

# Application Form –Head of Workforce Partnership Council Joint Secretariat

---

Please return to –

Private and confidential (WPC head of secretariat)

Martin Mansfield - General Secretary

Wales TUC

1, Cathedral Road, Cardiff, CF11 9SD

---

Name:

Post applying for:

Post reference number:

---

## Contact Details

Personal email address:

Work email address:

Home telephone number:

Mobile telephone number:

Preferred method of contact:

Please indicate below any dates that you are unavailable to attend an interview in the month following the closing date for the post:

---

## Career History

Please attach a brief CV when returning this application form.

## Language Ability

Please indicate your ability level of **written** English and Welsh.

English:

Welsh:

Please indicate your ability level of **reading** English and Welsh.

English:

Welsh:

Please indicate your ability level of **oral** English and Welsh

English:

Welsh:

Preferred Language for Selection:

We will try to ensure that your assessment is in your preferred language.

Please note, applications completed in Welsh may be sent for translation into English.

---

## Training

Please give us more information on any training that you think may be relevant to this application, including membership of professional organisations, voluntary work etc:

---

*Prior to completing this section please read the candidate guidance at the end of this form.*

## Section 1: Job Specific Criteria

Please ensure you clearly address each of the essential criteria in your answer drawing on experience, knowledge, and achievements as you will be assessed on the evidence given for each criteria.

**Your evidence is expected to be kept within a word limit of 300 words.**

Any evidence that is submitted beyond 300 **words** will be discounted.

*Please include a word count.*

### Job Specific Criteria 1:

Evidence of leading and empowering a team, to deliver high quality and consistency, in a complex and sometimes challenging environment.

---

### Job Specific Criteria 2:

Evidence of confidence and resilience in managing complex programmes of work and delivering within agreed timeframes, with experience and understanding of the public service environment.

---

### Job Specific Criteria 3:

Evidence of ability to work collaboratively with a range of stakeholders to consider the cumulative impact on implementing change.

---

## Section 2: Desirable Criteria

The following qualities are not essential for this particular post but have been deemed as desirable. These will only be taken into account in the event of two (or more) candidates acquiring the same score at either application or interview stage.

**Your evidence is expected to be kept within a word limit of 300 words.**

Any evidence that is submitted beyond 300 **words** will be discounted.

Please include a word count.

### Desirable Criteria 1:

Welsh language skills are Desirable

---

## Section 3: Achievements against Key Competencies

Please provide evidence against each of the key competencies below.

**Your evidence is expected to be kept within a word limit of around 300 words per competency.**

Any evidence that is submitted beyond 300 **words** will be discounted.

Please include a word count.

### Key Competency 1:

Leading and Communicating - Clarify strategies and plans, communicate purpose and direction with clarity and enthusiasm

---

### Key Competency 2:

Changing and Improving - Effectively capture, utilise and share customer insight and views from a diverse range of stakeholders to ensure better policy and deliver

---

### Key Competency 3:

Managing a quality service - Ensure adherence to legal, regulatory and security requirements in service delivery and build diversity and equality considerations into plans

---

### Key Competency 4:

Delivering at Pace - Maintain effective performance in sometimes challenging circumstances, encouraging others to do the same.

---

## Declaration

All correspondence will be sent **electronically** unless you specify otherwise

I would prefer to receive correspondence via internal mail instead.

What is your preferred language for receiving **correspondence** about your application?

What is your preferred language for **assessment** if successful?

Please indicate any dates where you would not be available for interview:

---

Please note the rest of this form will not be seen by the panel members.

## Guaranteed Interview Declaration for Disabled People



Please note this part of the form will not be seen by the panel members – it will be detached and monitored by the Recruitment Team who will ensure that any candidate who is deemed competent at sift stage will be interviewed.

We operate under Disability Confident employer scheme and welcomes applications from disabled people. The Disability Confident employer scheme guarantees an interview to disabled<sup>1</sup> people if they meet the essential requirements for the role. If 'acceptable' evidence of the skills and qualities for the position applied for are demonstrated we will automatically invite you to interview. 'Acceptable' evidence refers to meeting the minimum criteria required for the job.

---

Do you consider that you have a disability and wish to be considered under this arrangement?

Yes

No

If you selected yes to the above, in order for all candidates to compete equally during the recruitment process we would be grateful if you could **tell us once you have**

---

<sup>1</sup> A person may be covered by the Equality Act 2010 if they have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.

## received an invite to interview about any requirements or adjustments you wish to be made, prior to or throughout the selection process:

If you are successful candidate, you will be given an opportunity to discuss any necessary adjustments with our occupational health adviser, you will also be provided with a full display screen equipment assessment. Providing this information will help us to consider ways in which we can reasonably accommodate your needs. We are committed to making all reasonable adjustments to enable our employees with disabilities to carry out their duties effectively.

## Equal Opportunities

---

### Why do we collect your information?

This information will only be used by Human Resources to provide anonymous statistics for reporting purposes and to help us to identify any patterns, in accordance with our duties under the Equality Act 2010. This monitoring also helps us ensure that our policies and procedures are correct, inclusive and effective.

### How we will use your information

The information you give us in this form will be treated in confidence and in accordance with the Data Protection Act 1998. The information you provide will be stored on our monitoring database until the end of the financial year. This information will not be shared with your line manager and will not be used for any other purposes or revealed to any other organisations except for our statutory obligations. If you are successful you will be able to update your information at any time.

We understand that not everyone wishes to provide this information and for those, there is an option of **'prefer not to say'**.

We keep this part of the document separate from the rest of the application form. We will treat the information you give in strict confidence and the following information will not be made available to members of the selection panel.

This monitoring form has been designed taking into account guidance issued by the Office of National Statistics. This approach allows for consistency and enables us to compare our data with other sources.

---

Name:

Postcode:

Gender:

If you prefer your own term please provide it here:

Gender identity:

Trans is an umbrella term for people whose gender identity in some way differs from the gender they were assigned at birth. Using this definition, **do you now or have you ever identified as trans?**

---

## National Identity

How would you describe your national identity?

(Tick all that apply)

- Welsh  English  Scottish  Northern Irish  British
- Other, please describe:
- Prefer not to say

---

## Ethnic Group

How would you describe your ethnic group?

(Choose one section, then tick one box to best describe your ethnic group or background)

### White

- Welsh,  English,  Scottish,  Northern Irish,  British  Irish  Gypsy or Irish Traveller
- Any other White background, please describe:

### Mixed / Multiple Ethnic Groups

- White and Black Caribbean  White and Black African,  White and Asian,
- Any other Mixed / multiple ethnic background, please describe:

### Asian or Asian British

- Indian  Pakistani,  Bangladeshi,  Chinese,
- Any other Asian background, please describe:

### Black, African, Caribbean or Black British

- African,  Caribbean
- Any other Black / African / Caribbean background, please describe:

## Other Ethnic Group

Arab

Any other ethnic group, please describe:

---

## Sexual Orientation

What is your sexual orientation?

If other, please specify:

---

## Age

Please indicate your age group:

---

## Disability

The Equality Act 2010 defines disability as a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out day-to-day activities.

Using this definition, do you consider yourself to have a disability?

Please tick all that apply

Learning disability

Long term medical condition

Mental Health condition

Physical disability

Sensory impairment

If other, please specify:

---

## Religious beliefs

Which of the following religions or beliefs do you currently belong to?

Any other religion / belief, please describe:



---

# Applying for a post with the Joint Secretariat

## The Application Process

The Job Description, Person Specification and Job Advert will identify the core competencies and behaviours and essential job specific criteria and other relevant information. For instance, there may be a requirement for the successful candidate to be willing to travel or work to a specific pattern of hours. Account will however be taken of the duty to make reasonable adjustments in line with the Equality Act 2010.

Before you make your application you should read carefully the Job Advert, Job Description and Person Specification and ensure that you can provide sufficient evidence of the key competence behaviours and job specific criteria for the post. It is worth noting that anyone who is deemed unable to do so by the panel will not progress to interview.

Only candidates deemed competent against each of the essential criteria (which for the purposes of the Two Tick scheme is the minimum criteria for the post) may progress beyond the sift stage. If you are applying for more than one post you will need to complete a separate form for each one, tailored to reflect the key competence behaviours and job specific criteria required for each.

## The Evidence

This document provides the key information which will largely determine whether you are invited to interview or not.

### Section 1 - Job Specific Criteria

As above you should identify how you meet any specific criteria listed in the job description by drawing on experience, knowledge, and achievements.

### Section 2 - Achievements against the Core Competencies

The Evidence Booklet requires you to provide a self-assessment against the key competencies and their specific behaviors identified in the Job and Person Specification. The panel will be looking for evidence that you are able to meet these at the appropriate competence level.

The Types of Achievement to consider when formulating an answer may include special projects that you have undertaken personally, or specific one off incidents, or the results of sustained effort over a period of time. The achievements should be those in which you invested personal time and effort and may be drawn from any source, not just the workplace, if you can demonstrate clearly that it satisfies the competence or behaviors required.

A good description of an achievement should be specific to the core competence and behaviours required. It should specify the nature of the task and what you wanted to accomplish and then explain what you did and why.

Do try to state the outcomes and benefits and give an approximate time-scale and date, but remember to avoid acronyms that may be unfamiliar to the panel.

One approach to answering the competency questions to consider is the so-called 'STAR' approach.

**S – Situation** – Describe briefly what situation you were in at the time e.g. I worked in a busy frontline service team in a bank

**T – Task** - What did you have to do on this specific occasion e.g. On this occasion I had to deal with a very upset customer who had a problem with her bank account

**A – Action** – Describe in as much detail as possible what you did, what actions you took

**R- Results** – Describe the end result of your actions, did you achieve your task, and was the customer satisfied.

Once you have decided which evidence you are going to cite you need to structure it to ensure that it flows in a clear or logical way. You should ensure that it is evident what you did, the reasons for your action, what happened, what you took into account and the outcome. Never assume that your evidence is obvious when it comes to meeting the criteria. Avoid bland and hypothetical statements. Don't be frightened to sell yourself provided it is relevant and accurate.

**What not to include:**

- Generalisations (“I am always courteous to customers”)
- Job descriptions (“My job/role involves.....”)
- Processes (“First I input the customer details on to the computer”)
- Assertions (“It is very important to deal with Complaints promptly”)
- Theories (“I would deal with the complaint by first....”)
- Passive descriptions (“A meeting was called...”)
- Statements that lack personal ownership (“We decided to adopt option...”)
- Paraphrases of the criteria (“I displayed tact and diplomacy”)
- Non Specific evidence (“When I receive this I intend to...”)
- Future examples – evidence should already have happened and therefore be described in the past tense.