

Guidance on completing the application form

Mae'r ddogfen hon ar gael yn y Gymraeg hefyd

These notes will help you complete the application form, when applying for a job with the Education Workforce Council (EWC). Please contact us if you have any questions or require any documents in an alternative format.

General

Your application form will play a vital role in the selection process. Before you make your application, you should carefully read the duties outlined in the job description and the criteria listed in the person specification. You should assure yourself that you can provide sufficient evidence that you meet the criteria essential for the post. If you meet any of the desirable criteria, you should also provide evidence for this.

You should provide examples that best demonstrate that you meet the criteria and it is important to bear in mind it is your application and should therefore reflect your own skills and experience.

Please complete all parts of the application form. If you fail to do this, your application may be rejected. If a section does not apply to you, please write 'not applicable' in the space provided.

We welcome applications in both Welsh and English. If you submit your application in Welsh, it will not be treated less favourably than applications made in English.

Use of artificial intelligence

Artificial intelligence (AI) tools may be helpful to organise your thoughts, refine your writing or to help you prepare for an interview. However, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience. If you are interviewed, you will be tested in depth on what you have written.

Guidance is given below using the main headings on the application form.

1. Personal information

Please provide correct and up to date personal information as it is needed to progress your application.

2. Education, training and qualifications

Please provide correct and up to date details of your education/training history. If a particular qualification has been specified as essential or desirable you should make sure you include the details of that qualification if you hold it.

3. Relevant learning and development

Please provide details of any wider learning and development you have undertaken that is relevant to the post. This could also include any personal development you have undertaken which has not led to a qualification.

4. Employment

Complete this section giving your present or most recent employment. It is essential you provide correct and up to date information as it is needed to progress your application. If you have no previous employment, please mark this section 'not applicable'.

5. Previous employment

Please provide details of your previous employers, the positions you held and reasons for leaving. Please give reasons for any gaps in employment.

6. Welsh language skills

This section lists the Welsh language skills necessary for the post. Please confirm whether or not you meet the skills required and state your preferred language for interview.

7. Supporting statement

You should pay particular attention to this section, as this is where you will show what makes you suitable for the post. You should refer to the criteria listed in the person specification, along with the duties outlined in the job description to ensure that you demonstrate your knowledge, experience, skills and behaviours. You should address each of the criterion in turn, be specific, and avoid general statements. This is your opportunity to cite any relevant evidence, including examples, that shows how you meet the requirements of the post.

The interview stage will consist of questions relating to the criteria listed in the person specification which will further explore the evidence you have given in your supporting statement. There may also be a practical assessment related to specific criteria, details of which will be communicated to you should your application be shortlisted.

8. Referees

Please provide the details for two referees, one of whom must be your current or most recent employer. If you have no previous work experience then one of your referees must be an educator who knows you well, for example a teacher or lecturer.

Referees will not be contacted until a job offer has been made and verbally accepted. Any job offer will be conditional on receiving two satisfactory references.

9. Additional information

Please answer yes or no to the questions in this section.

10. Professional sanctions and criminal convictions

Please provide details of any disciplinary sanctions and/or any criminal convictions you may have.

11. Declaration

Please sign and date this section before submitting your application form.

Submitting an application

Application forms must reach us by the closing date stated on the job advert.

Email your completed application form to jobs@ewc.wales. You are also encouraged to return a completed diversity monitoring form. The anonymised information you provide on the diversity monitoring form will be used only for monitoring and reporting purposes and will in no way be affiliated with your application form.

Shortlisting

All shortlisting decisions will be based initially on essential criteria, with desirable criteria being used to further select candidates as appropriate. As a Disability Confident Committed employer, we will shortlist all disabled applicants who demonstrate that they meet the essential criteria for the post. We will notify you of the outcome of your application.

Contact us

If you have any queries regarding your application or the recruitment process, please contact the HR team, by emailing recruitment@ewc.wales or calling 029 2046 0099.