

## **CV applications**

Please ensure that you include all of the following information in your CV. If any of the criteria is missing this will mean your application **will be rejected**. Your CV should not exceed two sides of A4 (excluding referee details)

- First name, middle initial(s), last name.
- Email address and a contact telephone number (if we need to call you)
- Full employment history including start and end dates, role title, key responsibilities and reasons for leaving. Include reasons for any gaps in paid employment and any voluntary work.
- Please ensure you include contact names, emails and phone numbers for a minimum of 2 referees that cover at least 3 years of employment history (one must be your current or most recent employer)
- Professional qualifications, including date(s) achieved, name of awarding body and any other training relevant to the post being applied for if applicable.
- Further training courses and key career achievements that are relevant to the post being applied for, if applicable.
- Registration body (e.g. HCPC, RTPI) and registration number, if applicable.

Please **do not** include:

- Your age / date of birth.
- A photograph.

**Your CV will be automatically rejected if these items are included.**

## **Cover Letter**

Please ensure that your cover letter includes how you meet the essential criteria of the role description, why you are applying for the role and what skills you would bring to the role. Please note that a covering letter should not exceed two sides of A4.

## **Frequently asked questions**

### **What if I haven't worked for the last three years?**

Please include your most recent employment history and explain any reasons for gaps in employment. If you are a school leaver or recent graduate please give details of your education and include any areas of study or work experience (paid or voluntary) which are relevant to the post being applied for.

### **What if a previous job of mine was over three years ago but is relevant to this job?**

You can include any employment history that is relevant to this job but please remember your CV cannot exceed two sides of A4.

### **At what stage are referees contacted?**

If you are applying for a safeguarding role within children's services a minimum of two referees will be contacted prior to interview. For all other roles a minimum of two referees will be contacted after a conditional offer of employment has been made.

If you have any further questions, please e-mail [recruitment@wiltshire.gov.uk](mailto:recruitment@wiltshire.gov.uk)