

## **ADVICE TO APPLICANTS**

### **1 INTRODUCTION**

- 1.1 Westminster Adult Education Service (WAES) complies with the City Council Equal Opportunities Policy during the selection and appointment of all staff posts. These notes are intended to inform you about our process of shortlisting and interviewing. All candidates are asked to read these notes carefully and follow the procedure described.

### **2 APPLICATION FORM**

- 2.1 The application form will be used to decide whether or not you will be shortlisted for an interview. When the form is read by the selection panel, they will look for evidence that you have met the criteria from the job description. They will ignore all other factors and information which imposes an unreasonable burden on the selectors. Do not just simply submit a CV, you must complete the application form.
- 2.2 Please complete all sections of the form. If the statement regarding your work or educational experience is too large for the space provided please use a separate sheet marked clearly with your name and the post that you are applying for.
- 2.3 The supporting statement will be the most important part of your application. It should relate in detail to the job applied for and give evidence that you meet the criteria outlined in the Job specification. Please provide examples whenever possible.
- 2.4 It is helpful to the selectors if, when providing your supplementary information, you refer to the job description and selection criteria on the form of paragraph headings.
- 2.5 Keep a copy of your application as this will help when preparing for the interview if you are shortlisted.

### **3 SHORTLISTING**

- 3.1 At short listing the panel will check that you, the applicant have written against the selection criteria and they will record which criteria they think you do or do not meet. This is the basis of whether or not you will be shortlisted for an interview. The candidate selected for the post will be the one who in the judgement of the selection panel is best able to carry out the duties in the job description and best meets the selection criteria.
- 3.2 If you meet the criteria you will be invited for an interview in writing and asked to confirm that you will attend.

## 4 **INTERVIEWS**

- 4.1 Someone who will introduce the panel to you will chair the selection panel. You may check if you are not sure who someone is.
- 4.2 Every candidate will be asked the same questions based on the selection criteria. Supplementary questions are likely if an answer is unclear or not detailed enough. Notes will be made of your answers to questions as an aid to the selection process.
- 4.3 If you do not hear or understand a question properly, ask for it to be repeated. It is the panel's responsibility to make sure you have every opportunity to answer their questions. It is quite likely you will be nervous, the panel will understand and this will not count against you.
- 4.4 You will be asked to talk about your experience, qualifications and skills even though you would have detailed them on your application form. You will need to demonstrate to the panel that you can implement your skills to match the role that you are applying for and that these skills also meet the selection criteria and the demands of the job. Examples will be the best evidence.
- 4.5 You can bring notes or a copy of your application with you to the interview and refer to them as you answer questions.
- 4.6 You will be given a chance to ask questions yourself. Use this opportunity if you are unclear or uncertain about aspects of the job, the terms and conditions of employment, training and other support or to bring out points that you consider may help the panel in making its selection.
- 4.7 The interview procedure may include written tests, presentations or other exercises.

## 5 **CONCLUSION**

- 5.1 As mentioned at the beginning, these notes are intended to help you with your application. Please feel free to use them as much or as little as you want. We look forward to receiving your completed application form.