

Swanscombe and Greenhithe Town Council

Information for Job Applicants.

Thank you for showing an interest in working for the Town Council. The Town Council aims to be an equal opportunities employer and recruitment and selection at the Town Council is based on the principles of appointment based on merit and equal opportunities. The information in this leaflet is designed to assist you in completing your application for a position at the Town Council, and if selected for interview, to help you prepare for the interview process.

Completing your application form.

When completing your application form, and associated information, please write clearly in black ink.

The Town Council is unable to return your application to you therefore it is recommended that you retain a copy of your application for reference.

Content of your application and associated documents.

When preparing your application, you should address carefully the post details enclosed and in particular the criteria outlined in the Job Description/Person Specification. In your statement supporting your application ensure that you provide information on each of the selection criteria and give evidence from your work history, qualifications, knowledge, skills and experience to demonstrate how you meet the criteria. It will not be sufficient to simply state that you meet the criteria without providing any supporting evidence. You may also wish to outline your reasons for applying for the position. A covering letter with your application is not compulsory and if you have any limitations on your availability for interview, please state these clearly on your application.

Equal Opportunities Information form.

All candidates are required to complete the Equal opportunities Information section of the application form. The information provided will be treated in confidence and will only be used for monitoring the effectiveness of the Town Council's Equal Opportunities Policy. It will NOT form part of any selection process.

Acknowledgement of Applications.

Due to the high level of applications, the Town Council does not automatically acknowledge receipt of applications.

Returning your application form.

Please ensure your application form is returned by the time and date specified. Applications received after this will not be considered.

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The Selection Process.

Shortlisting.

The Town Clerk and/or Selection Panel will assess all applicants against selection criteria outlined in the job description/person specification. For positions with a high volume of applicants, it will not be possible to shortlist all candidates who appear to meet the selection criteria; in such cases applicants will be selected for interview who appear to meet the criteria at the highest level and meet the desirable criteria.

Unsuccessful candidates at shortlisting stage.

Due to the high volume of applications, the Town Council is unable to formally notify every candidate who is not shortlisted for interview, only shortlisted candidates will be contacted.

Shortlisted candidates.

Shortlisted candidates will be contacted and invited to interview; candidates will receive full details and arrangements for interviews.

Shortlisted candidates with disabilities.

Shortlisted candidates with disabilities and who require any special or specific arrangements to be made to take a full part in the interview (e.g. wheelchair accessible venue or a signer), should contact the Town Council and every effort will be made to accommodate such requests.

References.

The purpose of references is to obtain information about each applicant's work history, as well as opinions regarding the quality of their work and suitability for the position. All offers of employment by the Town Council will be subject to the receipt of satisfactory references.

Preparing for the interview.

To prepare for the interview you should:

- Study the advertisement, job description/person specification to ensure you are familiar with the role and the criteria for the position.
- Reflect on specific examples of situations (preferably from your work experience) where you have applied the skills, knowledge and abilities that are required for the vacant position.
- Focus on the key tasks of the position and think about how you may carry them out.
- Consider the responsibilities of the position and the types of problems that you might encounter in the position: identify similar situations that you have experienced in the past and consider how you dealt with such problems.
- Think about why you are applying for this position and what you need to find out from the interview.

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Interviews.

Interviews will take place during normal office hours, and the size of the panel will depend on the nature of the vacancy and will typically be composed of three or four people.

The interview provides an opportunity for the panel to obtain further information from you in relation to your application. The same broad questions will be asked of all job applicants, but supplementary questions may be asked of each applicant to obtain additional information in relation to the selection criteria.

Selection decisions.

Following the interview process, the panel will assess applicants in relation to the selection criteria and will agree a preferred candidate. The preferred candidate will be offered the position subject to the receipt of satisfactory references, being declared medically fit for the role and also providing eligibility to work in the UK (including a successful work permit application if applicable).

Unsuccessful candidates will be notified, in writing, as soon as possible following the interview process.

Feedback.

Consideration of requests for feedback on why your application was unsuccessful must be made in writing. Due to confidentiality feedback can only relate to your own application and will only be given to external applicants.

Retention of personal data.

After the recruitment process paper copies of your Application Form and associate documents will be retained in confidential recruitment files by the Town Council for approximately 6 – 12 months.

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