



Online Recruitment Application Guidance

These guidelines will help you in submitting your application to us.

Please regularly save your document as you progress through the form. The system automatically times out after 20 minutes use, losing any unsaved information.

Please ensure to check the e-mail address you've provided, as a confirmation e-mail and copy of your completed application form, will be e-mailed to you. We will use this e-mail address to contact you, if successful.

Role Profile and the Person Specification

Read this carefully as it explains both what the job involves and the knowledge/experience required by the job holder.

You should consider why you're interested in the position and to what extent you have the necessary skills, knowledge and experience required.

Completing the On Line Application

Please remember that in the majority of cases, not all applicants will be invited for an interview. It's vital that you complete the process as fully as possible.

Personal Details

These must be completed in full.

Employment Experience

Complete this section as fully as possible giving exact dates if you can. Where you cannot remember specific dates, please give as good an indication of the time involved as possible. Please clarify any gaps in your employment history.

Education and Qualifications

Where specific qualifications are required for the position you have applied for, certificates will be required at interview for verification. You should complete this part giving full details of examination results and grades, if known. If you are unsure of specific grades, indicate this rather than guessing. Please also note that you may be required to substantiate any claims made on your application form.

Supporting Information

This is particularly important and you should provide information that will help us see how your skills, knowledge and experience are suited to the 'person' section. You should think about your examples by explaining the situation, telling us what you did and what the result was. Use the key headings to help you in identifying the appropriate examples.

Please do not include your CV as this will not be considered.

If you have been out of paid employment for a long time or have never been employed, you should emphasise the skills and knowledge gained from studying, through domestic responsibilities, from voluntary work or as a result of your interests.

Canvassing and Relatives

Canvassing directly or indirectly of an Elected Member of the CA or Senior Officer for an appointment will disqualify you from that appointment. You must declare any relationship, however remote, with an Elected Member of the CA or CA employee. If you're politically active, please state this on your application, as some posts may be politically restrictive.

Criminal Records

Criminal Records will be checked where relevant. However, it must be noted that we will take the Rehabilitation of Offenders Act into account.

References

You are asked to provide the names and addresses of two referees. Referees should be your current and last employers. If not applicable, you may select someone you know. Referees should not be members of your family or friends unless you have never been in employment. All appointments are subject to satisfactory references.

Please note that public funds must be protected and so the information you provide with your application may be used to prevent and detect fraud. The information may also be shared, for the same purposes, with other organisations, which handle public funds.