

Recruitment and Selection - Managers Guidance

Job Applications

Derbyshire County Council application forms must be completed by all applicants either online or in paper form (available from Call Derbyshire). There are three versions– a standard application form, a teachers application form and a shortened application form for some entry level jobs. There is also a separate form for Apprenticeships. Use of the application form ensures that all the required information is provided in a structured way, makes shortlisting straightforward, and helps applicants demonstrate their suitability for a job.

If a candidate requires assistance to complete the form, then this should be provided and submissions in alternative formats such as braille should be accepted. More detail on disabled candidates and reasonable adjustments is available in the guidance sections on Equality & Diversity and Interviews.

Using the application form provides monitoring information about the applicant in terms of their gender, race etc. This information is detached from the form before it reaches the recruiting manager, so you will be unaware of it, unless the applicant has indicated that they are disabled and the Disability Confident commitments apply or they have requirements which you need to take into account at the interview stage. The information is collected in an anonymised way in order to enable us to monitor which groups of people apply for our jobs and who reaches each stage of the recruitment process. This helps us meet our Public Sector Equality Duties and understand whether we are reaching all sections of the community. Monitoring enables us to make adjustments to our procedures where necessary to make sure we are recruiting as openly as possible and that decisions are free from any kind of bias.

Curriculum Vitae (CVs) are not usually accepted, unless the recruiting manager has specifically decided, and has HR Service partner approval to recruit in this way. Short listing can be more difficult if CVs are used given the varying formats and levels of detail provided by applicants, but in certain circumstances, for instance more senior posts, a recruiting manager may wish to allow CVs to encourage applications from a wider field. If this is the case, the advertisement should say that CVs are acceptable. More guidance is available on this in a separate section.