



Derby City Council

Filling in the Application Form

Please read this guidance carefully before you start filling in your application form.

Fill in every section of the form as fully as possible. The information you give us in your application is the only information we will use when matching your experience, qualifications, skills and knowledge to those needed for the job.

We cannot make assumptions about your abilities and we do not take into account any information we know about you or any previous applications. Read the job description and **person specification** carefully. Do you have the experience, skills, knowledge and qualifications that are needed for the job? If so, plan how you will demonstrate this on your form.

Fully describe the relevant experience, skills and knowledge you bring to the job. Explain exactly how you meet the requirements of the job listed in the person specification and job description. Give examples of how you match each requirement where possible.

Don't just repeat your career history – explain what you have learned and the skills you have developed.

For example if the person specification asks for experience of reception work, possible responses could be:

I have worked as a receptionist for two years.

I have worked as a receptionist for two years and I am responsible for dealing with all visitors and incoming calls through a switchboard. I also distribute mail and frank outgoing mail. I have developed my skills in verbal communication and can confidently deal with difficult or sensitive situations and complaints.

Both examples tell us that the person has done reception work but the second example tells us what it involved and the skills the person has as a result of doing that work.

Remember that the experience you have gained outside of paid work is also important. Think about work done in the home or voluntary work when considering how you meet the requirements of the job.

Don't send the same form for all jobs – pay attention to the specific requirements of the job listed particularly in the **person specification**. Complete your form before the closing date, as we cannot accept late application forms.



Derby City Council