



# Arena and Convention Centre Liverpool

## APPLICATION FOR EMPLOYMENT

### GUIDANCE NOTES

## General Information

The Arena and Convention Centre Liverpool (ACC Liverpool) application form is presented as two documents. One part relates to Equal Opportunities; the other requires information about the post for which you have applied, together with information about your skills and experience as detailed below. Your application form should contain clear and concise information that can be used to determine your suitability for interview.

You are advised to read through the application form before you complete it and you may find that it helps to prepare a rough draft first. You should provide evidence of ways in which you meet the selection criteria. This is best achieved by giving examples drawn from your experience and stating any notable achievements or results.

A post description and person specification have been included in the application pack and these provide information about the post for which you are applying. Read these documents carefully and ensure that your application details the way in which your knowledge, skills and experience relate to the criteria in the person specification.

All completed application forms should be posted to:

**John Barry, Human Resource Manager, Arena and Convention Centre Liverpool,  
Monarchs Quay, Liverpool, L3 4FP.**

## Equal Opportunities

ACC Liverpool is striving to be an equal opportunities employer and provider of services and welcomes applications from all the community. Our aim is to ensure that no post applicant or employee receives less favourable treatment on the grounds of race, gender, marital status, age, disability, religious beliefs, sexual orientation or employment status.

The information gathered on our Equal Opportunities Monitoring Form is used to monitor the effectiveness of our equal opportunities policy in recruitment and selection and help us to develop and improve. Please complete all information in full, including both the post details and your personal details. When we receive your application, the Equal Opportunities Monitoring Form will be detached from your main application and processed separately. This information will not be available to the shortlisting or interview panels and will not be used to make any decisions about your application or suitability for employment.

## **Application for Employment Guidance Notes**

### **1. Personal Details**

Please complete this section clearly and accurately as this information may be used to contact you at any stage of the recruitment process.

### **2. Current Employment**

This section asks you to complete details of your current employment. It is important to note that your employer will be contacted and a reference requested if you are successful in your application.

### **3. Membership of Professional Bodies**

Give full details of your membership of professional bodies.

### **4. Post Details**

To ensure that you are considered for the correct post, it is essential that you complete this section in full. You can find the information you need in the job pack or by accessing [www.accliverpool.com](http://www.accliverpool.com)

### **5. Previous Employment**

Commence with your last employer (excluding your current employer) and work backwards, listing all full and part time employment, including voluntary work. It is essential, that you provide reasons for any gaps in your employment history. No offer of employment will be made unless this information has been provided in full. ACC Liverpool may contact any of your previous employers to confirm the information provided on your application is accurate.

### **6. Education, Training and Development**

Provide details of all relevant qualifications and courses attended. Detail your most recent information and work backwards.

### **7. Experience**

In this section you are asked to illustrate why you are a suitable candidate for this post. We use the criteria in the person specification to assess applications and determine a shortlist for interview. You should ensure that your application provides us with enough information and examples of your skills and experience to match the person specification requirements. Remember that skills and experience gained outside work are also relevant.

### **8. Attendance**

Information provided in this section will be confirmed when references are requested from your current employer. You are asked to provide information on any sickness absences over the last two years, starting with your most recent absence and working backwards. All appointments are subject to a satisfactory sickness record.

### **9. References**

All applicants, must provide details of two referees, one of which must be your current or most recent employer. Referees may not be relatives and should, wherever possible, be people who can comment on your suitability for the post for which you have applied. No offer of employment will be confirmed until two satisfactory references have been received.

### **10. Declaration**

You are required to confirm that the information you have supplied is true and accurate. Deliberate falsification of information will lead to disciplinary proceedings and may result in your dismissal.