

## Living our values every day



### Accountability

We do what we say we will.



### Integrity

We are honest, fair and speak up.



### Empowerment

We enable communities and colleagues to be the best they can.



### Respect

We value and listen to each other.



### Excellence

We continually improve through listening, learning and innovation.

## Working for us

Visit [www.goucestershire.gov.uk/ASCreruitment](http://www.goucestershire.gov.uk/ASCreruitment) for more information. We have also recently published some articles on community care employer zone, where you can read more about us as an employer.

## Recruitment contact

If you are experiencing issues with the online application portal or need help with your application, please contact us:

Email: [ASCreruitment@goucestershire.gov.uk](mailto:ASCreruitment@goucestershire.gov.uk)

Website: [Goucestershire.gov.uk/ASCreruitment](http://Goucestershire.gov.uk/ASCreruitment)

Tel: **Dalina 01452 425798 / Helen 01452 427752**



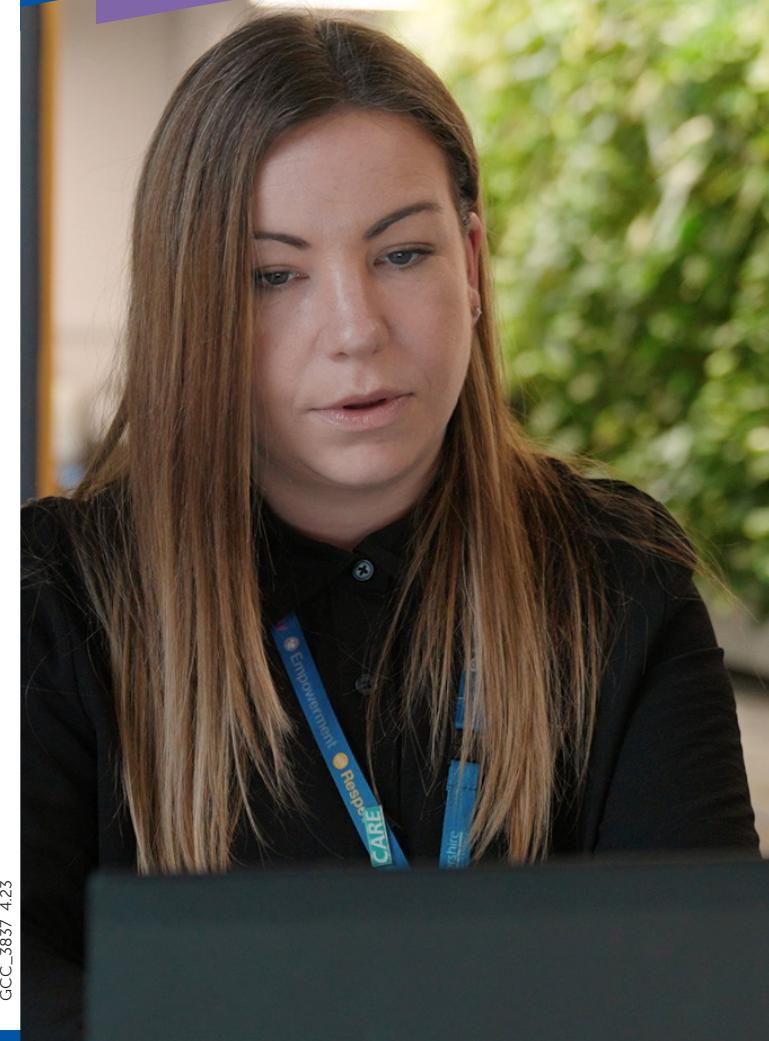
**Karen Roche-Galvin**  
PBS Team Manager



**Natalia Medeiros-Almeida**  
Social Work Lead

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## Preparing an application form for Adult Social Care



# Before you start your application

## Prepare yourself

Have everything you need ready. Make sure you have referee information, qualification and training dates, career history, personal details and everything else required.

## Prepare your content

Make sure you understand the qualifications, skills, knowledge and experience required. Think about some demonstrable examples you can use to evidence this. In Adult Social Care we shortlist by setting a criteria based on the job description and requirements of the team.

Once we have decided on a criteria for shortlisting, we will set a benchmark. To score against the criteria we use 1 - 5. with a 1 meaning there is no evidence of a selected criteria and a 5 meaning a well demonstrated example of meeting the criteria.

One of the key sections for shortlisting we look at is: "Please explain why you are applying for the position and how your experience (paid or unpaid), personal qualities and skills help to make you a suitable candidate. It is essential that you provide us with details that demonstrate how you meet the criteria for knowledge and experience, technical skills and personal / behavioural attributes in the job profile".

Spend time on this section, ensuring you use examples to back up statements and use the job description to structure it.

## Research

Find out more about Adult Social Care, the team you could be working with and the role you are applying for, by visiting [gloucestershire.gov.uk/ASCreruitment](http://gloucestershire.gov.uk/ASCreruitment)

## Read the instructions carefully

Ensure that you complete the correct sections of the form and know when the advert deadline is. Make sure your application is accurate and honest. Ask somebody else, such as a careers adviser, parent or friend, to read through your application form.

A second pair of eyes will help pick out errors that you may not have spotted. If you are experiencing issues with the online application portal or need help with your application, please email us at [ASCreruitment@gloucestershire.gov.uk](mailto:ASCreruitment@gloucestershire.gov.uk)

# The recruitment and selection process

## Application

Follow our easy online process; Create an account, upload your personal statement, fill in the application & send (to save time you, you may want to upload your CV to pre-populate the application form). We aim to contact applicants no later than two weeks after the closing date, however sometimes there can be delays, which we will communicate to you. We notify both unsuccessful and successful candidates by email and / or phone.

## Shortlisting

Our Recruitment and Retention Team receives all applications and the Hiring Manager will create a shortlist for interview against the criteria in the job profile. You will be informed if you have been selected.

## Invitation to interview

If you're shortlisted, you will receive an email invite with a pre-allocated date and time. Some vacancies require you to undertake work related tasks or a presentation; you will be informed in advance if this is the case. Remember to confirm you are available to attend your interview via email to [ASCreruitment@gloucestershire.gov.uk](mailto:ASCreruitment@gloucestershire.gov.uk) If you need to discuss your interview or want to rearrange, please e-mail to [ASCreruitment@gloucestershire.gov.uk](mailto:ASCreruitment@gloucestershire.gov.uk)

## Outcome

At your interview the panel will inform you of when you will be notified about the outcome of your interview. You will be informed by phone whether you have been successful or not, with feedback provided if requested. If we cannot make contact by telephone, we may email the outcome to you. However, you are still invited to receive feedback from your interview.

If successful, you'll receive a conditional offer letter with a provisional start date, subject to satisfactory pre-employment checks, including DBS (where applicable), references and verification of employment.

We will also need to see ID documents and your relevant certificates. Once pre-employment and compliance checks are complete you will be contacted to agree a start date. All onboarding is undertaken on our recruitment portal, Success Factors.

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Good luck!  
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