

# Job Vacancy Guidance

# TWO COUNCILS ONE TEAM

Welcome to Brentwood Borough and Rochford District Council. In January 2022, a decision was taken to create a partnership between Brentwood Borough Council & Rochford District Council.



Both Councils have ambitious priorities, which cannot be delivered without our workforce. Everyday our employees make a difference to the lives of those we provide services to within Brentwood and Rochford. Our employees have a critical role in every aspect of service delivery, continuous improvement and transformational change.

## The job role and your application

Every role (job) within the Council has a Job Description and Person Specification. When applying for a vacancy, the person specification is very important as it tells you what skills, competencies and experience a person needs to be able to do the job.

We can only shortlist you for interview if you show how you meet the **essential** criteria. Essential criteria is the minimum criterion needed to carry out the job and no applicant will be offered the job without meeting **all** of these requirements.

We decide who to invite for an interview by comparing what you tell us in your application form with what we have asked for in the Personnel Specification. When you set out why you feel that you are suited to this particular post, make sure that you give examples, which clearly show how you meet each item in the Personnel Specification. Include only that information which supports this particular application. Consider any relevant experience outside work such as voluntary/community/leisure. Remember that unpaid work or work at home can be just as valuable where this also shows that you meet the requirements of the job.

We will not acknowledge receipt of your application, so if you specifically require us to confirm we have received your forms, you can email us at [hr@oneteam.info](mailto:hr@oneteam.info).

## The interview process

We will contact you by email to arrange the interview. You will be asked if you require any adjustments or arrangements and we will do our best to accommodate you.

You will be required to show proof of your qualifications, identification and right to work documents at interview.

Before a formal offer of appointment is made, we require references that we find to be satisfactory and medical clearance.

If you are not invited to attend an interview within three weeks of the closing date, please assume that on this occasion you have not been successful.