

GUIDANCE NOTES

Applying for a job with the East Lancashire Railway

When you apply for a job with The East Lancashire Railway Company Ltd selection for interview is decided by the information you provide on the application form. With your application form you will have received:

A Job Description - this gives you details about the job. It lists all the main tasks and duties which you will be required to carry out.

A Person Specification - this tells you what qualifications, skills, knowledge and experience a person must have to be able to do the job. These are listed as essential and desirable criteria. In order to be invited for interview you must be able to show in your application form that **you meet all the essential criteria** and, ideally, all the desirable criteria. However, if you do not meet some or all of the desirable criteria we may still invite you for interview.

Some points to bear in mind before you start

Look carefully at the job description, person specification and application form. Ask yourself why you are interested in the job and what qualifications, skills, knowledge and experience you have which would help you to do the job. Do not copy the same application for every job you apply for. Make sure your application form gives information about how you can meet the requirements of the job description and person specification. Please use the application form provided, using extra sheets if you wish.

When completed, read through your application form carefully and check that each section has been filled in. If you use extra pages number these and attach them securely to your application form. On each extra sheet you should also write on the job title of the post you are applying for.

Completing your Application Form

SECTION A

In this section we ask for your personal details, such as your name, date of birth and any other information from which a short-listing panel may identify you. Section A also asks you to provide information which will help us to monitor and improve our equal opportunities policy. Section A of the form will be detached and kept separately early on in the recruitment procedure. This means that the short-listing panel will only have access to the information contained in Section B.

Personal Details:

Make sure that your full name, address, preferred title, date of birth and mobile, home and work telephone numbers (if you are on the telephone) are written clearly.

Reference

You should give the name, address and designation of 2 referees: one should be your current employer (or most recent employer if you are unemployed). You may choose your second referee. If you have not been employed before, or if you have no previous experience, or have recently entered the country, or the company you worked for has closed down – a reference from a non-employer (e.g. your doctor, your solicitor, your former teacher) may be accepted. References from relatives or partners will not be accepted.

If you are an internal candidate you should provide the name and address of the Director of your department.

All applicants will be assessed on their ability to carry out the duties of the job.

SECTION B

This Section asks for the information we need to consider when we draw up a shortlist based on the person specification.

Post Details

Please copy the relevant information detailed in 'Section A. 1. Post Details'.

Present Employment

If you are currently employed give details of your present job. After this, list all the employers you have worked for. Give the dates you worked for them and their name and address. Write down your job title and, for more recent posts, your grade and salary. Check that dates are correct and in order. Please give your reasons for leaving previous jobs and give details about any gaps in employment.

Education

Give a list of all your qualifications including grade/level achieved, starting with those you obtained most recently. Make sure you include everything. We need this information to assess whether you fulfil the essential qualifications for the vacancy. If you have overseas qualifications you will need to provide evidence to show that they are equivalent to any qualification required. If you need help with this you can contact the National Academic Recognition and Information Centre on 0870 990 4088.

Professional Qualifications

If the vacancy requires a professional qualification as essential criteria, you will need to list your membership body, type of membership, title of qualification and the date it was awarded here. Alternatively, if you have any professional qualifications that you feel are relevant to the job although they may not be an essential or desirable requirement for the job, please list them here.

Other Training

Detail here any other training you have undertaken which may be relevant to the job (e.g. First Aid at Work Training, Assertiveness Course, employer training) along with the dates the training was carried out.

Relevant Skills, Knowledge and Experience

This is the most important part of your application. Do not just list your employment history. Try and match your relevant skills, knowledge and experience to the essential and/or desirable requirements on the person specification. It may be helpful to use the criteria on the person specification as headings. Under these headings you could outline the relevant skills, knowledge and experience you have obtained including any training or work experience you may have completed that is relevant to the job. You may also use examples of experiences in your personal life and voluntary work.

It is not acceptable simply to say you have done something: you must explain this by giving details of how you did it and what was involved.

Thank you for applying for a job with the East Lancashire Railway, 'Good Luck' with your application.