

WALSALL COUNCIL RECRUITMENT

INFORMATION FOR APPLICANTS



How to apply

Please apply online using our [Taleo Careers Page](#).

- Applications are invited using our online application form only. If you have a disability and require information about submitting an application in another format then please contact us via email: recruitment@walsall.gov.uk
- Important note: as you progress through the online application form you will be asked to upload a supporting statement. DO NOT UPLOAD YOUR CV. You should upload a statement detailing how your aptitudes meet the specific criteria included in the employee specification. CV's will not be accepted.
- All correspondence with candidates will be via email, therefore candidates should check their email on a regular basis after submitting an application.
- Applicants should remember to review their 'junk' or 'spam' email settings to ensure that they are receiving emails.
- Vacancies may be closed earlier than the published closing date should we receive a large number of applications. Therefore, it is strongly advised that candidates submit applications at the earliest opportunity.
- If you experience a problem whilst applying online, please contact us by email: recruitment@walsall.gov.uk

Feedback to candidates

Shortlisting will usually take place within 2 weeks of the closing date for receipt of applications. Due to high applicant numbers please note that feedback will not be provided at the shortlisting stage. Feedback will be provided to candidates who request it following interview.

Equality & Diversity

Walsall Council is committed to ensuring that processes for recruitment, selection and appointment promote equality and diversity.

Walsall Council is a Disability Confident employer. Disabled applicants who meet the essential criteria for a vacancy will be guaranteed an interview.

Armed Forces Community Covenant

Walsall Council will guarantee an interview for any candidate who has formerly served in the Armed Forces and who meets the essential criteria for the job.

Safeguarding

The successful candidates for jobs in regulated activity with children or adults will be asked to apply for a disclosure and barring check through the Disclosure & Barring Service at the appropriate level. A conviction may not exclude candidates from these jobs but will be considered as part of the recruitment process. We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment.

Data Privacy Statement

Before you can submit your application form we need your consent to hold your data in our system and process it. The information is provided to you when applying and highlights who handles your data, how it is handled, how it is processed and your rights.

Interviews – Important Note

If you need to re-arrange the time of your interview, you can usually do so using the online system. Please advise us if you are unable to attend your scheduled interview for any reason. Non-attendance at interview, without giving prior notice, causes serious operational difficulties for our recruiting team – wasting resources and precious public funds. The Council therefore reserves the right to reject any application received for employment where the applicant has not attended an interview previously without notice.

For further information about Walsall Council Recruitment visit our [web page](#).

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