

# GUIDANCE AND INFORMATION FOR APPLICANTS ON COMPLETING THE APPLICATION FORM

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## Introduction

The Library was established in 1907 and it is one of the great Libraries of the world. It has a vast and diverse collection in various formats and is kept within a striking building that overlooks the town of Aberystwyth and Cardigan Bay. The Library is the place to go for information on Wales, the Welsh people and the other Celtic Nations. As a legal deposit library it has the right to receive copies of all printed and electronic items published in the UK and Ireland. The Library receives grant-in-aid from the National Assembly for Wales and is described as a Welsh Government Sponsored Body.

Not only is the Library a great library, but it is also much more than that. It's an unique place to work and it provides a wide range of experiences and opportunities in so many fields of interest.

Within its walls there are so many resources available on Wales and the rest of the world and it's our privilege and duty to share this wealth with the public by welcoming individuals to our building at Aberystwyth and through the World Wide Web. To be able to do that the Library employs a talented and gifted workforce in various fields of interest from librarianship and archives to IT and digital technology and from public services and interpretation to services that support and preserve our collections. The Library also welcomes volunteers who give added value to the work done by employed staff.

The Library is a popular meeting place for children and young people and people of all ages. It has eight galleries, a café, conference facilities, auditorium, and of course two modern and spectacular reading rooms.

Thank you for your interest. It was the late Dr Meredydd Evans who described the Library as '*the most intriguing place in Wales*' and who knows, maybe one day, you'll be offered the opportunity to work in this unique place!

## Guidance on completing the application form

Please read carefully before completing your application form.

### 1. Introduction

Your Application Form plays a vital role in deciding whether you will be invited to take part in the Library's selection process, therefore please:

- Read the Job Description and Person Specification carefully.
- Take time to complete it as fully and accurately as possible. Do not underestimate the time needed.
- Show us how well you meet the requirements of the post.

### 2. Curriculum Vitae (CVs)

The National Library of Wales seeks to ensure that information about candidates is provided in the same format; therefore all applicants are required to complete our standard Application Form.

*Curriculum Vitae will not be accepted as a substitute for an Application Form.*

### 3. Job Description and Person Specification

The Job Description and Person Specification lists the main duties, responsibilities, knowledge, education, experience and competencies that are required for the post. Consider these carefully so that you know what the post involves and how your skills, abilities and knowledge match the requirements.

### 4. Completing the Application Form

#### PART 1

#### 4.1 Personal Details

Ensure that you complete the Personal Details section of the form accurately (e.g. full postal address, email and telephone numbers), as this is information that enables us to contact you.

#### 4.2 References

All applicants are required to provide two referees. Prior to giving the names and contact details of referees please:

- Check that they are prepared for us to contact them as this saves time should you be successful in being called to take part in the selection process.
- Ensure that one referee is your current employer or your former employer if you are no longer employed by them. If this is not possible, please give an explanation why this is the case.
- Ensure that one of your referees is your Head Teacher / Tutor if you are leaving or have recently left full-time education.

- Do not use friends and relatives. If you do not wish us to take up the reference with your current employer / line manager at the time of shortlisting, please tick the 'NO' box on the form. References will be taken up if an offer of appointment is made.
- All appointments are subject to the receipt of satisfactory references and all the necessary checks being satisfied.

### **4.3 General Data Protection on Regulation (GDPR 2018)**

The information you give us on this form by the General Data Protection Act (GDPR) 2018. We will keep it confidential and only use it for recruitment purposes. If we appoint you to a post, we will keep this information during the period of your employment with us. If we do not appoint you, we will keep your information for 12 months following our appointment decision and then destroy it.

## **PART 2**

### **4.4 Present or Recent Employment**

- Detail your current post and employer in this section. Include the date you were appointed to the post and the date you left, if applicable.
- If you do not have any previous paid or unpaid employment, please state 'None'.
- Include the grade for the post and the salary.
- Give a brief outline of your duties and responsibilities in bullet point form. Further information regarding these points can be included in the Competency section of the form.
- Include all your experience relevant to the post.
- If you are not employed at the moment or have not done so for some time, you can refer here to temporary or casual employment and/or volunteering experience, you have undertaken.

### **4.5 Previous employment**

- Give details of your previous employment in this section, starting with the most recent. Your current or last employment will have been detailed in the previous section, therefore there is no need to repeat it here.
- Ensure that you have accounted for any gaps in your employment history e.g. if you took a year off for studying, please note it.

### **4.6 Educational Qualifications**

- Include all of your educational qualifications, including school / college / university, course, subjects and grades.
- Provide details of membership of any professional bodies, including dates of election and level of membership.

#### 4.7 Core ICT Skills

- Please tick all computer software/systems experience you possess. Any other relevant ICT Skills (e.g. software packages or systems) should be noted in the additional information section on the Application Form.

#### 4.8 Language Skills

- Complete the boxes to determine your level of skill in the Welsh and English language.
- The ability to communicate effectively through the medium of Welsh is essential for many of the Library's posts. If the Job Description notes this, we expect you to complete your Application Form in Welsh and the assessment (if required) and interview will also be in Welsh.

#### 4.9 Further Information

Here you should demonstrate any information, comments or examples which will support and enrich your application. Give examples of how your previous skills, experience and knowledge meet the criteria of the job description. Refer, when possible, to each point in the order they appear in the job description and person specification

The **STAR** approach is useful when writing examples:

<b>Situation</b> <ul style="list-style-type: none"><li>• What/Who was involved?</li><li>• Problems faced, if any?</li><li>• Any challenges?</li><li>• Anything else?</li></ul>	<b>Action</b> <ul style="list-style-type: none"><li>• What did you do and why?</li><li>• What were you thinking/feeling?</li><li>• What made you decide to do that?</li></ul>
<b>Task</b> <ul style="list-style-type: none"><li>• What was your goal/objective?</li><li>• Describe the task within the situation</li></ul>	<b>Result</b> <ul style="list-style-type: none"><li>• What changed as a result of your actions?</li><li>• What did you notice happen?</li><li>• What was the outcome?</li><li>• If not successful what did you learn?</li></ul>

### DISABILITY DECLARATION

The Positive about Disabled People scheme means that we welcome applications from people with disabilities. The scheme guarantees an interview to disabled people who meet the essential criteria for the post. If you require any assistance or special equipment at interview, or have any information you would like to make us aware of with regard to your requirements, then please let us know in this section.

## GUIDANCE ON COMPLETING THE EQUALITY MONITORING AND VETTING FORMS

*As the information asked on these two forms is sensitive, it will be stored securely and treated strictly confidentially. These forms will not be made available to the Selection Panel.*

### EQUAL OPPORTUNITIES

The National Library of Wales is committed to promoting equality and diversity through all its employment policies and practices. We aim to ensure that every employee, prospective employee or person connected with the National Library of Wales, will receive equally favourable treatment regardless of their gender, gender identity, marital status, sexual orientation, age, race, ethnical/national origins, colour, disability, religion or belief and membership / non-membership of a Trade Union.

### VETTING ENQUIRY FORM (Offences / convictions and / or sentence)

The National Library of Wales undertakes security checks on all successful applicants. A conviction involves being found guilty. If you have been bound over, placed on probation or given conditional or even an absolute discharge, it does not mean that you have been found guilty of an offence. You are not required to disclose any conviction which is considered to be spent by virtue of the Rehabilitation of Offenders Act 1974.

### ON COMPLETING THE FORMS

1. Please ensure that you return the Application Form, equality monitoring and vetting enquiry forms by the stated closing date as late applications will not be accepted. Completed forms should be returned to:

Human Resources Unit  
National Library of Wales  
ABERYSTWYTH  
Ceredigion  
SY23 3BU

Marked '**CONFIDENTIAL-VACANT POST**' or via email to: [vacancies@llgc.org.uk](mailto:vacancies@llgc.org.uk)

2. Keep a copy of your Application Form so that you can refer to it during the selection process if you are invited for an interview.

### SHORTLISTING

The recruitment process is very competitive and we are seeking to shortlist those applicants who have clearly demonstrated via the Application Form that they meet the requirements of the post. After the closing date, the Selection Panel reads all Application Forms (minus the equality monitoring and vetting forms) very carefully in order to decide upon which candidates are to be invited to an interview.

Shortlisted candidates will be notified to attend the interview within 3 weeks of the closing date. The notification will be by letter or, if time is short, via telephone to inform candidates of the following:

- The date and time
- The Venue
- The likely duration
- Who will conduct the interview
- The form the interview will take
- Whether there is a test to be administered
- Any other relevant information which may be helpful to the candidate
- The need to inform Human Resources if there are any special requirements that the candidate may require
- The need to confirm their attendance at the interview

Details of contacting the successful applicant will be given during the interview.

If you are unsuccessful you will be advised in writing. If you require feedback on how to improve your application in the future, please contact the Human Resources Manager.

## MEDICAL SCREENING

All successful candidates must be screened for fitness to undertake the post. You will be given a medical questionnaire to complete, which our Occupational Health provider will assess. Complete the form as fully as possible, giving details of any illnesses as requested on the form. No confirmed offer of appointment will be made unless the successful applicant has been given medical clearance.

## PERMISSION TO WORK IN THE UK

You must be legally entitled to work in the UK and not subject to immigration control. If we offer you the post, we will check your passport, identity card or other relevant documents prior to confirming your appointment.

## DBS CHECKS

All successful applicants will be subject to Security Vetting and a Standard DBS Check.

## BENEFITS OF WORKING AT THE NATIONAL LIBRARY OF WALES

The Library offers an excellent employment experience for its employees:

- Excellent location and working environment
- Competitive salary



- Pension Scheme (currently final salary)
- 30 days annual leave
- 8 days statutory bank holidays
- 3 privilege days
- Family friendly policies
- Subsidised restaurant
- Discount in the Library shop
- Formal team briefing system to enhance communication
- Opportunities for training and promotion
- Staff Counselling Service
- Cycle to Work Scheme

## HOURS OF WORK

In summary, a full time post has a working week of 37 hours. The Library operates a flexible hours scheme with the following bandwidths:

FLEXIBLE TIME	08.00am – 10.00am
CORE TIME	10.00am – 11.45am
FLEXIBLE TIME	11.45am – 02.15pm
CORE TIME	02.15pm – 3.00pm
FLEXIBLE TIME	3.00pm – 6.15pm
TOTAL DURATION OF WORKING DAY: 08.00am – 6.15pm	

## TRADE UNION MEMBERSHIPS

Every member of staff has the right to join a Trade Union. The Trade Unions in the Library, Prospect, PCS and FDA, form part of the structure of the Library's Partnership Council whose role is to work together on all matters of common interest.