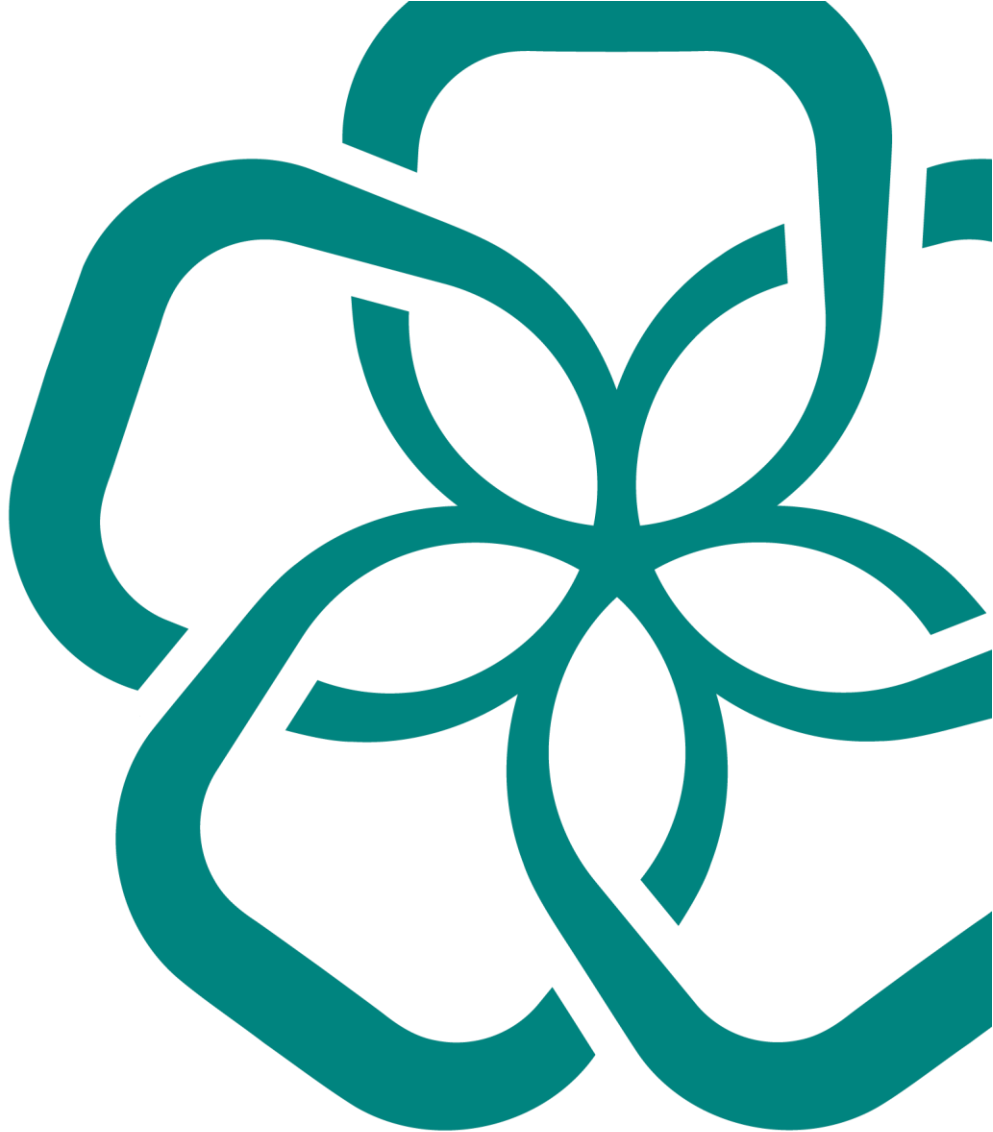




**West
Yorkshire
Combined
Authority**

**Tracy
Brabin
Mayor of
West Yorkshire**



Information for Applicants

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Completing the Application Form

Introduction

We want you to succeed in your application to work for the West Yorkshire Combined Authority. We have therefore put the following information together to provide you with important guidance that will help you when submitting your application to us. The Combined Authority follows a strict shortlisting process and to ensure your application is progressed to the next stage of the recruitment process, we strongly urge you to read this guidance.

If you have any technical difficulties when trying to submit your application, please [contact us](#). Please note emails are picked up Monday-Friday 8am – 6pm (excluding Bank Holidays). We will respond to you as soon as we can during these times. If you are having technical difficulties outside of office hours and you are unable to submit your application prior to a vacancy deadline, please [contact us](#) at recruitment@westyorks-ca.gov.uk.

Regardless of the role you're applying for, preparation is key. Use our [website](#) to find out as much as you can about what we do. All applications are made via the online recruitment portal, unless stated otherwise. If you have a reasonable adjustment request in terms of applying via the online portal, please [contact HR](#) at recruitment@westyorks-ca.gov.uk as soon as possible.

Please do not use a business email address for your application as some businesses block and prevent emails from the 'noreply' email address that we use to verify your application. If you use a business address and the email is blocked, you will be unable to verify your email address, and your application will not be submitted.

Saving your application form to complete later

The application form saves automatically once you click '*next*' and move to the next step. If you commence your application and are unable to complete it straight away, providing you have progressed past step 1, under the '*more*' menu there is an option to '*complete later*'. Once this option is selected, a link will be generated to the email address provided at Step 1. **Please be aware this link will expire after 7 days.** If you believe it will take you longer than 7 days to complete your application, ensure that you **access your application form within 6 days** of the link being sent and follow the steps above to '*complete later*'. This will generate a new link which will expire after a further 7 days. **If you do not submit your application or generate a new link before the link expires, your application will be lost and a new application will need to be started to enable you to apply for the role.**

The application form

The application form has 4 steps; your personal details (Steps 1 & 2), your supporting statement (Step 3) and attaching your anonymised CV (Step 4). The following sections will give further guidance on what is to be expected at each step.

Step 1 & 2 – Personal Details

This section is where you will input your personal details. The Combined Authority is a Disability Confident Employer. If you have a disability and wish to be considered under this scheme, please ensure that you add your disability status within this section. For further information regarding this scheme, please visit gov.uk/government/publications/disability-confident-service-providers.

It is really important to us that, wherever possible, we gather the personal data information for our applicants so that we have a true understanding of the diversity of those wanting to work for us. We do however understand that some applicants may wish to select '*prefer not to say*' and we respect that. We ask that you do not leave the personal details sections blank, and if you prefer not to provide your protected characteristics, please select '*prefer not to say*' from the drop-down menu. If you would like to know more about how we use your personal data, please review the Combined

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Authority's [Privacy Notice for Applicants](#).

In section 2 you will confirm that the information that you are submitting within your application form and CV is true and accurate. This step also includes information relating to criminal convictions, as well as information regarding associations within the Combined Authority and Local Authority.

Step 3 – Selection Criteria (Supporting Statement):

To prevent loss of data, we advise that you complete the content of the supporting statement offline and copy and paste this into the section once completed. This section is where you will demonstrate how you meet the criteria within the role profile. Whilst we do not refer to essential and desirable criteria within the role profile, please note that the minimum criteria will be set out in the advertisement under the 'About You' section. We strongly recommend that you read the section regarding [Addressing the Person Specification](#). It is advisable to provide real examples from your skills, knowledge and experience wherever possible. You may have gaps in knowledge and experience that are listed within the role profile, however you may feel that you have similar knowledge and experience that can be transferred. Please make this clear within this section to enable the recruiting manager to see your transferrable skills.

Step 4 – Application Attachments:

This is where you will upload your most recent CV. To ensure we remove unconscious bias throughout the application process, we operate a 'name-blind' shortlisting approach. We request that you ensure your CV is anonymised. This includes ensuring the name of the CV file does not include any personal identifiers, e.g. please do not call it by your name or date of birth and instead name it something generic such as 'CV_Anon_WYCA'.

Submitting

Once you have completed the above steps you will be ready to submit the application to us. We advise that you review the information you have provided first to ensure you have included as much information as you can which demonstrates your suitability for the role. When you are confident the application is ready to be sent, please click on 'submit'.

Following the application being submitted you will receive an auto-generated email from noreply@westyorks-ca.gov.uk asking you to verify your email address. **Please check your junk/spam folders for this email.** If you do not verify your email address your application will not be submitted.

If you experience any difficulties with your application form, please email recruitment@westyorks-ca.gov.uk and the team will assist. If the closing date is imminent, please ensure you contact the team before the closing date passes.

Accessing your Profile and Application Form

Following submission of your application, you can create an account and track your application. This will also make any future applications to the Combined Authority easier to complete. To create an account, there is a link within the pop-up after you submit your application. Click this link and create an account. Alternatively, or to access your account at a later date, follow the below steps.

- Click [this link](#).
- Log in using the email address you provided when applying, and your password.
- If you are unable to access your account, click 'forgot password'.
- You will receive an email shortly after. Follow the instructions on the email.
- Save your new password.
- Log in using the email you used when applying, and your password.
- You should now be able to access your previous applications.

Addressing the Person Specification

The information you provide detailing how you meet 'The Person' section of the role profile is particularly important in helping us to understand whether you meet the requisite skills, knowledge and experience for the role. You should highlight your skills and experience to demonstrate how you meet the criteria. The role profile that we use at the Combined Authority does not refer to essential and desirable criteria. Whilst there are core elements and black bullets, these are not essential and desirable criteria. The difference between these is explained within the '[Understanding the role profile](#)' section below. Whilst all the skills detailed on the role profile are an essential part of the role, we recognise that not all applicants will have these skills initially. **The skills listed under 'About You' within the Advertisement document are the minimum requirements to be shortlisted for the role (unless specified otherwise).** As a minimum therefore, you should demonstrate within your application how you meet these criteria. If however, the volume of applications received for the role you are applying for is especially high, the manager will draw further skills from the role profile to be considered as desirable criteria to be shortlisted against. We therefore advise applicants to put as much detail as possible into their supporting statement demonstrating the breadth of skills they currently possess, as well as any transferrable skills that may support their application.

If you have not been in employment previously, or have never been in paid employment, you may detail any skills, knowledge and experience you have gained from study, voluntary work or as a result of your personal interests.

During the shortlisting process, the recruiting manager will assess the applications based on:

- Previous experience.
- How the applicant's current experience aligns with the criteria of the role profile.
- Any qualifications (or equivalent) that are required.

Whilst a role profile may mention a specific qualification level, it may also state that an **equivalent level** of knowledge or experience would instead be sufficient. In this situation, the postholder would not necessarily require the qualification but would instead require an equivalent qualification or demonstrable experience of working at the required level, as we understand some employees will have built up the required skills and knowledge through working rather than via a qualification. **PLEASE NOTE:** This does not apply to specialist roles that require a qualification to carry out the duties, such as a Lawyer or an Accountant for example.

Please be clear within the supporting statement how you meet the requirements of the role, whether this is via qualification or experience.

Understanding the role profile

The role profile is made up of different sections and these are outlined below:

Organisational Context: Provides information on the vision of the organisation, as well as the local structure of the vacant post.

Job Overview: Summarises the tasks of the job.

Critical Success Factors: Details the tasks, outputs or end results that the postholder is responsible for delivering.

The Critical Success Factors section is broken down into:

People Contacts (for non-line manager roles) / **People Management** (for line manager roles)

Technical Duties

Financial (for certain levels of role only)

Impact & Influence

Information for Applicants

Review the Critical Success Factors sections and consider where your skills, knowledge and experience lie within these areas. Think of examples that you can draw on to add to your application form that relate to the detail in this section.

Tasks that are identified with © are core elements. Core elements are parts of the role that are relevant to that particular level and type of role. For example, a Finance Manager and a HR Manager may have the same core elements due to them being the same seniority level and type of role. Tasks that are identified by a black bullet point are the elements of the role that are relevant to the role you are applying for. Using the example of HR Manager and Finance Manager, the specifics in these roles are different to each other. These role specifics are identified by the bullet points. There may be core elements and role specific elements that you have experience within, and some elements that you don't. **Focus on the skills you do have that would enable you to deliver the Critical Success Factors** and cover these in your application.

The Person

May also be known as 'Person Specification' and identifies the knowledge, skills and experience required to carry out the role. This section is broken down into the following section:

Knowledge

People

Technical

Financial (only certain role profiles have this section)

Impact & Influence

Completing your application form

Now that you have reviewed the role profile you should be able to start to complete your application form. Using the information in the sections within 'The Person' to guide you, and referring to the examples that you have thought of whilst reading the Critical Success Factors, you need to provide these examples to evidence that you meet the listed 'Person' criteria. Ensure that you demonstrate within the Supporting Statement how you meet the requirements of the role. It may be helpful to use headings, e.g. Knowledge, People, Technical, Financial, Impact and Influence and provide your examples under each heading how you meet that aspect of the role profile. Remember, the skills listed under 'About You' within the job advert are the minimum requirements to be shortlisted for the role (unless specified otherwise) and so you should ensure that you add to your application form how you meet these criteria as a minimum.

An example of how to match your skills and experience within the application form is:

In the **People** section under '**The Person**', there may be the requirement to have:

© Experience of effectively contributing to team objectives.

You can add to your supporting statement, an example of how you have worked with your team to contribute to team objectives in the past.

In the **Knowledge** section under '**The Person**', there may be the requirement to have:

© Educated to degree level or equivalent relevant education or experience.

You can add to your supporting statement, what qualification you have and / or what equivalent relevant education / experience you have.

In the **Technical** section under '**The Person**', there may be the requirement to have:

- Excellent report writing and analytical presentation skills

You can add to your supporting statement, an example of how you have written reports and presented these in an analytical way in the past.

Using your examples to cover more than one point

THE PERSON

To be fully successful in the role, we believe the following knowledge, skills and experience are required. When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.

Knowledge:

- © Educated to GCSE or equivalent in English and Maths
- © Practical experience of successfully performing in a similar role.
- © Experience of providing a proactive reception service.

- Experience of using MS office packages.
- Experience of undertaking general administrative duties in an office environment.
- Experience of organising meetings.

People:

- © Experience of effectively contributing to team objectives.
- © Experience of successfully identifying appropriate communication channels to deliver information

In the image above, the Knowledge section is separated into three core elements (identified with a ©) and three role elements (identified by a black bullet). Rather than provide six separate examples to cover this, you could use one example that relates to more than one of the elements, e.g. if you have used MS Office packages to organise meetings and provide a proactive reception service whilst working in an office environment, this is one example that covers five of the six elements. You would then just need to refer to the qualification element.

Further general important information

Contact regarding your application

Please ensure you check the email address you have provided, as you will be required to confirm this email before the application is submitted. We will also use this email address for all correspondence relating to your application. Please do not use a business email address for your application as some businesses block and prevent emails from the 'noreply' email address that we use to verify your application. If you do not receive confirmation that your application has been submitted successfully please [contact us](#).

Interview

If you are successful at the shortlisting stage, the recruiting manager will contact you via email shortly after the closing date with details of the next stage of the recruitment process. Please ensure your contact details are accurate on your application form. If you have created an account and you are tracking your application via the system, this will show as 'Under Consideration'.

Please note that you will only be contacted by the manager if you are successful at the shortlisting stage. If you have created an account and you are tracking your application via the system and you have not been shortlisted, your application will show as 'Unsuccessful'. You will receive an email from the system confirming that you were not successful. However, please also assume if you have not heard from us within 4 weeks of the closing date that on this occasion your application has not been successful. We do not provide feedback as standard to applicants who are not shortlisted.

Reasonable Adjustments

We will consider and apply reasonable adjustments to remove or reduce a disadvantage or barrier related to disability at all stages of the recruitment process. If you wish to request any adjustments please do speak to the recruiting manager for the role following receipt of the invitation to interview. Alternatively, or if an adjustment is required to the application process, please [contact HR](#). Some examples of reasonable adjustments include:

- Additional time for the interview.
- Confirm the number of questions that will be asked during the interview
- Confirm the areas from the role profile where the questions have been designed from.

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- Candidates may bring along notes into the interview and take notes during the interview if they wish to.
- A call can set up beforehand with the recruiting manager, where they can run through the process, enabling you to also better understand the methods that will be used to capture your answers.

The above list is not exhaustive and we encourage you to ask for any adjustments that would make the recruitment process more accessible.

References

All appointments are subject to satisfactory references. You will be asked to provide the names and email addresses of two referees that cover the previous three years. At least one referee should be your current or most recent employer. If you have not previously been employed you may select someone you know, for example a tutor from any recent education provider, or a character reference from a professional person you may know personally. However, referees should not be members of your family or friends.

Vetting

If the role is subject to Vetting this will be identified on the job advert and job description. Where this is identified it will be a requirement of the pre-employment checks that the successful candidate will be successfully vetted. To be successfully vetted, the West Yorkshire Police Force Vetting Unit will need to make checks on the applicant that cover 3-5 years. Applicants should be aware that it is not possible to make meaningful vetting enquiries in many jurisdictions outside the UK. Vetting clearance cannot therefore be granted if the applicant has not been resident in the UK for the relevant minimum period and comparable vetting enquiries cannot be made in jurisdictions where the individual has been residing. **The relevant periods are three years for NPPV 1&2 and five years for NPPV3.** Further information related to Vetting can be found [here](#).

Political Activity

Canvassing on behalf of an Elected Member or Senior Officer of the West Yorkshire Combined Authority (Combined Authority), directly or indirectly will disqualify you from a role that may be determined as a Politically Restricted position. You must therefore declare any relationship, however remote, with an Elected Member of the Combined Authority or Combined Authority employee. The role profile will state whether a position is Politically Restricted.

If you are politically active, please state this on your application.

Criminal Records

Criminal Records will be checked where relevant, in accordance with the Rehabilitation of Offenders Act 1974.

Probationary Period

All new employees to the West Yorkshire Combined Authority are supported to demonstrate satisfactory performance within a 9-month period of their employment, in line the Combined Authority's Probation Policy and Procedure.

If you have any questions or queries regarding the content of this guidance please [contact us](#).

Thank you for your interest in working for West Yorkshire Combined Authority. We wish you every success with your career.



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