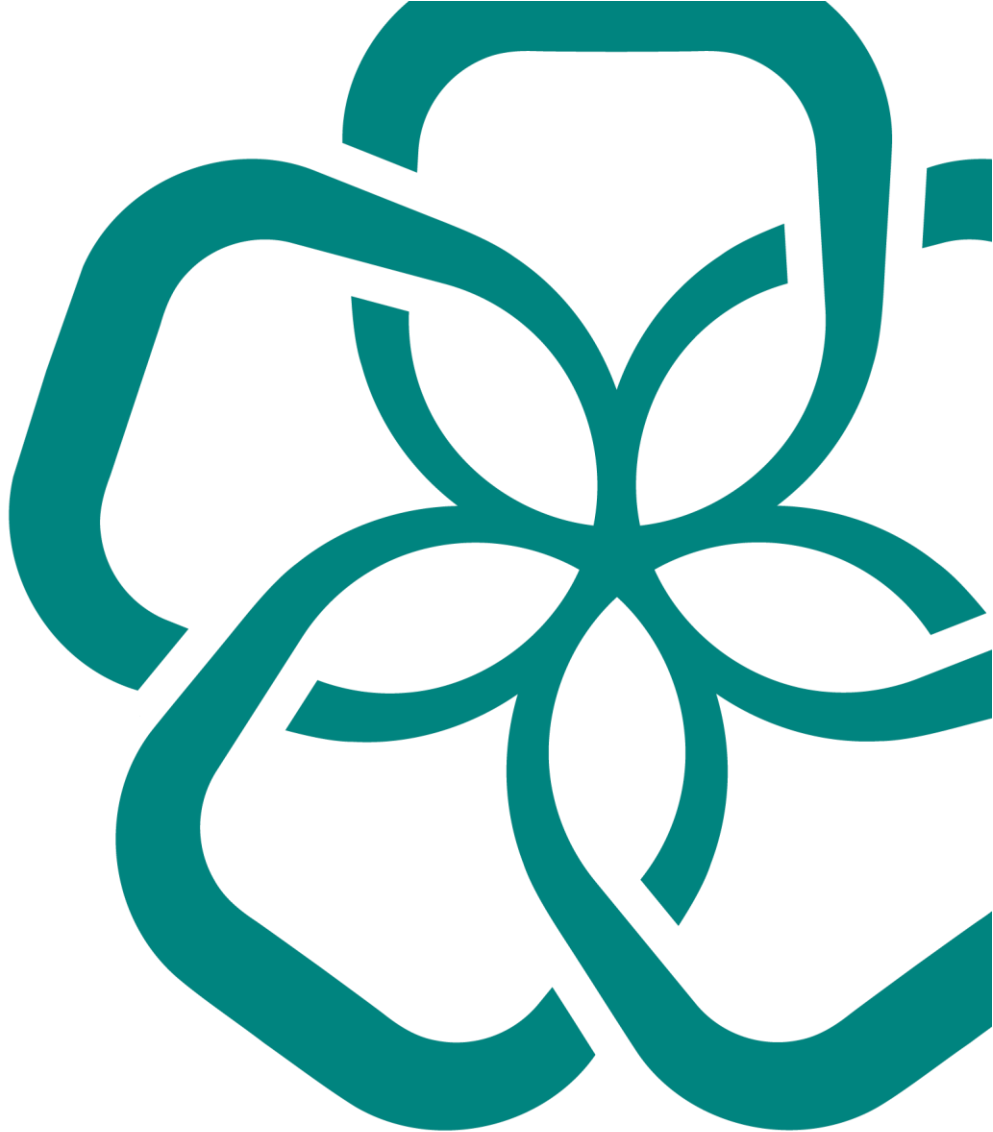




**West
Yorkshire
Combined
Authority**

**Tracy
Brabin
Mayor of
West Yorkshire**



Online Application Guidance

These guidelines will help you in submitting your application to us. Please also refer to the [Role Profile Guidance](#) to assist you with completing your application.

If you have any technical difficulties when trying to submit your application, please [contact us](#). Please note emails are picked up Monday-Friday 8am – 6pm (excluding Bank Holidays). We will endeavour to respond to you ASAP during these times. If you are having technical difficulties outside of office hours and you are unable to submit your application prior to a vacancy deadline, please [contact us](#) at recruitment@westyorks-ca.gov.uk

Addressing the Person Specification

The information you provide detailing **how** you meet the person specification aspect of the role profile is particularly important in helping us to understand whether you meet the requisite skills, knowledge and experience for the role. You should highlight your skills and experience to demonstrate how you meet the criteria. It is advisable to provide real examples from your skills, knowledge and experience wherever possible. You may have gaps in knowledge and experience that are listed within the role profile, however you may feel that you have similar knowledge and experience that can be transferred. Please make this clear within your application to enable the recruiting manager to see your transferrable skills.

If you have not been in employment previously, or have never been in paid employment, you may detail any skills, knowledge and experience you have gained from study, voluntary work or as a result of your personal interests.

Political Activity

Canvassing on behalf of an Elected Member or Senior Officer of the West Yorkshire Combined Authority (Combined Authority), directly or indirectly will disqualify you from a role that may be determined as a Politically Restricted position. You must therefore declare any relationship, however remote, with an Elected Member of the Combined Authority or Combined Authority employee.

If you are politically active, please state this on your application.

Criminal Records

Criminal Records will be checked where relevant, in accordance with the Rehabilitation of Offenders Act 1974.

References

All appointments are subject to satisfactory references.

You will be asked to provide the names and addresses of two referees that cover the previous three years. At least one referee should be your current or most recent employer. If you have not previously been employed you may select someone you know, for example

a tutor from any recent education provider, or a character reference from a professional person you may know personally. However, referees should not be members of your family or friends.

Contact regarding your application

Please ensure you check the email address you have provided, as you will be required to confirm this email before the application is submitted. We will also use this email address for all correspondence relating to your application. If you do not receive confirmation that your application has been submitted successfully please [contact us](#).

Once you have submitted your first application to the Combined Authority (from January 2024), you will be able to create an account which will help you to track your application. Once created, on the 'My Applications' tab you can view the status of your application and at which stage your application is at. Creating an account will also assist you with future applications to us as the information is stored as a profile, which means you won't need to re-enter the same information for each application.

Interview

If you are successful at the shortlisting stage the recruiting manager will contact you via email shortly after the closing date with details of the next stage of the recruitment process. Please ensure your contact details are accurate on your application form. If you have created an account and you are tracking your application via the system, this will show as 'Under Consideration'.

Please note that you will only be contacted by the manager if you are successful at the shortlisting stage. If you have created an account and you are tracking your application via the system and you have not been shortlisted, your application will show as 'Unsuccessful'. If you are not tracking your application, please assume if you have not heard from us within 4 weeks of the closing date that on this occasion your application has not been successful. We are however grateful that you have considered the West Yorkshire Combined Authority as your next employer and would encourage you to continue looking for roles on our [Careers with Us](#) website.

Vetting

If the role is subject to Vetting this will be identified on the job advert and job description. Where this is identified it will be a requirement of the pre-employment checks that the successful candidate will be successfully vetted. Further information related to Vetting can be found [here](#).

Further information

If you have any questions or queries regarding the content of this guidance please [contact us](#).

Thank you for your interest in working for West Yorkshire Combined Authority. We wish you every success with your career.



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