

Applying for a job with East Lothian Council

Tips for completing a successful Application Form

- Before beginning your application print off the Job Outline and Person Specification for the post you are applying for (this is available to download on the advert).
- Note all the essential and desirable criteria required for the post as stated in the person specification and try to demonstrate on your application form that you meet as many of these as possible. **(You must meet ALL of the essential criteria listed to reach the interview stage).**

**** You are now ready to start completing your application ****

STEP 1 OF 5

- Complete your personal details fully.

STEP 2 OF 5

- Add **ALL** qualifications – it's not necessary to add each qualification individually. For example you could enter all your 'O' grades in one box, all your 'A' grades in the next box etc. See example below.

Please enter your qualifications in descending order starting with the most relevant qualification.

Qualifications

[Add Another Qualification](#) [Remove This Qualification](#)

Qualification Type
O Levels

Subject and Result
Maths - A, French - B, History - B, Geography - A, Physics - C, RE - B

[Add Another Qualification](#) [Remove This Qualification](#)

Qualification Type
A Levels

Subject and Result
Maths - A, French - B, History - C

- Add your work history – you must give **AT LEAST 3 YEARS** history. Even if you were not working you must not leave any gaps. So if you were travelling, unemployed etc, you must include this information. Dates must run consecutively. Start with your most recent employer first. Also include any volunteering work you do or did in the past.

- If you have had more than one position with the same employer click on 'Add another position'.
- When you are ready to add details from another employer click on 'Add another employer'.
- Add **ALL** relevant courses you have attended (both vocational and non-vocational).
- Make sure you add the names and addresses of at least **2 referees** (1 if you are already an employee of East Lothian Council then only 1 reference is required).



STEP 3 OF 5 – THIS IS THE IMPORTANT BIT!

- Referring to the job outline and more importantly the personal specification for the job, use the '**Relevant Skills, Knowledge and Experience**' section to sell yourself and re-affirm how you meet the essential and desirable criteria.

This section allows for 4000 characters. This is your chance to tell us how wonderful you are and why you should get the job! Do not presume you have covered everything in the other sections. Use this to tell us anything about you that will help to support your application. The more desirable criteria you meet the better.

YOU MUST DEMONSTRATE THAT YOU MEET ALL THE ESSENTIAL CRITERIA LISTED ON THE PERSON SPEC. YOU WILL NOT REACH THE INTERVIEW STAGE FOR ANY POSITION IF YOU DO NOT.

Applications are assessed solely against the Person Specification for the job – so for everything listed in the 'Essential' column you must be able to demonstrate it on your application.

For example, if the person spec says it is essential you have 'excellent communication skills' it is not enough to say 'I have excellent communication skills'! You must give evidence to support this fact. Give us an example which clearly shows you have excellent communication skills. What have you done in the past that demonstrates this?

If the person spec says it is essential that you are 'able to maintain confidentiality' you must include details of how you have demonstrated this in the past. Give us an example of something you have done where you had to maintain confidentiality.

- Tailor your application accordingly – because you have a degree in Zoology doesn't mean you'll make a good Admin Assistant. Tell us about your strengths and experience which tie up with the job you are applying for.
- Don't presume that because you have done a similar job before elsewhere, it's a given that you have all the experience required. Tell us about it and give us solid examples that tie in with what we are asking for.
- Be careful when you are cutting and pasting information from other applications. A recruiting manager does not want to read why you want to work for City of Edinburgh Council when it's a position at East Lothian Council you are applying for.
- Answer any other questions relating to Disclosure, Disability etc as they appear

STEP 4 OF 5

- Complete the Equal Opportunities form. This information is confidential and is not seen by the recruiting manager or any of the interview panel. It is for reporting purposes only.

STEP 5 OF 5

- Submit your application – the 'Submit' and 'Print' button only appear at this stage.
- You will receive an automated e-mail telling you your application has been successfully submitted.
- Once you have submitted your application you will not be able to access it again to make any changes. If you need to withdraw it/view it again/print a copy you can do this by logging into your account.
- If you realise, after submission, you have missed something off your application or wish to amend it anyway, **you can re-apply for the job and re-submit your application which will overwrite the original one.**

My Applications

Applications Submitted

When you submit a completed application form, it will appear in the table below.

During peak times it can take some time for the submitted application to appear but if you have received an email confirming submission please be assured that it has been received.

"Application Date" is the date when the application was submitted, whilst "Last updated" will only show if the application was resubmitted before the closing date.

The application status will change from "Submitted" to "In Process" when your application is being reviewed.

You can use the icons next to the application status column to either view the information submitted (📄), or withdraw your application (🚫).

Job Title	Application Date	Last Updated	Application Status
Head Teacher - Aberlady Primary School	26/05/2015 10:02	-	Submitted  
Head of Development	21/05/2015 19:52	-	Withdrawn  
Class Teacher - Wallyford Primary School	13/05/2015 15:49	-	Unsuccessful  

- You can log into your account at any time and update your core candidate data - this includes personal details, work experience, qualifications, references, and courses.
- Once you have created an account your core details are stored. Subsequent applications will mean you only have to complete Section 3 (as this may include differing questions according to the job you are applying for).

Posts are short-leeted following the vacancy closing date by the manager who is recruiting to that particular post and applicants are informed via email if they are to be invited to interview or not. The recruitment team are not involved in the reviewing of applications or short-leeting for any posts.

Please call the Recruitment Team on 01620 827868 (X7868) or email recruitment@eastlothian.gov.uk if you require any further help