



## WALSALL COUNCIL RECRUITMENT – INFORMATION FOR APPLICANTS

### How to apply:

Please apply online using our [Careers Site](#)

- Applications are invited using our online application form only. You must have an email address to access our careers site, but you will not need a username and password.
- If you have a disability and require information about submitting your application in another format then please contact us via email: [recruitment@walsall.gov.uk](mailto:recruitment@walsall.gov.uk)
- **Important note:** When completing your online application form, you will be asked to enter supporting information. You must enter a detailed supporting information statement describing how your skills, abilities and experience meet the specific criteria included in the employee specification. The supporting information statement can be up to 12,000 characters (which is approximately 4 pages). This information can be compiled in WORD (or similar) and then copied and pasted into your application form. **If you do not include a supporting information statement, you will not be shortlisted. Please do not add a C.V. as we do not accept them.**
- All correspondence with candidates will be via email, therefore you should check your 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](mailto: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 vulnerable 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:

Before submitting your application, please take a look at our [Data Privacy Statement](#) to see how we use your personal data.

### 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 teams – wasting resources and 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 giving notice.

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

November 2023