

## 1

### INFORMATION

Information you provide on the application form will be treated as confidential. To ensure greater objectivity in the selection process, it is divided into two parts - (A and B) - with only Part B being used to shortlist candidates for interview. Therefore, please do not enter your name on Part B of the Application Form, or on any additional information submitted in support of your application.

Part A of the application form is for monitoring purposes only and is confidential - it will not be seen by the selection panel or considered in any way during the appointment process.

Please ensure that both parts of the application form are securely returned together to  
*The Jobs Team, RFL, Red Hall, Red Hall Lane, Leeds, LS17 8NB or emailed to [jobs@rfl.uk.com](mailto:jobs@rfl.uk.com)*

## 2

### COMPLETION OF THE FORM

The form should be filled in as completely and clearly as possible, in black ink or typed (where applicable). If you have a disability that prevents you from completing the Application Form, you may have someone complete it on your behalf. Braille or taped applications are welcome. Read each section of the application form carefully.

## 3

### CANVASSING

Direct or indirect canvassing of directors or senior employees of the RFL by, or on behalf of yourself, is strictly forbidden and will invalidate your application.

## 4

### MEDICAL HISTORY

All appointments are subject to the successful completion of a medical screening process. A health problem does not preclude a person from full consideration for the job. Information relating to the health of an individual is sensitive personal data and is subject to strict controls under the Data Protection Act 1998.

## 5

### REFERENCES

We need a reference from your present or most recent employer. If you have never been employed or have been out of paid work for a long time, you should give the name of a responsible person who knows you well but is not a relative. It is our practice to contact referees of all short-listed applicants following interview, unless otherwise directed on the application form. If not contacted following an interview, the referees of the successful candidate will be contacted before an offer of appointment can be made.

## 6

### EDUCATION AND TRAINING

The 'Qualifications' section gives you an opportunity to list any examinations or certificates you are currently taking. For some jobs, qualifications are essential, but not all jobs require formal qualifications – the advertisement, job description and person specification should tell you whether qualifications are required. Original certificates will be checked upon appointment.



## 7

## EMPLOYMENT HISTORY

Please provide full details of your current (or last) employment and highlight any achievements in the post. Where the information relates to your previous employment, please provide your reasons for leaving. Please provide a continuous record of all experience, paid or unpaid, including, for example, voluntary work, positions of responsibility or any other experience you consider relevant. If not full-time indicate the hours worked per week.

Please explain any break in your work history.

## 8

## INFORMATION TO SUPPORT YOUR APPLICATION

This section of the application form is probably the most difficult to complete, however, it is very important. This is where you match your skills, knowledge, experience and personal qualities to the job description, person specification and advert.

Ask yourself why you are interested in the position, for example, would it be promotion or alternatively a good career or sideways move to broaden your experience? Do not simply repeat your career history. Pick out skills, knowledge and experience required by the job description and person specification and provide evidence that you possess them. Explain why you feel this job is suitable, what you wish to gain from it and what preparation you have undertaken.

## 9

## DISABILITY SYMBOL USER

As a disability symbol user the RFL is committed to interviewing all disabled applicants who meet the minimum essential criteria for the job.

## 10

## GUIDANCE ON COMPLETING THE ACHIEVEMENT - COMPETENCY QUESTIONNAIRE

### FIRST STEPS

The first step is to read the sections carefully. Each gives a clear indication of the evidence that the recruiters are looking for. Plan your response to each section and then check that you have covered every aspect of the required evidence. In the Planning & Organising section, for example, you are asked to provide evidence that shows effective prioritising, systematic workload management and review and revision of priorities. If you therefore choose an example where everything in your project went smoothly and you did not need to review and revise priorities, you will have a hole in your evidence.

### WHAT EXAMPLES SHOULD I CHOOSE?

The four sections provide you with a range of choices. First note the requirement that you should choose “an example which best illustrates this ability”. This means one example that covers all the evidence requirements, not a general statement about your abilities in this area. A common mistake made by candidates is to write a general description that does not focus on their proven abilities.

You can choose examples from any area of your experience and they do not need to be work based. They should be recent - within the past two years - and it is helpful if they are relevant to the broad role you have applied for because this enables you to clearly illustrate transferable skills. “Relevant” does not necessarily mean work-related – an example that shows how you juggled study, hobbies and personal commitments could be good evidence of Planning & Organising. Beware of overlapping examples as you miss an opportunity to show what you can do in a wide variety of situations.

*Each achievement statement should cover the following areas:*

- A brief description of the nature of the task or activity.
- Your role and exactly what you did and when.
- The outcome and your specific contribution to achieving the objective.

### PRESENTATION

Do a rough draft first and get someone to comment on it if possible. Ask them to help you review whether you have followed the instructions and fully covered all the evidence requirements. General descriptions or statements such as “I have worked in Rugby League for 10 years” do not count as evidence of your ability, therefore you should focus as much of the section as possible on yourself and your contribution and achievements. Do not be modest, make sure that you give yourself credit.