

Application Guidance Notes

Welcome to the North Somerset Council job application guidance. Below, you'll find essential information to help you through the job application process. Please read it carefully.

Completing the Application Form

We aim to ensure that everyone has a fair chance in the recruitment process. Your application is the first stage and may lead to a potential job offer, so it is crucial to complete all sections clearly and fully. If you need assistance or have questions about the form, please contact the Recruitment team.

Preferred Method of application:

Our preferred method of application is online. You can view job listings and apply at www.nsomerset.gov.uk/jobs.

Alternative Formats and Assistance:

If you require this information in an alternative format (such as large print, braille, audio, or another language), or need assistance at any stage of the recruitment process, please contact our Human Resources team on 01275 888 788 or email Human.Resources@n-somerset.gov.uk.

If you are unable to apply online, please contact our Recruitment team for an application pack. Ensure your completed application pack is returned by the closing date listed on the advert.

Submission Deadline:

Applications must be submitted by 23:59pm on the closing date stated in the advertisement. After submitting your application online, you will receive an e-mail confirming receipt. If you do not receive this email, check your junk mail or contact the Recruitment team to verify the status of your application.

Job Description and Person Specification/Job Family

Each job advert includes a job description and person specification, or a job family document. These documents outline the main duties of the role and the required knowledge, skills, qualifications, and experience. These criteria will be used to assess your application. Make



sure you refer to these documents in your application, especially in the Supporting Information section, and clearly explain how your skills and experience meet the requirements.

Criteria breakdown:

- **Essential:** Minimum skills, qualifications, or experience required to do the job.
- **Desirable:** Additional criteria that are not essential but beneficial.

If all applicants meet the essential criteria, the selection panel may use the desirable criteria to decide who progresses to the next stage.

Equal Opportunities



Disability Confident Leader:

We will make reasonable adjustments to support candidates who have disclosed a disability throughout the application and selection process.

Guaranteed Interview Schemes:

As a [Disability Confident Leader](#), Corporate Parent and Gold Award holder for the Armed Forces Covenant Employer Recognition scheme, we guarantee interviews to applicants who:

- Consider themselves to be disabled,
- Are veterans, reservists, service leavers and service leavers' spouses,
- Care leavers,
- Meet the essential criteria for the role as stated in the job description.

The first page of the application form will ask you if you are eligible for any of these schemes.

Sensitive Information:

This section will not be visible to the recruiting manager/panel during shortlisting. We aim to ensure equality of opportunity and prevent discrimination based on sex, gender identity, sexual orientation, religion or belief, race, age, disability, neurodiversity, marital status or pregnancy. We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves to work.

Completing this section is voluntary but it helps us gauge our success in diversity monitoring. This information will be kept confidential and only used for reporting purposes.

Ethnic origin

The form lists various ethnic groups. Tick the one you feel you belong to. If your group is not listed, tick 'other' and provide details.

Personal Information

Enter your personal details on this page, including full contact information. Indicate your mailing address if you have more than one.

Note: The term Social Security number refers to your National Insurance (NI) number. Do not include spaces when entering your NI number. Your details are held securely, comply with the Data Protection Act, and will not be shared with third parties.

Education and Professional Memberships

List your qualifications, starting with your most recent. Mention any qualifications you are currently pursuing in the Supporting Information section. Include any professional memberships (e.g. Social Work England, HCPC, AAT). We may verify these memberships as part of the pre-employment checks.

Employment History

Provide a minimum of 5 years employment history, starting with your most recent job. You can add as many employment details as relevant. Explain any gaps in employment. Failure to provide this information may delay the onboarding process if you receive a job offer.

Supporting Information

This is a critical part of your application. Explain how you meet the selection criteria and why you are the best candidate. Each section has an 4000-character limit (including spaces).

Two Sections:

1. **Experience and Personal Skills:** Provide specific examples, of your experience, skills and knowledge, including work experience, volunteering, or other relevant activities. Your answer will be assessed against the criteria detailed in the Job description and Person specification/Job family document.

2. **North Somerset Council Values:** Explain how you could incorporate our values into the role you are applying for. Our values are: **we act with integrity, we respect each other, we innovate, we care, we collaborate.** Visit the [Vision and Values](#) page on our website for more details.

References

Due to the nature of council work, it is essential that we follow Safer Recruitment Practices. We require a minimum of two references, covering the last five years of employment history. If you have no employment history, provide contact details of your school/college/university and a personal/character reference from someone who has known you for over five years (not a family member).

References will be requested as soon as a verbal offer is accepted. Inform the Recruiting manager if you want us to delay contacting any referees but note, this may delay arranging a start date. Email is our preferred method of correspondence for references. Inform your referees in advance that you have listed them.

Additional Information

Source of application:

Please tell us how you learnt about this vacancy. This information helps us to monitor the effectiveness of our recruitment process.

Personal relationships:

Declare any conflicts of interest or relationships with current North Somerset Council employees to ensure a fair recruitment process. Failure to comply may result in disqualification from the post.

Declaration

Mandatory for all applicants:

Declare that the information provided is correct, that any job offer will be subject to pre-employment checks, and give consent for these checks if offered a position.

Working with children and vulnerable adults:

Complete this section only if the post involves working with children and vulnerable adults and requires a Disclosure and Barring Service (DBS) check. This requirement will be clearly stated in the advert.

Under the Rehabilitation of Offenders Act 1974, convictions become “spent” after a specified time, meaning they can be treated as if they never occurred. However, some occupations, including those involving regular care for vulnerable adults or children under 18, are exempt from this Act.

Good luck with your application!

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Disability Guidance

Disability:

We are committed to employing people from all community areas. North Somerset Council operates within the Disability Confident Scheme. If you identify as disabled under the Equality Act definition and meet all essential criteria listed in the person specification, we will guarantee you an interview. We will also make reasonable adjustments for disabled individuals to ensure equal access to the recruitment process and ongoing employment.

Definition of a Disabled Person:

A person has a disability if they have a physical or mental impairment that substantially and long-term adversely affects their ability to perform normal day-to-day activities. People who have had a disability within this definition are protected from discrimination even if they have since recovered.

Impairment: this includes physical, mental and sensory impairments, such as those affecting sight or hearing. This can include long-term, recurring, varying or managed medical conditions such as asthma and diabetes; and fluctuating or progressive conditions such as rheumatoid arthritis or motor neurone disease. A mental impairment includes mental health conditions, for example bipolar disorder or depression. Learning difficulties (such as dyslexia) and learning disabilities (such as autism and Down's syndrome) are also covered. Anyone with cancer, multiple sclerosis and HIV/AIDS, are automatically treated as a disabled person.

There is no need for a person to establish a medically diagnosed cause for their impairment.

Substantial Adverse Effect:

More than a minor or trivial effect. The requirement that an effect must be substantial reflects the general understanding of disability as a limitation going beyond the normal differences in ability which might exist among people.

Long-Term Effect:

An impairment lasting at least 12 months, likely to last at least 12 months, or for the rest of the person's life.

Normal Day-to-Day Activities:

Regular activities, such as using a telephone, reading, or using public transport.

Severe Disfigurement:

Automatically considered a disability without needing to show a substantial adverse effect on day-to-day activities.