

Online Recruitment Application Guidance

These guidelines will help you in submitting your application to us. Your covering letter is particularly important as we need to see how your skills and experience match the criteria in the role profile. When uploading your CV please ensure that it is anonymised of all personal data including name, address, and date of birth first.

Please regularly save your document as you progress through the form. The system automatically times out after 20 minutes use, losing any unsaved information.

Please ensure to check the e-mail address you've provided, as a confirmation e-mail and copy of your completed application form, will be e-mailed to you. We will use this e-mail address to contact you, if successful.

Role Profile and the Person Specification

Read this carefully as it explains both what the job involves and the knowledge/experience required by the job holder.

You should consider why you're interested in the position and to what extent you have the necessary skills, knowledge and experience required.

Completing the On Line Application

Please remember that in the majority of cases, not all applicants will be invited for an interview. It's vital that you complete the process as fully as possible.

Personal Details

These must be completed in full. The recruiting manager will not see these details until selection has been completed, when HR will provide this information.

Employment History, Education and Qualifications

This should be detailed within your CV., where specific qualifications are required for the position you have applied for, certificates will be required at interview for verification. You should complete this part giving full details of examination results and grades, if known. If you are unsure of specific grades, indicate this rather than guessing. Please also note that you may be required to substantiate any claims made on your application form.

Covering letter

Your covering letter should explain how you meet the criteria for the role, paying particular attention to the qualifications, skills, experience and behaviours detailed within the person specification. If you have been out of paid employment for a long time or have never been employed, you should emphasise the skills and knowledge gained from studying, through domestic responsibilities, from voluntary work or as a result of your interests in your covering letter

Canvassing and Relatives

Canvassing directly or indirectly of an Elected Member of the CA or Senior Officer for an appointment will disqualify you from that appointment. You must declare any relationship, however

remote, with an Elected Member of the CA or CA employee. If you're politically active, please state this on your application, as some posts may be politically restrictive.

Criminal Records

Criminal Records will be checked where relevant. However, it must be noted that we will take the Rehabilitation of Offenders Act into account.

References

You are asked to provide the names and addresses of two referees. Referees should be your current and last employers. If not applicable, you may select someone you know. Referees should not be members of your family or friends unless you have never been in employment. All appointments are subject to satisfactory references.

Please note that public funds must be protected and so the information you provide with your application may be used to prevent and detect fraud. The information may also be shared, for the same purposes, with other organisations, which handle public funds.