Job Application Guidance Notes

It is important that you read these Guidance Notes carefully as they provide specific information on how to complete your application. If you are experiencing difficulties completing your application or have a need to complete it in an alternative format due to a disability, please contact a member of HR Resourcing & Workforce Planning on (01722) 691444 within plenty of time of the closing date of the position you are applying for.

Hints and Tips

- Insert N/A if a question is not relevant to you or the job you are applying for
- You can type straight into your application or copy and paste from Microsoft Word. However, if you copy and paste from a Microsoft word document the system count may differ, for example, the system will include returns in the character count so you may need to shorten your text to allow for this
- Be advised that the system recognises some special characters as additional character count, for example using an ampersand (&) will use 5 characters and a quotation mark (") will use 6 characters
- Save as you go along, and regularly extend your session if you need more time
- Your application will not submit if you have exceeded the character count or left a field blank which requires an input

1. Read the Job Description, Person Specification and any other documentation available before completing your application.

   Job Description: This is very important as it lists out the specific responsibilities of the role you are applying for.

   Person Specification: This details the inventory of eligibility (including any qualifications), knowledge, experience, skills and abilities, alongside anything else needed to do the job and are carefully matched to the selection criteria for the post.

   You need to provide evidence in relation to the areas explicitly requested on the Person Specification for the post. When providing evidence, you must demonstrate using a real example, how you gained the experience and show that you have the skills and abilities required. Providing a clear verifiable example helps us see in practical terms how you meet the individual criteria. Tell us about things you are or were responsible for and what you have achieved. Include examples from paid and unpaid work or other activities you have undertaken that are relevant to the job you are applying for.

   You will be asked to provide evidence of your qualifications.

2. **How you meet the Selection Criteria:** We will use the information you supply to assess how well you meet the selection criteria as set down in the Person Specification. It is important that you provide evidence in this section of how you meet the specific responsibilities and requirements set out in the Person Specification as being evidenced at application stage. Please use headings/criteria number to make it clear which criteria your evidence relates to.

This is your opportunity to highlight your skills, abilities and experience to show that you are able to carry out the functions of the role.

Do... Be clear which skill, ability or competency you are addressing.

For example: if Excellent communication skills was listed on the person specification as criteria number 9 then when adding your evidence for this put (9) next to this evidence.

Provide a clear, concise example and explain why you think this addresses the particular selection criteria.

Use current examples if possible.

Be aware that your example does not have to be related to your present job or the Service; it could be from your educational experience, voluntary work or other activities. The key is that the information should be relevant and can be clearly referenced to the criteria.

Don't... Just say that you have a particular skill, ability or knowledge.

Ramble, by writing too much in the hope that you cover the point.

Assume that the reader knows how your evidence relates to the criteria - you must explain!

3. **AI** - We welcome the use of AI responsibly and ethically to demonstrate your skills in your application, but please don't allow it to overshadow your own unique voice.

While we appreciate innovative approaches, we also value authenticity. Our assessment considers both the content of the application and how it was created, ensuring fairness and inclusivity for all applicants. At the end of the day – we want YOU to work for us!

4. The site is set to log you out after a period of inactivity. If you do not save the information you input regularly, you may lose this. You will be requested to extend your session before the system closes, so ensure you request more time if required.

   ❖ Click the **Save Progress** button in the top right-hand corner which will ask you to enter your email address and agree with the data privacy statement. To retrieve a partially completed application please click the link in your email (or junk) and enter the access code which is emailed separately.

5. Please complete every box, if you have no information to provide please mark as **N/A**, or Not Applicable, so we are sure that you have no information that you wish to provide. Your application may not be submitted through the on-line system if every box has not been clearly marked with a response.

6. Certain areas of the application have a set character count. Please note this is based on the number of **characters** you use, as opposed to words, and includes spaces and punctuation. Your application will not be able to be submitted if you have exceeded the **character** count.

7. The system uses HTML programming so submissions created in a different package will be formatted with indents, paragraphs, spaces and punctuation, as well as characters. Therefore if you copy and paste from a Microsoft Word document the system count may differ, for example, the system will include returns in the character count so you may need to shorten your text to allow for this. We strongly advise you to **remove the formatting** before pasting from MS Word into the system.

8. We ask you to declare any sensitive information at the outset of the process. This is to ensure the detail regarding this cannot be viewed by staff involved in the recruitment process at shortlisting stage.

9. **Internal Staff** - Internal staff applying for vacancies should complete their application in their own time.

10. **Equality, Diversity and Inclusion** – Dorset & Wiltshire Fire and Rescue Service (DWFRS) is committed to elimination of unlawful or unfair discrimination on the grounds of disability, race, gender reassignment, religion or belief, age, sexual orientation, sex, marriage and civil partnership, pregnancy and maternity. DWFRS will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified and will seek to ensure that all existing and potential employees are given equal opportunities.

    In order to help DWFRS monitor the effectiveness of its Diversity and Inclusion Policy, you are asked to provide information in accordance with the provisions of the Equality Act 2010 and Data Protection legislation. The data requested will be used for monitoring and statistical data purposes only to help us to ensure all applicants receive equal opportunities.

    The information will not be seen by the shortlisting or interview panel.

11. **Health & Safety Policy** - DWFRS takes full and proper account of the health, safety and welfare of all its staff while at work, ensuring all employees are fully aware of their responsibilities and duties and are competent to fulfil them.

12. **Flexible Working** – DWFRS encourages flexible working and is open to flexible working options.

13. **Disability/Health** – DWFRS welcomes applications from people with disabilities. The Equality Act 2010 defines a person as having a disability if you have a physical or mental impairment that has a substantial and long-term negative effect on your ability to do normal daily activities. Wherever possible and reasonable we will make adjustments to enable a person with a disability to access the application and recruitment process fairly.

    We are committed to the Disability Confident Scheme and guarantee an interview to applicants with a disclosed disability if they meet the minimum criteria for the post to which they are applying.

    Reasonable Adjustments - Please tell us in your application if there are any special arrangements or facilities that will help you to attend the interview or take part in the selection process. The information disclosed for this purpose will be used to help you during this process

and if you are successful may be shared with the appropriate person/team to ensure suitable support is in place.

We recognise the importance of diversity of thought throughout our Service and are fully committed to embracing the talents of people with autism, dyslexia, ADHD and other forms of neurodiversity.

Please note we may require evidence in order to facilitate reasonable adjustments, such as an Education, Health and Care Plan (EHC), an adult assessment report completed by a qualified psychologist, or letter from school, college or university detailing the adjustments required.