

Guidance Notes for Completing the Application Form



We want you to have the best possible chance of being shortlisted and appointed to the post you apply for. These guidance notes will help you to complete the application form. Please read them before you fill in the form.

Completing the form

Please download the application form, complete online and email to recruitment@ofqual.gov.uk

The information you provide will be treated as confidential and used only for the purposes of recruitment.

If you need any guidance or assistance in completing your application please contact us at recruitment@ofqual.gov.uk

Section 1: Post details

Please enter the job title and reference number (if applicable) for the post you wish to apply for. If you are applying for more than one post, then you must complete a separate application form for each post – joint applications will not be considered.

Section 2: Personal details

Please enter your personal details fully and accurately so that we can contact you easily and quickly should you be shortlisted.

Section 3: Guaranteed interview scheme

We are committed to the employment and career development of people with disabilities and actively encourage applications from disabled people.

The aim of the guaranteed interview scheme is to provide disabled applicants with the opportunity to demonstrate their abilities beyond the initial application stage. If

you are a disabled applicant you will be moved to the next stage of the selection process, providing you meet the minimum criteria for the job.

By minimum criteria we mean that you will need to provide us with evidence in your application form which demonstrates that you generally meet the level of competence required for the post, as well as meeting the qualifications, skills or experience defined as essential. Declaring a disability for the purpose of qualifying for the guaranteed interview scheme is your decision and is entirely voluntary.

To be eligible for the scheme you must be considered disabled under the Equality Act 2010. This means you must have, or have had in the past, a physical or mental impairment which has had a substantial, long-term and adverse effect on your ability to carry out normal day-to-day activities. For example:

- a sensory impairment
- a disability you had in the past even though you are no longer disabled
- a disability which is likely to last for twelve months or more
- a condition which is likely to progress or recur
- a severe disfigurement.

Section 4: Qualifications, training and membership of professional bodies

We are interested in any relevant training and education you have undertaken, including those courses which did not lead to an examination or qualification. These could be non-vocational classes or in-house training with your current or previous employer. We are also interested to know if you are a member of a professional body. Original certificates will be checked on appointment.

Section 5: Employment record

Please give your full employment history with the most recent post first. We are also interested in any employment you may have had which is relevant to the post, including part-time, voluntary or holiday work.

Section 6: Previous employment

Please tell us about your previous employment history, ensuring you tell us about any gaps.

Section 7: Relevant skills and experience

The job description and person specification for the post are available online. They describe the key responsibilities of the post. And they set out the knowledge, experience, skills and abilities we are looking for. Please read these documents carefully as they form the basis upon which your application will be assessed.

In this section you should demonstrate how your recent (within the last 4 years) skills, knowledge, experience and abilities match the requirements of the job. Do not simply repeat your career history or treat this section like a CV. Please be specific but concise in giving examples of situations you have had to deal with, explain why action was necessary, what you did and what was achieved as a result.

Remember that the skills and experience you have gained outside of paid work, for example from domestic responsibilities, unpaid or voluntary work and so on, can also demonstrate skills that we are looking for.

Personal Statement - Please provide details of your experience including any unpaid work and outside interests that are relevant to the job. Give examples where appropriate

Above all remember to tell us about yourself.

Section 8: Referees

We require at least two written references which should cover at least the last 3 years. One should be from your present employer, or, if you are not currently employed, your last employer. We take up references from previous employers if you have worked for them within the past three years. The second referee should be someone who can comment on your work capability. References from friends or relatives are not acceptable. We will only contact your referees after we have made you an offer of employment.

Section 9: Line Manager Awareness (internal applicants only)

Please ensure your line manager has signed the form to confirm their awareness of your application.

Section 10: Consent and declaration

Criminal Records Bureau check

Depending which role you are applying for, you may be required to apply for a Criminal Records Bureau (CRB) check. You will be informed if this applies to you and the check will take place once an offer has been made and accepted.

Convictions and Disqualifications

Upon offer of employment we reserve the right to request a Criminal Records Bureau Disclosure at Standard level and this disclosure will include details of cautions, reprimands or final warnings as well as convictions.

Right to work in the UK.

By ticking this box, you are advising us that you have the right to work in the UK. We will ask you for relevant documentation should you be shortlisted for interview.

Equality monitoring form

To help us monitor our equality policies, and for no other reason, applicants are asked to complete the equal opportunities and diversity questionnaire. The details you supply will be held in confidence and will not be used in any way in the recruitment and selection process.

Returning your application

As a general rule, we will only accept application forms which have been completed and sent electronically as a Word document attached to an email and which have been received by the specified cut-off date for applications. The email address to send the form to is: recruitment@ofqual.gov.uk .

If you have any difficulty accessing or completing this form electronically please contact the recruitment team on: 024 7671 865.