



Application Form Advice & Process

Before filling in the application form please read both the job description and the person specification as they outline not only the key responsibilities of the post but also the qualifications, skills and abilities required of the post-holder. You will need to demonstrate that you meet the requirements of the job specification, or at least have the potential to do so, in order to be short-listed for interview. The application form should be completed fully and a CV only used as an addendum to the information provided on the form.

The Council will hold the information you have given on the application form for the purposes of personnel administration. The information will be held on a manual file and may be processed using the same or different format on the Council's computerised database. This may include using the information for statistical analysis.

If you are called for interview, we will approach your referees, unless you have indicated that you do not wish them to be contacted at this stage. They will be asked to supply information regarding your professional and technical ability, your attendance record and your character.

Owing to the large number of responses we normally receive to our advertisements, it is not Council policy to acknowledge application forms. However, if you would like an acknowledgement of your application, please enclose an addressed envelope together with your completed application form.

A short list will be prepared shortly after the closing date.

Should you receive no further communication from us within six weeks of the closing date I regret that you have been unsuccessful on this occasion.

Finally, I would like to thank you for your interest in Melton Borough Council and look forward to receiving your completed application form.