



Applying for a Job

How to apply

To apply for our vacancies you can apply via the following links below. Please note we do not accept CV's.

<https://www.myjobscotland.gov.uk/councils/clackmannanshire-council/jobs> (External vacancies)

<http://connect/vacancies.html> (Internal and External vacancies)

You will receive an email to confirm that your application has been received. If you don't receive this, please check your Junk/Spam folder.

After the advert closes, we will assess all applications against the job criteria and decide who to progress to the next stage. You will be notified of the outcome by email so it is important that you check regularly.

Right to Work

From 1 July 2021, the new immigration rules for recruiting people from outside the UK will apply, the process for completing right-to-work checks on EU, EEA, and Swiss citizens will change. Employers will no longer be able to accept EU passports or ID cards as valid proof of right-to-work, with the exception of Irish citizens.

An online right-to-work check is required for individuals who only hold digital proof of their immigration status in the UK. This includes most EU, EEA, and Swiss citizens.

To carry out an online right to work check, if asked, you will need to provide us with your date of birth and your share code, which you will have obtained online at <https://www.gov.uk/view-prove-immigration-status>

Guaranteed Interview Scheme

Council has a guaranteed interview scheme for the following categories where the essential minimum criteria is outlined and met in the application form:

Disability - Applicants who indicate on their application form that they are disabled.

Looked after Children, those in continuing care and care leavers - Applicants who indicate on their application form that they are a looked after child, are in



continuing care or are a care leaver (up to age 26). This is in line with Clackmannanshire Council's Corporate Parenting Responsibility.

Armed Forces Veterans - Applicants who indicate on the application form that they are Armed Force Veterans.

To be considered under any of these schemes, you should notify us in your application form.

Completing the application form

Ideally you should gather all the relevant information about yourself (work experience, qualifications and referees details) in one word document before starting an application form. If you already have a My Job Scotland account your previous details will be saved.

Visit <https://www.myworldofwork.co.uk/getting-job/application-forms> for lots of helpful hints and tips on completing online application forms.

This approach would mean you can concentrate on tailoring your application to the job you're applying for, rather than jogging your memory about dates.

Your application will be broken down into

- Personal information
 - o name and contact details
 - o email address (all correspondence will come through this email address)
- Work history
 - o You can include part time, full time, relief and voluntary work
 - o You should provide details about the job so anyone reading the information will have a full understanding of what was involved
- Professional memberships
 - For example - CIWM (waste management), BASW (Social Work), CILIP (Libraries)



- Courses
 - o For example - first aid, manual handling
- Qualifications
 - o For example - National 4/5, Standard Grades, O Levels, Highers, SVQ, HND, Degree
- Referees
 - o Your referees should include your most recent employer
 - o The details you provide should be accurate (work telephone number and email address)
 - o You should make sure your referees are willing to provide a reference before adding their names to your application.

(The preferred candidate will only be given a start date once all pre-employment checks are completed satisfactory this includes references)

- Application questions

Please outline why you have applied for this post, outlining relevant skills, abilities and experience which you feel demonstrate and meet the requirements of the post as outlined within the Person Specification?

This question gives you the opportunity to highlight all the transferable skills, knowledge and experience you have that would mean you meet at least **all of the essential criteria and as much of the desirable criteria as possible**.

For instance, it's not simply enough to say when applying for an admin role

'I have 5 years of experience in an admin role'

One person who has 5 years of experience in an administration role will not have the same skills, experience and knowledge as another person with 5 years' experience in an admin role.

You want the recruiting manager and recruiting selection panel reviewing your application to be in no doubt you meet all of the essential criteria and as much of the



desirable criteria as possible. You should provide a relevant practical example to demonstrate you meet each criteria.

If the job profile asks for 'excellent communication skills' in the essential criteria, it is simply not enough to say 'I demonstrate in my current role excellent communication skills'. What type of communication skills?

- Do you communicate with colleagues, internal / external customers, senior management, other organisations and stakeholders face to face? Through email? On the telephone?

The recruiting manager should be able to read your application and have a full understanding of the skills, experience and knowledge you have, and that you meet all of the essential criteria and as much of the desirable criteria as possible.

Other application questions which may be asked will be relevant to the post

Questions may include;

Do you have a driving licence?

- o If a driving licence is part of the essential criteria then you'll be required to have passed a driving test and hold a full driving licence

Are you currently a PVG scheme member?

- o If you are already a PVG member, you should provide the membership number to help progress your application quicker if you become the preferred candidate

Have you worked or lived for 3 months or more out with the UK in the last 5 years?

- o If you have and the role requires a Standard or Enhanced Disclosure or PVG, you'll be required to obtain and present an overseas criminal record check relevant to the country/countries you stayed in before you'll be given a start date.

Shortlisting of applications

Once the vacancy has closed, the recruiting manager and selection panel will review your application against the job profile of the position you're applying for. They will look to see how your knowledge, skills, qualification and experience meet the essential and desirable criteria.



It's important you link your application to **all the essential criteria** and **as much as the desirable criteria as possible** to increase your chances of an interview.

The recruitment selection panel and the recruiting manager will decide on which candidates fully demonstrate the essential / desirable criteria and who will be invited to interview.