

Application guidance

You are advised to read the following notes carefully as the decision to shortlist you for interview will be based solely on the information you provide. If there is anything on the form that you do not understand please contact Human Resources; they will be happy to help you.

Please ensure that you give us clear, accurate details of how to contact you.

Rehabilitation of Offenders Act 1974

The aim of the Act is to try and ensure that those people who have been convicted of certain offences and have served their sentences are not disadvantaged in the job market. In many instances an individual who has a conviction for a criminal offence is after a specified time, allowed to treat the conviction as if it never occurred ie a 'spent' conviction. Please provide details of any 'unspent' convictions.

Eligibility to Work in the UK

If you are successful in your application for this post you will be required to provide documentary evidence of your entitlement to work in the UK (in accordance with the Immigration, Asylum and Nationality Act 2006).

Applying for a Secondment

Before applying for a secondment, LGA employees must have the permission of their current line manager to go on a secondment. This applies to internal and external secondments.

Disability

The LGA observe the requirements of the Disability Two Ticks Symbol which is awarded by Jobcentre Plus. Under this scheme, we guarantee an interview to anyone with a disability who meets the minimum criteria for the job.

If you have any questions or require assistance in completing the online form, please contact Human Resources.

Employment/Work Experience

Please give the names and addresses of your present and past employers, giving the current or most recent first, dates, job titles and duties, salaries, and reasons for leaving. Please include any part-time, temporary or voluntary jobs.

Additional Employment

Please provide this information which will be considered in relation to:

- a) working time directive
- b) politically restricted posts
- c) conflict of interests
- d) tax calculations.

All cases will be considered individually.

Supporting statement/ covering letter

Use this section to tell us why you have applied for the job and how you are suitable for it. You will need to refer to the Job Description, and Person Specification to complete this section.

Please keep them as you may need to refer to them if selected for interview. Pick out the aspects of your experience or skills that are relevant to the job you are applying for. It is not sufficient for you to say simply that you have done or can do this job. Explain how your ability, skills and knowledge match those required in the Job Description and Person Specification. Remember to consider experience from previous work and relevant experience gained outside of paid work such as that gained in the home, at college or through voluntary, leisure or community pursuits. If you already work for the LGA you should always assume that those dealing with this application will not know anything about you or your abilities.

Health problems/general attendance

Please tell us of any absence from work in the past 12 months. You will be required to complete a pre-employment health questionnaire, should you be offered a position. Our Occupational Health Advisor may request that you have a health-screening consultation prior to an appointment being confirmed. Having a health problem will not automatically exclude you from employment with the LGA.

References

We require two references – one of whom must be your present or most recent employer or temporary agency. If you are a school or college leaver then please let us have details of the most recent educational establishment you have attended. If you are returning to work after an extended period away and have difficulty in providing us with details of your last employer, please let us know. Your referees should be in a position to provide an assessment of your suitability for this post.

References from friends or family members are not acceptable. We will always ask your permission before contacting your referees.

Closing date

Make sure that you are aware of the closing date which is specified in the advertisement and complete the form in good time. Applications received after the closing date will not be considered. Candidates selected for an interview will usually be contacted within two weeks of the closing date. The LGA aims to let all candidates know the outcome of their application but, due to volumes of applications, will not be able to provide feedback for those candidates unsuccessful at the application stage.

The interview and assessment

The interview date is normally specified within the advert. Candidates should clearly set out any dates during the appointment process when they are not available for interview. Whilst we will do our best to offer an alternative date this is not always possible in every case. When you are invited to interview you will also be informed of any assessments you are required to complete and an approximate amount of time to allow.

The interview panel is normally made up of 2-4 people who will be asking questions related to the job and your application. The panel keeps a record of their assessment of each candidate so that the reasons for their decisions are clear, consistent and objective.

Local Government Association

Local Government House
Smith Square
London SW1P 3HZ

Telephone 020 7664 3000
Facsimile 020 7664 3030
Email info@local.gov.uk

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www.local.gov.uk

For a copy in Braille, larger print or audio, please contact us on 020 7664 3000. We consider requests on an individual basis.