



## **APPLICATION SELECTION PROCESS**

The recruitment process will include:

- Shortlisting, based on the information submitted in the application form;
- Assessment against the person specification, and
- Selection interviews, with a panel of interviewers consisting of the Parish Clerk and councillors of Quorn Parish Council.

You should complete the enclosed application form in full and not disregard any section.

CV s are not acceptable as an alternative to completing the application form but may be attached along with any supplementary information in support of your application.

When submitting your application, you should address the requirements of the Job Description and Person Specification for the post and ensure that your relevant key experiences, knowledge, skills and personal style are clearly described to give you the best opportunity in the short-listing process.

You will be required to show documentary proof of any qualifications you may claim to hold.

If you are shortlisted, references will normally be applied for in advance of the interview unless you indicate in the application form that you do not give the permission to do so.

If appropriate, the authenticity of referees may be checked by direct confidential contact if you are to be offered the appointment.

In accordance with their legal obligations, the Council will require you to provide proof that you are legally able to work in the UK before commencing employment.

### ***Canvassing***

Canvassing, either directly or indirectly, will disqualify you from appointment. Sending copies of, or extracts from, your completed Application Form, CV or testimonials to any Member of the Council will be regarded as canvassing.

### ***Equal Opportunities***

The Council wholeheartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful and/or unfair discrimination including on the grounds of any protected characteristic in accordance with the Equality Act 2010.

We will appoint purely on merit and suitability for the post on offer.

### ***Further Information***

We hope that the information contained in this Recruitment Information Pack is helpful and sufficiently thorough to enable you to submit your application, which we look forward to receiving.

Further information about the Council can be found at [www.quorndon.com](http://www.quorndon.com)