

**Please note these are guides only, forms are available to download on the intranet and internet site.**

## **Appendix One**

### **Guidance on completing the employee preference form**

The employee preference form is used to match you to any vacancies before they are opened up to internal advertisement. As such, it is important that this is completed with as much information as you have and sent to HRSC as soon as possible.

Once you have completed the form, if there are any changes, please update the original copy with the new details e.g. new mobile number; absence from work etc. and send to HRSC highlighting what has changed.

Specific details on completing each section of the form are included below:

#### **Section one – Employee details**

Please complete this section in full

#### **Section two – Employee contact details**

We will contact you as soon as you are matched to a role and you will need to respond very quickly as we are not able to hold roles open.

**We will contact you at work unless you state otherwise.**

***If your contact details change, you must let HRSC know.***

#### **Section three - Preferences**

Please complete all sections indicating your preferences to location and hours of work.

##### **Location**

Locations used are districts rather than towns as this enables us to match you to more vacancies.

##### **Hours per week**

The section on hours per week is your opportunity to let us know if you would be willing to work more or fewer hours per week than you currently do. Please note that we will send you vacancies you are a match to regardless of the number of hours the vacancy is for and the number of hours you currently work.

#### **Section four – Qualifications, Knowledge, Skills and Experience**

##### **Qualifications**

Please list all your qualifications. These will be used to match you against any qualifications required for the role as detailed in the role specification.

Please note, you may be asked to evidence these qualifications with valid certificates.

### **Knowledge, Skills and Experience**

Please list all your knowledge, skills and experience. This will be used to match you against the role specification of available roles.

This should include knowledge skills and experience gained via your career to date; any voluntary work etc.

At this stage you need to provide headlines / bullet points. Some examples are included below to get you started but you are expected to provide examples of your own which accurately reflect your own knowledge, skills and experience.

Examples:

- Managed a team of 3 people
- Working as part of a team
- Working on my own initiative
- Work experience in the following professional areas
- Knowledge of the personalisation agenda

Please note, you will be asked to complete an application form for each role you are matched against and will be expected to demonstrate how you meet / reasonably meet any relevant skills or experience in more detail.

### **Section five - Availability**

Please include details of any dates you are unavailable.

***You must keep the HRSC updated with any future unavailability***

### **Section six - Disability**

Please state whether you have a disability covered by the Equality Act 2010.

If you answer 'Yes' to this question, HRSC will liaise with you direct for details which will allow any reasonable adjustments to be made.

### **Section seven - Signature**

Once you have completed all sections of the form please sign and date it before returning it to HRSC.

## Appendix Two

### ALTERNATIVE EMPLOYMENT EMPLOYEE PREFERENCE FORM

*For Employee completion - information supplied will enable us to match you to vacant roles*

**N.B.** Please read the 'Guide for Employees' which includes important information about the AEP as well as specific guidance on completing this form. You must complete and return this form as soon as possible.

#### **Section one: Employee details**

Name	
Employee number	
Leaving date (if known)	
Current job title	
Current salary	
Current hours per week	

#### **Section two: Employee contact details**

Please provide us with as many ways as possible for contacting you

##### **Work contact details**

Address	
Telephone number	
Mobile number	
Email address	

##### **Home contact details**

Address	
Telephone number	
Mobile number	

Email address	
<b>Section three: Preferences</b>	
Please complete all sections below	
<b>Locations where I am able to work (please tick all that apply)</b>	
Carlisle	
Eden	
Barrow	
Allerdale	
Copeland	
South Lakeland	
<b>Hours per week</b>	
Current hours only	
Maximum hours	
Minimum hours	

## Section four: Qualifications, Knowledge, Skills and Experience

Please complete all sections below

### Qualifications

Please list all your qualifications in the spaces below.

**GCSE or  
equivalent**

**A level or  
equivalent**

**Degree or  
equivalent**

**Professional  
qualification**

**Other  
qualifications  
(please detail)**

### Knowledge, Skills and Experience

Please list your knowledge, skills and experience in the space below.

### Section five: Availability

Please include below all dates you are not available. **You must update the HRSC with all future planned unavailability**

<b>Dates unavailable</b>	

### Section six: Disability

Do you have a disability which is covered by the Equality Act 2010? (Please answer Yes or No).	
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### Section seven: Signature

I declare that the information contained in my preference form is accurate and correct. In addition, I understand that I must advise HRSC of any changes to any of this information promptly and, if I fail to do so, this may affect my ability to be matched to vacancies or contacted about vacancies.

<b>Signature</b>	
<b>Date</b>	

Once fully completed this form should be returned to:  
[hrservicecentre@cumbria.gov.uk](mailto:hrservicecentre@cumbria.gov.uk)

## **Appendix Three**

### **Guidance on completing the application form**

The application form is your opportunity to demonstrate how you meet the role specification for a specific role.

Managers are not sent your Preference form as this is used purely to 'match' you to any vacancies.

Managers will use the application form to shortlist you against the vacancy. Recruiting managers will want to "see you in the role" as much as possible so this is an opportunity for you to show the manager why you are the best person for the job and the relevance to them of your transferrable skills, experience etc.

Specific details on completing each section of the form are included below:

#### **Section one – Application details**

Please complete this section in full

#### **Section two – Personal Profile**

The personal profile is a brief introductory statement which summarises your key skills and strengths.

The profile should be no more than 6 lines of text. Some example text is included below. It is important, however, that you put together your own profile.

Example:

I am an experienced administrator with excellent working knowledge of Microsoft Office and have recently completed the European Computer Driving licence. I have well-developed interpersonal and customer service skills and work well both in a team and independently.

#### **Section three – Role Specification**

You should list each of the criteria on the role specification and detail against each item how you meet the requirements of the role.

#### **Section four – Signature**

Once you have completed all sections of the form please sign and date it before returning it to HRSC.

## Appendix Four

### ALTERNATIVE EMPLOYMENT EMPLOYEE APPLICATION FORM

*For Employee completion - information supplied will be sent to the recruiting Manager for shortlisting as a numbered application – your name will be removed.*

***N.B.*** Please read the 'Guide for Employees' which includes important information about the AEP as well as specific guidance on completing this form. **You must complete and return this form before the deadline given to you by HRSC.**

#### Application details

Name	
Position applied for	
Reference number	

#### Personal profile

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#### Role specification

Please list below all criteria on the role specification	Please detail in this column how you meet each item on the role specification

#### Employee Signature

Signature	
Date	



Once fully completed this form should be returned to:  
[hrservicecentre@cumbria.gov.uk](mailto:hrservicecentre@cumbria.gov.uk)

Please do not use as application form