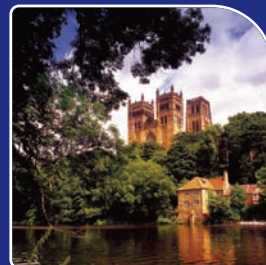


Guidance notes on filling in your Application Form



How to Apply

Detailed instructions on how to apply for each vacancy are included in the vacancy advertisement. You will find a range of options so you can choose the method that suits you best. The vacancy advertisement and job description will have all the information you need to help you decide whether to apply for a post.

You can either fill in your application form electronically, using the word document on our web site and sending it to us by email. Alternatively you can complete the application form and return it to us by post.

You must not send us your CV instead of filling in the application form.

Why we will not accept a CV

We aim to achieve the highest possible standards in our recruitment process. Our application form makes sure that we have all the information we need about you so we can make a fair, unbiased and well-informed decision about whether you are suitable for the post you have applied for.

In a CV, you decide what information to give us and this often results in essential details being missed out. Using our application form makes sure that we receive correct and consistent information for every candidate.

Supporting Information

Job vacancies are supported by the following documents: -

- A job description, including a person specification and recruitment specification
- Our equality and diversity policy
- An application form, including a diversity monitoring section
- Guidance notes on filling in your application form
- 'Vision and Values' factsheet
- 'Working For One NorthEast' leaflet.

How to fill in your Application Form

1 RECRUITMENT PACK

The documents contained in the recruitment pack are listed on page 1. If any of these items are missing, please contact the **Human Resources Team Administrator on 0191 229 6621**.

We have designed this pack to help you decide whether or not to apply for a position with us and to help you make your application as effective as possible.

2 JOB DESCRIPTION

You should read the job description, person specification and recruitment specification carefully.

The recruitment specification provides details on the skills, qualifications, knowledge and experience that you will need to do the job. When we decide who to invite to attend the assessment centre, we will compare your application form against the recruitment specification.

It is important that you can provide evidence of your actual skills, knowledge and experience against the specification as this will help us to decide who to invite to the next stage of the selection process.

3 ASSESSING YOUR EXPERIENCE

What evidence can you offer to show that you have the skills, qualifications, knowledge and experience necessary to do the job which you are applying for? Describe this experience on the application form. It may be appropriate to include relevant skills and experience outside work, for example, voluntary work, domestic responsibilities, trade union or social activities.

4 FILLING IN THE APPLICATION FORM

If you are posting your application, please fill in the form in **black ink** so that we can photocopy it. If you run out of space, you can continue on a separate sheet. However, do not put your name on these extra sheets – please use the reference number of the post you are applying for.

Please make sure that you have provided enough evidence to show that you can carry out the role which you are applying for.



Personal Details

Please fill in all of this section. Only include your phone number and email address if it is convenient for us to contact you in this way.

You will have to provide evidence that you are eligible to work in the UK.

We will not discriminate against you if you have a disability. Please help us by filling in the section relating to disability. This information will not be seen by the shortlisting or assessment centre panels. However, if we offer you the job, we may need to check whether you have said that you have a disability and to ask you for more information. This is to meet our legal responsibility to make reasonable adjustments to the recruitment and selection process, depending on practical or financial arrangements where these may arise.

We run the guaranteed interview scheme. We guarantee to interview you if you are disabled and meet the essential criteria for the post which you are applying for.

Diversity Monitoring

By law, we must monitor the recruitment process. Please fill in the diversity monitoring form.

Monitoring information helps us to make sure that we achieve our aim to be 'an employer of choice' and the 'best economic regeneration Agency in the UK'.

Education, Professional Qualifications and Training

The recruitment specification will say whether the post requires any particular qualifications, training or educational background.

You only need to complete this section if you feel your qualifications, training and development are relevant to the position you are applying for.

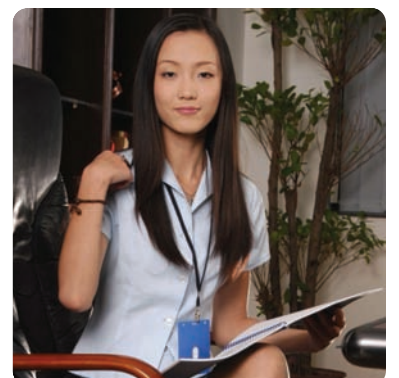
If you are appointed, we will need to see evidence of your qualifications.

Employment

Current employment: please provide us with full details of your current employment (if this applies).

Previous employment: please fill in this section, starting with your current or most recent job or work experience.

You should give us details of all of your relevant work experience and any other relevant positions held.





Skills and Abilities

This section gives you the opportunity to tell us why you are suitable for the job. Please read through the job description so that you are familiar with the duties, skills and abilities needed to do the job effectively. Then tell us how you meet each of the criteria in the recruitment specification list by giving details of your relevant experience (paid and unpaid), knowledge, skills and abilities. You may find it useful to deal with each point in the recruitment specification list in turn. This will make sure that you structure your information clearly and in a way which will support the short listing process.

If you are an internal candidate, you will still need to show how you meet the criteria. Please do not assume you will be automatically short listed (invited to attend an assessment centre).

If you have been out of work for a while or have never been in work, you may have gained the skills and experience needed from being involved in community or voluntary work, through school or college activities or by running your home.

Make sure that the information you give is well organised and relevant. Write in a positive way, for example, 'I was responsible for

Competencies

Within this section of the application form we are looking for you to provide evidence of having shown the six competencies we consider important to our success as an organisation. You will need to show the following:

Project Working

How you have applied project working skills, for example, planning an activity, delivering that activity and assessing the success of that activity.

Corporate Working

How you can work with a range of people and within agreed systems and processes.

Taking Action

The ability to make decisions that may need some form of action to be taken and that you understand the consequences of the actions you chose to take.

Continuous Improvement

How you have developed yourself, and how you have developed systems and processes through your own ideas.

Values Self and Others

Demonstrating when you have behaved positively towards others, valuing their contribution and individuality.

Collaborative Working

How you have achieved results by working with others.

References

External Candidates

We offer all jobs depending on us receiving satisfactory references. Referees must be able to provide information about your suitability for the post. You must provide the details of two people who are able to comment on your suitability for the post. One of these should be your current or most recent employer.

Where possible, your first referee must be a person who was responsible for managing or supervising you. Please give their name, business address, business phone number and e-mail address, their job title in the employing organisation and their professional relationship to you. If you have just left school or college, you should give your head teacher or tutor's name.

The second reference may be from a previous employer or someone who could give information relevant to your suitability to perform the duties and responsibilities for the job.

We will not accept references provided by relatives, friends or people who you live with. Please use someone who knows your capabilities, can comment on your reliability and is aware of your potential.

If you cannot provide suitable referees, please contact the Human Resources Team Administrator who will be able to provide guidance. Please use the contact details in the recruitment pack.

If you have been self-employed, or employed by an organisation which has stopped trading, you should give the name, business address and business phone number of an official (such as a bank manager or accountant) who can confirm the period when you were employed and the information you have provided.

You should make sure that your referees know you have used their names before we contact them to get references, to make sure they are willing to act as referees. We will not contact a referee without speaking to you first, and not normally before we invite you to the assessment centre.



Internal Candidates

Normally, if you are an internal candidate, you will not need to give details of referees as we contact your manager directly. Please confirm your manager's name, job title, department and location.

If you are employed by a recruitment agency or are on secondment, you will be classed as an external applicant for the purposes of asking for references.

Personal Declaration

Read through your filled-in application form carefully, checking for any mistakes or anything you have missed out. Please read, sign and date the declaration. If you give us false information we will not offer you the job, and if we have already offered you the job, this may lead to disciplinary action or dismissal.

5 JOB SHARE

Job sharing is a form of working where two or more people share the hours of one full-time post and receive a wage and other benefits in proportion to the hours they have worked. The purpose of job sharing is to open up employment opportunities at every level within the Agency and is part of the organisation's commitment to flexible working practices.

If you want to be considered for a post on a job-share basis, you should say this on the application form.

6 RETURNING YOUR APPLICATION FORM

Remember to sign and date your application form before returning it by the closing date.

We will not normally consider late applications.

You may also find it useful to keep a copy of your completed form.

7 WHAT HAPPENS NEXT?

When we receive your application form, the Human Resources Team Administrator will remove all your personal information, including referees and the diversity monitoring section. The recruiting manager and another appropriate person, for example, the Human Resources Business Partner, will assess your application against the recruitment specification. They will decide whether to invite you to the assessment centre and a letter or e-mail will be sent to you.

8 RESPONSE TO YOUR APPLICATION

It is our policy to respond to every application we receive after the short listing process has taken place. If, however, you want formal acknowledgement that we have received your application form, you should enclose a stamped self-addressed envelope when you return your application form.

If we inform you that your application has been unsuccessful and you would like to know why, please contact the Human Resources Team Administrator to arrange to receive feedback.

9 DATA PROTECTION AND FREEDOM OF INFORMATION

We will keep the information you provide on your application form private and confidential, and we will only use it for recruitment and selection purposes.

If your application is successful, we may want to use this information for personnel administration and business management purposes. If this is the case, we will process your information in line with the Data Protection Acts 1984 and 1998.

We may also contact other organisations to check the information that you have given. By signing the application form, you will be giving us permission to do this.



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The information in this document can be made available in a variety of languages and formats.

Please contact the Marketing Team on 0191 229 6571 or email marketing@onenortheast.co.uk to order your copy.