



Please ensure you read this information before submitting your application

RECRUITMENT AND SELECTION PROCEDURE

Equality Statement

We strongly encourage applications from black and ethnic minority people, women and disabled people to all posts, and require all our employees to be committed to equal opportunities in accordance with the Council's Equal Opportunities Policy.

All applications are judged solely on their merits irrespective of race or ethnic origin, marital status, sex, sexual orientation, gender reassignment, religion, disability or age.

Any disabled person who meets the essential criteria of the Person Specification will be shortlisted for interview.

Standards

Recruitment papers will be posted within 3 working days of request.

Applicants will receive, or have access to, an Application Form, Job Description and Person Specification. Information to applicants is available in large print and on audio tape, if requested.

Shortlisted candidates will be contacted within four weeks of the closing date and will receive clear details about the date, time and location of the interview and the selection process. If you have not been contacted within this time you should assume you have not been shortlisted, as it is not Council policy to contact unsuccessful applicants.

Assistance with access, interpreting and/or signing will be provided on request.

Applications will only be assessed against the requirements of the Person Specification.

Appointments will only be made following appropriate employment checks, such as references, Criminal Records Bureau and medical clearance which are satisfactory to us. However, formal references will not be sought without prior permission.

Successful and unsuccessful interviewees will be contacted as soon as possible following completion of the interviews, but no later than 10 working days after the last interview.

A Statement of Particulars will be issued before commencing employment, or as soon as possible thereafter. However, this document must be received within two months of the commencement of employment.

Applicants will be treated sensitively and with courtesy and will not be the subject of any unfair discrimination at any time during the recruitment and selection process.