

Guidance on completing job application forms

This document will provide you with useful information to complete your job application form.

- You must use an Oxford City Council application form to apply for a vacancy. CV will not be accepted. Correct completion of this application form is essential to the selection procedure.
- A job description and person specification is the basis for every vacancy. A job description is a list of the key responsibilities and the person specification lists the skills, knowledge, experience and qualifications. These factors may be essential or desirable.
- The job description and person spec should be read carefully and your skills and abilities should be matched carefully.
- Your application must show that you meet all the essential criteria. In order to be fair we cannot make assumptions about you – we can only look at what you put in your application.
- All sections of the form must be completed, including the Equal Opportunities Monitoring form. Always make sure that the information you supply is clear, precise and relates to the job you are applying for.
- If you need to add additional sheets please ensure there are securely attached.
- If you consider that you have a disability please ensure it is stated on the Equal Opportunities Monitoring Form. We are committed to guarantee an interview to a disabled candidate who meets the essential criteria in the person specification.
- If you consider that you need a reasonable adjustment to enable you to attend an interview or assistance in filling out the application form please contact us on 01865 252848 to discuss.
- Please make sure you return your application form by the closing time on the closing date – we are unable to accept any applications once this date has passed.
- If English is not your first language it may be possible for the Council to provide assistance with the completion of your application online, please contact us to discuss.