosure

If the post you are applying for requires you to have access to children, young persons or vulnerable adults, the Council is required, whether you have a criminal record. The check is carried out by the Criminal Records Bureau (CRB). Checks are carried out in strict confidence and can only be made in connection with the position you are applying for.

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 was passed by the Government to ensure that individuals who had been convicted of a criminal offence were not permanently disadvantaged in the job market. In essence, individuals were to be given another chance. However, there are stipulations on the offences. Further information can be found on our website

Please note, failure to disclose any convictions for an exempt post whether 'spent' or not may lead to the withdrawal of the offer of employment.

Part G: Prevention and Detection of Fraud

We may use this information for the prevention and detection of fraud.

Part H: Declaration

You need to sign and date your application.

Information to be disclosed

When applying for a job, the following information must be disclosed on the basis that it will be considered confidentially:

- If you are related to a Councillor or employee of the Council.
- Anything about your circumstances that may cause loss of public confidence if it were revealed. For instance, being in rent arrears to the Council when applying for a job in the rent recovery area will normally be considered to be a conflict of interest.
- Any association which you, your partner or close relative may have with any organisations which provides goods or services to or which benefits financially from the Council, where the post applied for involves monitoring or dealing with that organisation in any way.
- When applying for a job you must not look for any undue favours from Councillors or Officers in relation to the appointment as this may disqualify you from the recruitment process.

Information for Disabled People: Recruitment & Selection Process

Camden positively welcomes applications from disabled people and takes care to ensure that we do not discriminate or create unnecessary barriers to employment.

Returning your application form

In order for your application to be considered, it needs to be returned by the advertised closing date. If you are sending this by post you should ensure that it has sufficient postage (one 1st Class stamp may not be sufficient).

Ensure your application has the job title on the top of the form.

Application forms should be returned to the following address:

The Headteacher
Brecknock Primary School
Cliff Villas
London NW1 9AL

Receipt of Application Form

Because of the costs involved, we are unable to acknowledge receipt of application forms. If you require an acknowledgement please attach a stamped, self-addressed card to the front of your application form, which we will return to you on receipt.

Short-listing

It is our intention short-listing should be finalised immediately after the closing date. Only successful applicants will be notified.

Successful Candidate

If you are successful at interview you will be given an offer of appointment. This offer is subject to:

- .. Your acceptance of the terms and conditions contained within the contract of employment.
- .. A mutually agreed date of commencement.
- .. The receipt of two satisfactory references, one of which should usually be from your present or most recent employer.
- .. Receipt of a satisfactory medical report from the Council's Occupational Health physician of your fitness to undertake the duties of the post.
- .. Evidence of any required professional qualifications (i.e. social work qualification) and essential requirements, such as a clean driving licence.
- .. Any necessary Criminal Records Bureau checks, where appropriate.
- .. The receipt of eligibility to work in the UK.
- .. All external successful candidates are subject to a 6-month probation period.