



# THE APPLICANT'S GUIDE TO RECRUITMENT IN V C A

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**BACKGROUND:** The Vehicle Certification Agency (VCA) is an Executive Agency in the Department for Transport and so part of the Civil Service. The Agency's recruitment processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition as outlined in the Civil Service Commissioners' Code which can be found at [www.civilservicecommissioners.org](http://www.civilservicecommissioners.org). If you feel your application has not been treated in accordance with the Code and you wish to make a complaint, you should contact VCA Personnel in the first instance. If you are not satisfied with the response you receive from the Agency you can contact the Office of the Civil Service Commissioners.

Please fill the form in with as much relevant detail as possible. **It is important that you show VCA at the appropriate section on the form, clear examples of how you meet the essential criteria for the post you have applied for.** A well filled in form is the key to the next part of the process. Although we do not acknowledge receipt of the returned application forms, we will let you know whether or not you have been successful at the first stage of selection. **You will find the attached annex useful in assisting you with this.**

**Please be aware that C.V.'s are not considered in the recruitment process. Only VCA completed application forms are acceptable and will be considered during the sift process.**

**EQUAL OPPORTUNITES & DISABILITY:** VCA will judge candidates on the basis of their ability, qualifications and fitness to work. Candidates will not be disadvantaged because of their sex, marital status, gender preference, race. Ethnic or national origin, religion, disability, sexual orientation, age, working pattern.

VCA actively encourages applications from people with disabilities and we use the Guaranteed Interview Scheme to ensure we interview disabled people who meet the **minimum** criteria for the post. The disability Discrimination Act 1995 defined a disabled person as someone who has: "A physical or mental impairment which has substantial and long term adverse effect on the individuals ability to carry out normal day to day activities."

**CLOSING DATE & SIFT:** Once that closing date is reached all of the applications received by VCA will be included in the sift, which normally takes place within 5 days after the closing date. The sift is the process whereby, only those applicants who appear from the information available, to be the most suitable are considered for interview and subsequent appointment.

Letters are sent to all applicants, usually within 3 days following the sift, advising whether or not they are to be invited to interview.

**INTERVIEWS:** Our interviews are carried out by at least 2 or 3 people. As a rule, interviews last between 30 and 40 minutes. The opening session is to let you settle in, to introduce ourselves and to let us find out more about you, for example your past and present jobs. Remember the interviewers want to see you at your best, they will not be trying to catch you out

We will then explore what you may know about the job as advertised and then on to wider questions either about general issues relating to the work of the Agency, or for specialist posts, the application of those specialisms.





The interview finishes with a general roundup, perhaps seeking clarification of some earlier points and you will have time at the end to ask any relevant questions about VCA or the vacancy, but do not feel that you have to.

**RESULTS:** We will aim to write to you within a week of the interviews with the outcome of your interview. If you are successful, a complete enquiry into your eligibility will be made.

**DATA PROTECTION:** In accordance with the Data Protection Act, VCA will use the information given for the purposes of recruitment and selection. If you become an employee of VCA, the information will be used for the purpose of personnel administration, including pay and pensions. It will only be disclosed outside of VCA to parties who are under contract to process data in these areas.



## Notes on completing an application

An invitation to attend an interview is based on the contents of the application form and on how you match your skills and experiences to the role.

### 1. Before putting pen to paper - Please Read the Recruitment Pack.

- ◆ Look at the job description - do you meet the essential criteria?
- ◆ Speak to the contact point to get more information?

### 2. Gathering evidence

- ◆ Think about what the job involves. Illustrate how you match the job requirements detailed in the job description. Most people find it difficult to “**sell**” their skills and competencies - but in an application form you **must** do this.
- ◆ Consider examples from a previous job, or from outside the workplace if you feel that your work related examples are not strong ones.

### 3. Completing the form

- ◆ Is the form legible?
- ◆ Have you sold yourself, giving specific examples - *against each of the criteria's in the job description?*
- ◆ Have you been - clear - used plain English and not jargon.  
Have you structured the application form so it is easy to follow? Would bullet points - sub headings - **bold font** improve the presentation and ease of reading

### 4. Some other useful tips

- ◆ Draft out your application before filling out the form.
- ◆ Check the dates and ensure that you have completed all parts of the application form.
- ◆ Fill out whole the form, do not refer to an attached CV instead.
- ◆ The application form should explain how you are suitable for the post you are applying for - **not a history of your career so far.**
- ◆ Remember the sift panel do not know what you may have left out, **they will assume nothing.**