

Guidance Notes for Applicants

We want to make sure that you are set up for success and have all the information you need to apply for a role with Sedgemoor. Please read the following notes before submitting your CV & Recruitment Statement to people@sedgemoor.gov.uk

Submitting your CV

Read the job description.

Look for the essential criteria and key skills and think about how your own past experience relates to the job. This will help you tailor your CV to the position.

Think about how you'll order your CV

When you write a CV, you can lay it out in different ways, depending on what you want to show.

Put your experience in chronological with the most recent first. If you have any gaps in your career history, please explain the reason.

Showcase your skills and strengths, education and qualifications

Put the most important information for this particular job at the top. For example if we have asked for a qualification or relevant experience, make sure this is included as we won't be able to shortlist you if you haven't put this in your CV.

Include achievements or what you have delivered in your previous roles, it is important to show what you have personally achieved.

Remember that all of your experiences have helped you develop skills that are transferable into lots of different jobs.

We invest in training and development of our people, so please tell us about any courses, training or personal development that you have undertaken.

Completing your Recruitment Statement

On this form we ask you to provide more detail about why you believe you are suitable for the role.

What to include:

- Events from your education/career to date that make you especially suited to the job (including volunteer work/work experience)
- What it is about the job that especially attracts you to it
- The skills/knowledge base you have that is relevant to the job
- What is the unique contribution you can make to the Sedgemoor? Check [Sedgemoor Home Page](#) for more information about the Council and what services we provide
- What are your career aims? Tailor your answer to the job you're applying for

What you can expect during the selection process

We look for a number of things when we are hiring new people to join the Sedgemoor team. Before the sifting process, we will remove any personal details to ensure a fair selection process. During the shortlisting process, we will look for both technical competence (the 'what') and behavioural competence or values (the 'how'). Our selection process may include some or all of the following:

- CV and Personal Statement
- On-line questions
- Telephone interview or other technical assessment or testing
- Face to face interview (based on our Values)

Things we will check

Eligibility to Work

If you are invited to attend an interview, you will be asked to bring documentary evidence of your eligibility to work in the UK (Passport, National Identity Card or full Birth Certificate)

Qualification Checks

If you are invited to attend an interview, you will be asked to bring in your certificates relating to the qualifications listed as essential criteria in the job description.

Provisional Offer

If we offer you a role with Sedgemoor we will send you details about additional checks we will carry out:

- Medical clearance
- Employment/character references
- Disclosure and Barring Service

Our commitment to you

Data Protection

The personal data you provide in your application and as part of the recruitment process will only be held and processed for the purpose of the selection processes of Sedgemoor District Council and in connection with any subsequent employment or placement, unless otherwise indicated. Your data will be retained only for as long as is permitted by UK legislation and then destroyed.

By submitting your personal data and application, you:

- (1) declare that you have read, understood and accepted the statements set out in this data protection clause;
- (2) are declaring that the information given in the application is complete and true to the best of your knowledge, and understand that deliberate omissions and incorrect statements could lead to your application being rejected or to your dismissal;
- (3) are giving your consent to the processing of the information contained in this application and any other personal data you may provide separately in the manner and to the extent described; and

- (4) are authorising Sedgemoor District Council to verify or have verified on their behalf all statements contained in this application and to make any necessary reference checks.

Disability Confident

Sedgemoor is a 'Disability Confident Employer', this means that people with a disability as set out under the Equality Act 2010 who can demonstrate they meet the requirements of the role are guaranteed an interview.

Adjustments

If as a result of a disability, you require any adjustments to assist you in your application please contact the People Team – people@sedgemoor.gov.uk who will be happy to help.