



MERSEYSIDE WASTE DISPOSAL AUTHORITY

APPLYING FOR A JOB WITH MERSEYSIDE WASTE DISPOSAL AUTHORITY

IMPORTANT ADVICE IN COMPLETING THE APPLICATION FORM

Your application form plays an important part in your selection. Your completed application form is the only basis for considering your initial suitability for the post. The following advice should help you to complete your application form as effectively as possible.

SOME POINTS TO BEAR IN MIND BEFORE YOU START

Look carefully at the job description, person specification and application form. Ask yourself why you are interested in the job. Do not copy the same application form for a series of jobs.

Try to complete the form in a concise, well-organised and positive way.

Please use the application form provided, continuing on separate sheets if necessary. Please do **not send** a curriculum vitae (CV) instead of the application form.

Please remember to complete the Equal Opportunity Employment Policy Monitoring Sheet, as it is an essential basis for the Authority to determine whether its Equal Opportunity Policy is working with regard to employment.

APPLICATION FORM

The following headings correspond to some of the appropriate section in the application form:

Post Applied For:

The full title should be completed.

**Employment Experience:
Notice Required :**

If you are working, complete Section 1, giving the relevant details of your current job, indicate how much notice you are required to give to your employer.

Educational and Professional Qualifications:

List your formal qualifications, along with where and when they were obtained, any additional training you may have undertaken in Section 2. This information may be necessary for us to assess whether you are fully qualified for the vacancy. Ensure nothing is omitted.

Previous work experience:

Starting with your last employer, in Section 3, list all the employers you have worked for, providing job title, the period you worked, the kind of work you did, your grade and salary and the reason you left. This information may be used to assess whether you meet the experience requirement for the vacancy. Check the dates are correct and in reverse date order.

Additional Information:

Section 4 is probably the most important part of your application, as you have to make your case here for selection. Make sure you write in a concise, well organised and positive way. Do not repeat your career history, referring only to the relevant parts.

In considering your experience, remember all your previous work. Consider other relevant experience outside work, such as community/voluntary activity you have been involved in. Remember that unpaid work or work at home is often just as valuable as being paid in a job.

Express any relevant views on the requirements specified in the job description and person specification in support of your application.

PERSONAL DATA FORM

Name and Address:

Make sure your full name, address and telephone number are legibly written.

Rehabilitation of Offenders Act:

Please note the Section 2 should always be completed. If the job description indicates that the post is exempt, i.e. that the provisions of the Act do not apply, you must disclose all of the convictions found against you. If the Rehabilitation of Offenders Act does not apply then you need not disclose convictions which are classed as spent under the Act. If you are unsure whether a

conviction is spent or not, please seek advice before completing this form.

Disability:

Question 3 asks you to state whether you are disabled. This is to enable the Authority to comply with the provisions of the Equality Act 2010.

Under this Act, a disabled person is someone who has, or has had, a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day-to-day duties.

The intention of the Act and the Authority's Equal Opportunity Policy (See Below) is to ensure that disabled people are treated fairly, and that reasonable provision will be made for individual's particular needs. In addition it is our policy that all candidates with a disability who meet the minimum criteria for a job will be interviewed.

Asylum and Immigration and Nationality Act

All employers have a responsibility to prevent illegal working in the UK. Under sections 15-25 of the Act employers are required to make document checks on every person they intend to employ. It is a criminal offence to employ someone who has no right to work in the UK.

Short list applicants will be required to bring proof of their status to interview and prior appointment.

Equal Opportunities Policy:

As a major employer and provider of services, Merseyside Waste Disposal Authority aims to provide equality of opportunity for employees and users of its services.

The Authority's policy is to ensure that no job applicant, employee or service user receives less favourable treatment on the grounds of race, age, gender, disability, marital status, nationality, ethnic origin, sexual orientation or religious belief.

As part of its recruitment and selection process, the Authority will consider and aim to meet all reasonable requests for adjustments to the literature produced or process to ensure that its policy can be applied.

Finally:

Check your application form to ensure that you have completed every section and then sign and date both parts of the form.

Send it to the address at the top of the first page of the form.

PLEASE NOTE: FOR REASONS OF ECONOMY THE AUTHORITY WILL ONLY NOTIFY THOSE APPLICANTS WHO ARE REQUIRED TO ATTEND FOR INTERVIEW.