



Please ensure you read this information before submitting your application

INFORMATION FOR CANDIDATES

Southampton City Council will ensure that your application will be judged solely on its merits irrespective of race or ethnic origin, marital status, sex, sexual orientation, gender reassignment, religion, disability or age.

Applying for a job with Southampton City Council

The information you provide us with in your application will determine whether you are shortlisted for interview. To be shortlisted you will need to show either:

a) That you meet the requirements of the post.

OR, where there are a large number of applicants who show that they meet the job requirements;

b) That you meet the requirements of the post to a high level.

Notes for completing your application form

Please use black ink as your application form may need to be photocopied.

The Application Form must be completed in full. If you wish to include a Curriculum Vitae, please do so, but please ensure that you answer all the questions/complete the application form fully. If you have a disability, please read the section "Disabled People" overleaf.

Employment History

ALL time since leaving full-time education must be accounted for, e.g. training, unemployment, or time taken out of paid employment due to caring responsibilities.

Please note that Southampton City Council reserves the right to contact any previous employer to provide a reference and not just those notified by the candidate. You must therefore provide full details of all your previous employment including the nature of your work within the organisation and its full name and address.

Other Relevant Information

Please note that this section should be completed with reference to the Job Description (outlines the objectives and responsibilities of the post) and Person Specification (outlines the skills, knowledge, experience and other characteristics which are required of the successful job applicant.)

You should provide evidence of your ability to meet each of the requirements of the Person Specification.

References

Your current employer should be listed as one of your referees. The person you nominate should be your line manager or someone who has a good understanding of your work. If you are not currently in full time employment, your most recent employer should be listed. Reference checks will usually be requested for all shortlisted candidates.

Medical Questionnaire

If you are successful in being shortlisted for interview you will be sent a medical questionnaire, please complete this form in full and return it as requested in advance of your interview, sealed in the envelope provided, ensuring that the post details have been completed on the front of the envelope. This information will be passed 'unopened' to the Council's Occupational Health Unit, who will assess your suitability for the post on medical grounds, if you are successful. If you are not successful the unopened envelope will be destroyed.

Equal Opportunities Monitoring

Southampton City Council aims to effectively monitor the success of its Equal Opportunities Policy and Practice. The monitoring of Equal Opportunities Data within the recruitment process is a vital element in ensuring achievement in the area.

Therefore, would you please ensure that you fully complete and return the Equal Opportunities Monitoring form with your application.

This information will be used for monitoring purposes only and will not be considered in any part of the selection process.

Disabled People

As part of our commitment to Equal Opportunities, Southampton City Council guarantees to interview disabled people who fulfil the essential job requirements.

Please complete this section of the Equal Opportunities Monitoring form and return it to us with your application form regardless of whether you have a disability or not.

If, due to disability, you are unable to complete the standard application form, please provide your details in any alternative format, e.g. tape or CV. This is acceptable, but please do ensure that you respond to each of the areas covered on the standard form. In addition, if you have any special needs or require any particular assistance, at any stage of the recruitment and selection process, please contact the Human Resources Management Team to discuss this and we will endeavour to meet any particular requests wherever possible.

The Next Step

If you are shortlisted, you will be contacted to arrange an interview date, and possibly other selection techniques such as a test. If your application is unsuccessful, and you would like to know why, we will be happy to provide you with feedback on request.