

Completing the application form

- In addition to these Guidance Notes please read carefully the notes you will find at the various sections on the application form.
- If you would like the application form in another format because of disability (e.g. large print) please contact the department that supplied you with the application form.
- We will accept applications in other formats, e.g. audio tape, where an applicant has difficulty in completing the form because of a disability or learning difficulty.
- Read the Job Description and any other documentation you have been sent before completing the form. Tailor your responses to the job you are applying for.
- Include experience and achievements from any sphere of your life. You could include evidence of knowledge and skills gained through voluntary work, involvement in community activities, managing a home and family, school / college and special interests as well as previous paid employment. Tell us about any unpaid work you do or any position of responsibility you hold, for example in a club, or organisation you belong to.
- Complete all the sections where questions are posed. You may complete the form by hand (in black ink please to assist photocopying) or by typing your responses in. Include extra sheets if there isn't enough room in the boxes provided.
- On the grounds of economy, it is no longer the practice to acknowledge the receipt of applications or notify unsuccessful applicants unless stamped, addressed envelopes are attached to the completed form. If only one envelope is attached, it will be assumed that you wish to be advised of the final result only.



*working towards equality
of opportunity*

Your information will be processed in accordance with the law, in particular the Data Protection Act 1998. The information that you provide will only be used for Council purposes unless there is a legal authority to do otherwise.

Equal Opportunities Policy

East Lindsey District Council confirms that it aims to offer full equality of opportunity. Employees and prospective employees will not be unfairly discriminated against on grounds of their sex, marital status, colour, race, nationality, ethnic or national origin, religion, disability, sexual orientation, age, trade union membership or non-membership. Where an employee may be disadvantaged on these grounds, the District Council will make every reasonable effort to rectify such disadvantage(s). Employment term and conditions and decisions on recruitment, selection, training, promotion and dismissal will be made solely on the basis of objective criteria.

Disability

If you have indicated that you have a disability and provided evidence that you meet all of the essential criteria for the post, you will be offered an interview as part of the District Council's commitment to the employment of people with disabilities.

If called for interview you will be asked if you require any aids or assistance to attend the interview. If you are successful in your application the Council will discuss with what reasonable aids and adaptations you would require to enable you to carry out the duties of the post.

Health

All candidates for appointment are required to complete a medical questionnaire. Some candidates, especially those who will be handling food or who work with vulnerable groups may also be required to attend a medical examination.

Please note that the information provided may be shared with the Job Centre Plus.