



# Northumberland County Council

## Guidance notes for completing your Apprenticeship application

### General

- If you have previously created a profile on North East Jobs, you will need to create a new profile on the Northumberland County Council application site.
  - Creating your account: User name – this can be your email address, or name.  
Email address – use an appropriate email address to register, and this will be used for all correspondence relating to your application
- Always read the job description and person specification, as candidates will be shortlisted against the essential criteria
- All applications will be reviewed together after the closing date and priority will not be given to those submitted first. Please take your time when completing and you can save your application and return to it at any time.
- Be sure to submit by the closing date (this will be clearly stated in the advert), as late applications may not be accepted.
- There is a spell check function within the application form, but it is American, so you may want to ask someone else to proof read before submitting.
- The planned interview date will be listed in the advert, so please aim to keep this date available.

### Applying for a vacancy

There are 10 sections to the application form, which must be completed in turn, but you can save your progress and return to complete or amend your information before you submit your application.

The sections are as follows:

#### 1. Personal Information

- Be sure to complete all the mandatory fields, and include if any reasonable adjustments would be required if you were offered an interview
- Should you advise that you have a disability, you will be eligible for our guaranteed interview scheme if you meet the essential criteria for the role

#### 2. Employment History

- Please include any employment held, including part-time and weekend work and voluntary work
- If you have not held any previous employment, please type 'Not Applicable' into the mandatory fields
- Please ensure that your employment history covers the last 5 years where relevant.

- Complete the relevant sections and use the space in 'Achievements' and 'Brief description of duties, responsibilities' to provide any relevant information relating to your application. E.g. explain why you are interested in working for our organisation, explain why you think you qualify for this position, detail your short-term and long-term career goals, etc. These boxes are limited to 1000 characters each. To add further periods of employment, click on 'Add Employment History' and complete
- Also detail any periods not in employment at the end of the screen, including periods of time between school/college/university or time spent travelling.

### 3. Education / Training / Qualification

- Do not use the grey 'Select' boxes, as this function is currently disabled
- Add in any relevant qualifications, especially those required for the role -
  - In the 'Education Establishment' box, type the name of the relevant School, College or University
  - Course/Programme - name of the course or qualification studied
- If the type of course or qualification is not listed, please select 'Other' and add details in the achievement's box.
- If listing GCSE or A Level results, these can be detailed in the Achievements box along with the grade achieved.
- Add any further qualifications by clicking on Add Education / Training / Qualification at the bottom of the screen

### 4. Courses / Training / Certifications

- Update this screen with any relevant training or courses you have undertaken. This can include any workshops, training, first aid qualifications, work shadowing.
- Also include anything relating to your passions or hobbies (coaching certificates, Outdoor qualifications)

### 5. References

- Add your referee details to this screen. A minimum of 2 is required and if you are currently employed (or have been previously), one referee must be from this employer.
- For any employer reference, the individual referee must be authorised to issue a reference on behalf of the organisation and a company email address should be provided for this purpose.
- The previous 3 years must be covered by these referees, including time spent in work or education.
- If you are nominating a referee from an education establishment, please enter their school/university email address, then please select to add another reference and enter the same person, but this time with a personal email address. This is to ensure a prompt response during holidays.

- Character references must be supplied to cover any periods out of work/education. A character referee must be someone that has known you for at least 2 years and cannot be a family member.
- For posts that work with children or vulnerable adults it is our policy that references will be sought on all shortlisted candidates before interview. Please therefore note that requests not to contact the referee prior to interview will be overruled where safeguarding rules apply.

6. Supporting Information

- This section should contain any relevant information that you have not been able to cover in your employment history and outline your suitability to do the role
- Refer to the job description and person specification and be sure to reference the essential criteria and demonstrate how you are able to meet the relevant points
- It is not enough to state that you can do a certain task (such as time management). Provide a brief example to support "submitting course work on time, whilst working part-time"
- Please also refer to the Council values and how you meet these.
- This section has a 4000 character limit. Creating a draft document first, will allow you to monitor your character count before submitting your application.

7. Employee Equality Monitoring

- Answering these questions is mandatory and please select the answer that best represents you. There is an option to 'prefer not to say' to all questions.
- Sharing your equality data is beneficial for a number of reasons. It allows us to build a fuller picture of our candidate profile to highlight areas of underrepresentation. It helps us to devise informed Equality Impact Assessments to understand how proposed policies and initiatives may affect different staff groups. It also aids the Council to fulfil its legal requirements under the Equality Act 2010 and the Public Sector Equality Duty.

8. eSignature

- Please add your name as an eSignature

9. Review and Submit

- This is your opportunity to ensure that all fields have been completed as required and that you have added all relevant information in support of your application
- Once submitted, you will not be able to make any changes to your application

Recruitment Process

- Once the vacancy has closed, the panel will meet to shortlist all submitted applications
- If you have not been successful at this stage, you will receive an email to advise. Due to the high volume of applications we receive, feedback will not be given at this stage.
- Applicants that have been successful will be notified of their interview date and time. Please remember to confirm your attendance.
- Post interview, a member of the interview panel will contact you directly to confirm if you have been successful, and if so, a verbal offer of employment will be made
- The Recruitment team will follow this up with a conditional offer in writing, and start your pre-employment checks, which include:
  - References (please contact your referees and make them aware a reference request will be sent via email, and ask that this be completed and returned as soon as possible)
  - Health Clearance
  - Proof of right to work in the UK
  - DBS Clearance (if applicable)
  - Proof of Identity
  - Qualifications verification
- Once all clearances are in place, a start date will be confirmed and followed up with a final offer
- Your first 2 weeks will be an induction for all Apprentices, after which you will be placed into your team.

### Privacy

Northumberland County Council takes data privacy very seriously. For full details on how we use your recruitment data, please [click here](#).

### Equality and Diversity

Equal opportunities are key to building a diverse and inclusive workforce representative of the communities which we serve. The Council is committed to valuing all people, treating them with dignity and respect and creating a diverse and inclusive community

The principles which the Council adopts are:

The Council recognises the value of a workforce in which people from diverse backgrounds are able to contribute to the running of Council services, delivering the Council's strategic priorities and informing change initiatives.

All staff are treated fairly and equitably regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation (the protected characteristics).

That steps are taken to attract a diverse pool of talent and experience

We will make appointments only on the basis of the best match between the individual, identified through the stages of the selection procedure (application form, interview, selection tests etc.) and the post, identified by reference to the job description and person specification, without regard to any other non-material factors, e.g. gender, being married or in a civil partnership, sex, race, ethnic origin, nationality, disability, religion or belief, sexual orientation, gender reassignment, pregnancy or age except where there is a Genuine Occupational Requirement (GOR).

The overriding principle is that the most suitable person for the job is appointed. Where appropriate, reasonable adjustments will be made to support disabled employees.

The following information is relevant for candidates looking for additional support:

All candidates are asked whether they wish to be considered for a role on a part-time basis. Wherever possible, job share or flexible working arrangements will be accommodated in line with the requirements of the post and service needs.

Northumberland County Council recognises the difficulties that transgender applicants in particular may face during a recruitment process; any concerns regarding the process can be discussed with Jag Stockham (Trans HR Support Officer) on 07790 557335 or email [jag.stockham@northumberland.gov.uk](mailto:jag.stockham@northumberland.gov.uk)

We operate a guaranteed interview scheme for disabled applicants who meet the essential criteria.

If you have a disability and would prefer to apply in a different format or would like us to make reasonable adjustments to enable you to attend interview please email [hrrecruitment@northumberland.gov.uk](mailto:hrrecruitment@northumberland.gov.uk)

#### Support and Guidance

Please contact the HR Recruitment Team:

[hrrecruitment@northumberland.gov.uk](mailto:hrrecruitment@northumberland.gov.uk) or 01670 623930