

## Guidance Notes for Applicants

If you are using an Apple product to complete your application we recommend you use Google Chrome as a web browser rather than Safari.

### Setting up an account

If you haven't registered online with us before, then after you have chosen to apply for a role, you should click on the new user registration link and complete your details. Once you have created your account, you can then apply for jobs - you can complete your application in stages, saving your details as you go along, if you prefer.

If you forget your password, click on the forgotten password link on the login page.

### Job vacancy email alerts

If you wish to be notified of future vacancies that match your search criteria you can set up an email alert. Search for a job and then scroll down to the bottom of the results page. Press "click here to save this search as a job alert". If you are a new user then you will need to register. If you are an existing user, log in to view the job alert under the "My profile" tab. Job alerts can be removed from here. When a new job is added which meets your search criteria, you will receive an email notification.

"Send to a friend" allows you to send the job description to a friend, colleague or anyone else you think may be interested in the role. When the user reads the email, the link to the specific job will be displayed so that they can apply immediately.

### General guidance on making your application

All job applications must be made via the website unless otherwise stated. We do not accept speculative CVs. Before submitting your application, please make sure that you have read the Recruitment Pack carefully.

Your application will be assessed according to how closely you meet the knowledge, skills and attributes required. It is important that you demonstrate, by giving examples, how you meet criteria. Applications will be considered by a selection panel and a shortlist will be drawn up on the basis of the experience, skills and attributes required to undertake the duties for the post.

When making your application, there are some details you must provide. These mandatory fields are marked with a red star.

You are required to provide us with the names and contact details of **two** referees who can provide information regarding your suitability for the post, one of which should be your current or most recent employer. Students should give the name of a lecturer/tutor/supervisor as appropriate.

Once you have completed all sections of the application form and attached any requested documents, a 'submit' button will appear allowing you to send your application to us.

You will receive an acknowledgement by email. You can print out an application summary sheet showing the information you have submitted.

If you do not receive an acknowledgment email, check your junk/spam email folders. If you still have not received acknowledgment, it may mean that you have not successfully submitted your application, in which case you should contact the Recruitment team on 01799 510666 email: [humanresources@uttlesford.gov.uk](mailto:humanresources@uttlesford.gov.uk)

If your application has been unsuccessful, you will be notified via email after the closing date. This could take a couple of weeks, depending on how long it takes for the selection panel/committee to shortlist. If you have been unsuccessful at interview stage you may request feedback by emailing [humanresources@uttlesford.gov.uk](mailto:humanresources@uttlesford.gov.uk)

### **Information for disabled applicants**

If you have a disability which makes it difficult for you to apply online please contact [humanresources@uttlesford.gov.uk](mailto:humanresources@uttlesford.gov.uk) or phone the Recruitment Team on 01799 510666. As part of the application process you will be asked if you have a disability or require any adjustments to the interview process. Any specific requests will be discussed with you prior to interview to ensure your needs can be met.

### **Attending an interview**

The shortlisting decision will have been based solely on the information you have provided in your application. Even if you are already known to the Council as a current or previous employee you must ensure that you have provided sufficient evidence of how you meet the job criteria.

### **Arranging your interview**

If you are shortlisted we will contact you via email to invite you to attend an interview and you may be asked to schedule your own interview time. If communication by email is not possible, please let us know.

We will try, wherever possible, to give you one week's notice of the interview date. Whilst we will try to be as flexible as possible to accommodate your needs, it will not always be possible to re-arrange the scheduled interview date/time.

You will be able to view any interview information via the "My applicant" tab.

If for any reason you are unable to attend the selection process, please let us know as early as possible.

**At the interview**

You will be interviewed by at least two people. If you are required to give a presentation or undertake a test or task as part of the selection process you will be given full details when you are invited for interview.

**After the interview**

We will let you know whether you are successful or unsuccessful at each stage of the process.