

# APPLICATION GUIDANCE

Halton Borough Council  
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## THANK YOU FOR YOUR INTEREST IN JOINING HALTON BOROUGH COUNCIL!

Full details including a step-by-step guide on how to complete an application can be found on the 'Working at Halton' section of the main careers page - [How to Apply | Halton Council Careers](#)

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## COMPLETING YOUR APPLICATION FORM

All applications are received, processed and managed through our recruitment platform. When you click to apply for a role, you will be prompted to create an account within this system which will track the progress of all applications you make with us.

Depending on the type of role you are applying for and the hiring manager requirements, you may only be asked to upload your CV and provide a personal statement, or in some instances there may be a need to fully complete an application form.

Each of our vacancies is accompanied by a detailed job profile which is designed to assist you in assessing your suitability for a role. Prior to completing your application form you should carefully read the job profile which lists the key tasks and duties that you would be expected to carry out as well as the skills, experience, qualifications and aptitude that the selection panel are looking for.

The personal statement section of the application form is your opportunity to demonstrate how you meet the requirements of an advertised role.

The interview panel will shortlist applicants for interview based on their ability to demonstrate that they meet these criteria. It is therefore important that you provide us with written evidence of how your experience, qualifications, knowledge, skills and abilities, etc. match each of the requirements in the 'About You' section of the job profile. You should provide evidence of how your education, training, experience, attitude, skills and knowledge meet the criteria, giving specific examples, where possible, to enable the selection panel to gauge your level of suitability.

Do not leave out any relevant experience, skills or knowledge gained, wherever or however it was gained, e.g. voluntary or unpaid work can be important. Your personal statement should be completed fully to demonstrate how each of the criteria are met.

We want to know about your talents, knowledge and everything that makes you, you!