



Candidate Process

Information for applicants

Application process

How to apply

If you wish to apply for a vacancy, please apply online using the 'search for a job' search engine.

You will need to create a user account to apply. Creating an account is quick and easy, you just need to enter some contact information in the new user registration section. Once you have completed your user profile you can apply for our vacancies without having to complete your personal information again.

You will receive an automated email notification to confirm your user account has been created and once your application has been received.

If you are unable to apply online or have any queries regarding the application process, please contact **jobs@sstaffs.gov.uk** to request an application form.

Applications will not be accepted after the specified closing date/time.

Job Description and Person Specification

The Job Description lists the purpose and main duties and responsibilities of the job.

The Person Specification lists the knowledge, required qualifications, experience, skills and abilities that the successful applicant will need in order to perform the job effectively. The Person Specification is divided into what the successful candidate must have (the essential criteria) and what it would be helpful for them to have (the desirable criteria).

The essential criteria is used to shortlist candidates, so you should ensure that you cover all of the requirements in your application.

CV's

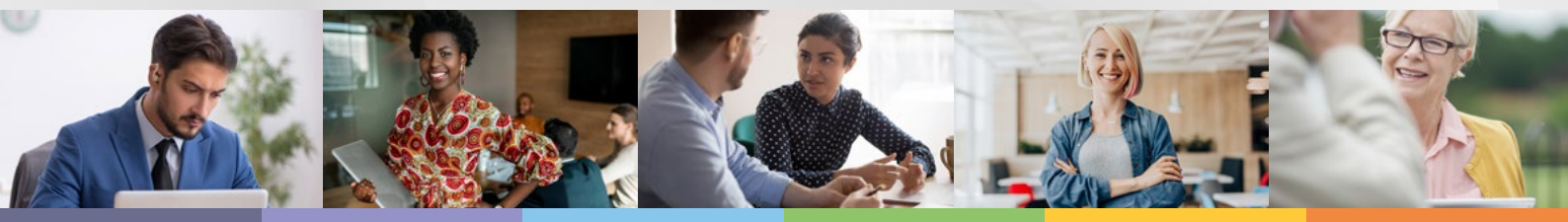
We would prefer that you complete an application form as this helps with shortlisting candidates as the information is displayed in the same format, however we appreciate CV's may be more appropriate for some senior roles. You are able to attach a CV or any additional information to your application if desired in the supporting information section.

Recruitment monitoring

We would prefer that you complete this section of the application form and may ask you to do so if this information is missing.

We collect data about applicants' characteristics and backgrounds, including information about people's educational and professional backgrounds, so that we can make sure we are attracting a broad range of people to these roles and that our selection processes are fair for everyone. Without this information, it makes it difficult to see if our inclusion practices are working.

When you submit your application, your responses are collected by HR Services. The details you supply will be stored separately to the information on the rest of the application form and will not be used as a basis for decision making within the selection process. This information will remain confidential, but should you be appointed it will become part of your personal record. That personal record is kept under the strictest confidence and helps us to gain an accurate profile of our workforce.



Shortlisting and Interviews/Assessments

Successful applicants will be contacted by email usually within seven working days of the closing date.

We do not usually contact candidates who are unsuccessful at shortlisting stage. Applicants who have not been contacted within seven days of the closing date should assume that they have not been successful on this occasion. They can however gain feedback on their application form upon request.

If your application is successful, you will be asked to log on to your user profile to book your interview/assessment slot. Please select your preferred interview slot, if you need to change or cancel your interview slot please log on to the user profile.

Interviews will often be face to face but may be held virtually in certain circumstances.

If you are successful at the interview stage we will contact you via telephone to conditionally offer you the role. If you are unsuccessful at the interview stage you will be contacted via telephone or email, where the recruiting manager will provide feedback.

Conditional offer

Pre-employment checks

You will be conditionally offered a position subject to the receipt of satisfactory clearances. These include:

- **Confirmation of qualifications (via submission of relevant certificates)**
- **Eligibility to work in the UK**
- **Two current satisfactory references**
- **Medical clearance**
- **DBS check**
- **Driving licence/car insurance/MOT confirmation.**

If there are qualification requirements, these will be identified in the Job Description and Person Specification. You will need to provide certificates to evidence your qualifications and may be asked to do this prior to interview.

It is a legal requirement that right to work checks are completed for all employees to ensure that they can be lawfully employed. A list of suitable documents to verify your eligibility to work in the UK are issued with your invitation to interview.

References should be professional or educational. Both references should relate to, your present employer, most recent previous employer or a member of school/college/university staff. Character references or references from relatives/friends will not be accepted.

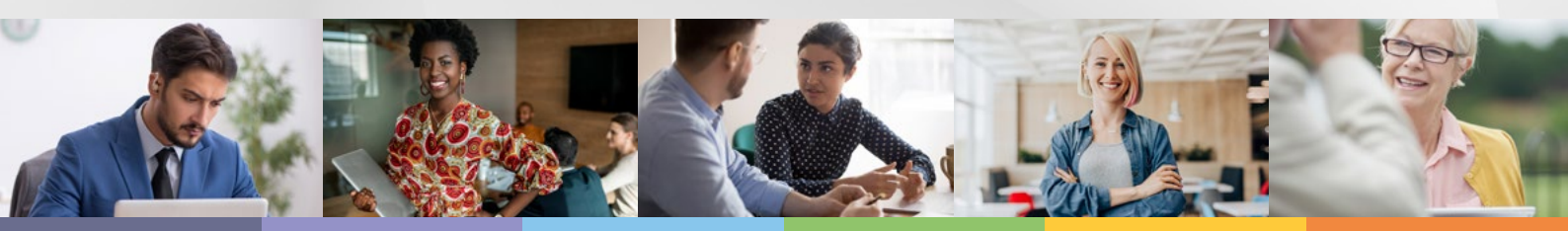
Some posts are identified as one requiring checks for possible criminal background. A disclosure check will be made through the Disclosure and Barring Service and this, or any other offer of appointment is subject to a satisfactory clearance.

Onboarding

Once you receive notification of your conditional offer you will receive a link by email to the onboarding portal. Please use the onboarding portal to view and accept your conditional offer of employment as well as updating your personal and sensitive information.

The portal will also contain useful induction information for you to review in readiness for commencement.

Once all pre-employment checks have been completed to the satisfaction of the Recruiting Manager, the appointment can be confirmed, and a start date will be agreed.





Candidate Process

Flowchart

