

# Application guidance for candidates



Applying for a new job is a big decision and can be a time consuming process. We have created a simple guide to help ensure you submit a great application!



## The first step

First make sure the requirements of the role make it the right job for you.



Is the post part time or full time, permanent or temporary?



Do I have the minimum requirements, for example a driving licence?



How much time do I have to submit my application?

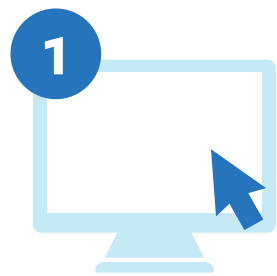


Can I get to the place of work? Will I be able to get there in a consistently timely manner?

Make sure you have all of the essential information needed to complete the application form smoothly, for example details of your qualifications and reference details. Look at our corporate values on the person specification - if these meet your own, then Wyre will be a great place for you to work!

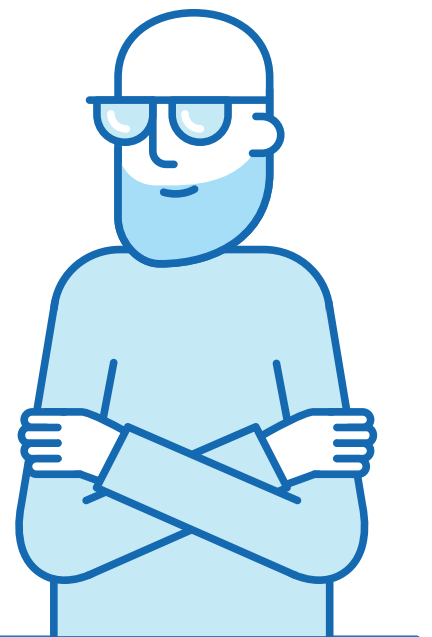
## Got the basics covered?

Time for the application!



1

Before you can apply you need to register with JGP. You will only need to do this the first time you apply for a job with us. This will also allow you to sign up to all our job alerts and be notified when there is a match. You can also save your application and go back to it at a time that's convenient for you.



2

The first section of the application is for your personal details. We'll need to make contact with you if you are shortlisted for an interview. Don't worry, none of your personal details are passed on to managers when they're drawing up a shortlist of candidates to interview.



Next it's the current or most recent employer section! This is your opportunity to tell us what you do or did in your current or most recent position. Tell us how you did it and when you did it including any transferable skills that will help you carry out the role you are applying for.



This is the section where you can shout about your experience. Use this section to really sell yourself. Look at the person specification as this tells you what we require. Remember you are selling yourself, so one sentence isn't enough!



In the next section, we'd like to know more about any previous employment. Tell us about where you have worked before, share your experience from each workplace and tell us what skills you gained on your employment journey. We want to hear!



Time to show off your qualifications! You worked hard for these, so tell us what you have achieved by using the space provided - this makes it easier for us to see! We also want to hear about any other training you have undertaken or any professional bodies you are a member of.



Almost there! Now for the references. One of these must be your most recent or current employer and must cover a 3 year employment history. If you are a school leaver or this is your first job, tutors are acceptable.



The final section is equal opportunities. Here we'll ask you to tell us a bit more about you. Don't worry, this isn't seen by managers and is only used to ensure equality.

## One last check before you go...

This is the final stage! Before you click submit you can check everything you wanted to include is on the form. Don't worry if you later realise you missed something - you can edit your application at any time before the post closes.



Once we have reviewed all the applications submitted we'll update your application status. Unfortunately, due to the numbers of applications we receive, it's impossible for us to reply to every candidate.

If you are selected for an interview, we'll contact you on the email address provided on your application form with further details.

**Good luck!**

**wyre**  
council