

A photograph showing a person's hands typing on a laptop keyboard. The person is wearing a teal and black plaid shirt. The laptop is on a wooden desk, and a white coffee cup is visible on the right side of the frame.

# eRecruit Guidance for Applicants

**All recruitment for West Lindsey District Council (WLDC) must be completed online. Our current vacancies can be found at <https://www.west-lindsey.gov.uk/my-council/jobs/>**

**WLDC will publish the following documents for each vacancy:**

**Advert**

Brief details of what the job involves, the salary, hours and work location. It also informs candidates when the closing date and possible interview dates are.

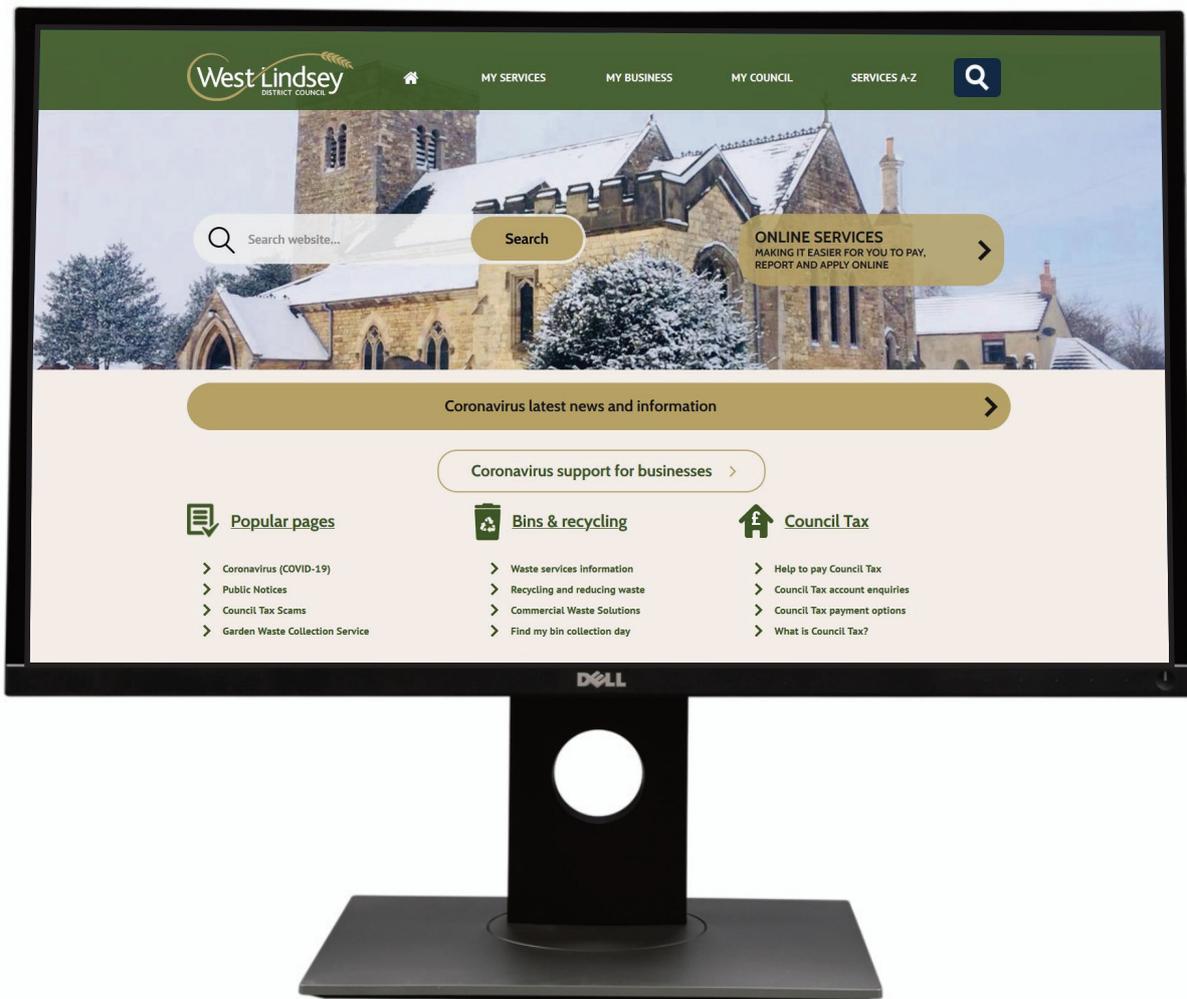
**Job Description**

This document gives candidates the main duties and responsibilities for the job, including who the role reports in to.

**Person Specification**

This document shows candidates what criteria are needed to do the job. Candidates should assess whether their knowledge, skills and experience match the essential and desirable criteria. Once candidates have decided that they think they are suitable and would like to apply for the role, they should use this document to help prepare their application and provide evidence of their abilities.

# How to complete your application



Applications must be completed online using the electronic application form. Click on the “Apply Now” button from the current vacancies screen and you will be prompted to create your own User Account, as a new user click “new user registration”. Your password should be at least 6 characters and include letters (both upper and lower case) and numeric characters. However, please DO NOT use the £ or € signs in your password. Once your account has been created, you will be sent an email confirming your User name and password. If you log off, you will need these details to log on again, so please keep the information in a safe place.

You will start at the Application Summary page. This has a list of the “Application Pages” on the left, the “Job Details” at the bottom and a “Submit Application” button on the right.

You will need to work your way through the “Application Pages” making sure that all mandatory fields are complete and each page changes from a red exclamation mark to a green tick. You can navigate back to the Application Summary page by clicking on the “Save & Summary page” button from any of the Application Pages. Once all pages have a green tick, then you’ll be able to submit your application.

# Application Pages

## Guidance for Applicants

In this section there is another link to this guidance document so that applicants can quickly refer back to it if they get stuck on their application.

## Privacy Notice

In this section there are links to our privacy notices for your information.

## Personal Information

Ensure all the boxes with red stars are completed. We need a current email address that you have access to, as this is what we will use to send you any correspondence regarding your application. If you are invited to interview, then the invite will be sent to you via email, so please check your emails regularly and don't forget to check your junk or spam folders too.

## Additional Information

- You must have the right to work in the UK and if offered the role, you must be able to provide us with evidence, eg a current British passport.
- Any relationships with Councillors or employees of the council must be identified so that we can prevent any allegations of favouritism.
- You are asked to detail any convictions, except where those convictions have become spent. All successful applicants will be required to carry out a Disclosure Scotland basic disclosure check to give us details of any unspent convictions. If more detailed checks are required due to the nature of the job role, eg DBS checks, this will be detailed in the job information pack. If this is the case, then all convictions will need to be declared on the application form.
- We also ask for details of your driving licence, however these are not mandatory as not all jobs require candidates to drive.
- If you have any previous Local Government Continuous Service, then we ask you to provide us with details. This will be checked with your previous employer if you are appointed into the role.

## Qualifications, Training & Professional Memberships

- Look at the Person Specification to see if we need any specific qualifications. If no specific qualifications are required, it would be useful for you to tell us about any relevant qualifications you have so we have a good understanding of your level of education.
- Click on the "Add" button to enter more entries.
- Please detail any relevant training courses you have undertaken or any Professional Memberships that you hold.

## Employment History

Give details of your employment history so that we have a good understanding of what job roles you have carried out previously. You can include any work experience or voluntary positions. Once you have completed details for your most recent employment, click on the "Add" button at the bottom to add more entries.

## Personal Statements

The Recruitment Panel need to know how your experiences, knowledge and skills match the criteria for our vacancy, so please look at the Person Specification and tailor your answer in these boxes to give us evidence of your capabilities. This is your opportunity to sell yourself! It is important to provide examples of what you have done previously, what the results were and whether you learnt anything. The more detailed and relevant information you can give here, the higher your application will score against the criteria.

## Equal Opportunities Monitoring

- We have a commitment to equal opportunities and want the council to represent the community that it serves. We monitor each vacancy using anonymised data to prevent discrimination. We ask you to complete these questions to assist us with our monitoring, but they are not mandatory.
- If you were to be invited to interview and need any assistance or support because you are disabled, please give details of what you require in the box. We will then be able to make the necessary arrangements.

## Declaration

Please read the statement and put a tick in the box to confirm you agree.

## How to submit your application

Once the closing date has passed, the vacancy will be removed from the website and you will not be able to submit your application, therefore we do not accept any late applications. Any part-saved applications that have not been submitted will be deleted after 24 hours following the closing date.

Click on the "Save & Summary page" to go back to the Application Summary page. From here, you can check that all Application Pages have green ticks next to them, then you can click on the "Submit Application" button. A message will appear to check whether you want to continue to submit your application. Once you have clicked continue, you will then see a message to say that your application has been submitted and you will also shortly receive an email confirming we have received your application. The email will come from [donotreply@sharedlincs.net](mailto:donotreply@sharedlincs.net).

If there is a page that still has a red exclamation next to it, it means there are still mandatory fields that have not been completed and you will not be able to submit your application. Click on the relevant Application Page to complete the information required, then save and try to submit again.

If you would like to print out or keep a copy of your application, you can email a copy to yourself via the system. Click on the "My Jobs" link on the left hand side of the screen. Put a tick in the box on the right, then click on the "Send email" button. An email will be sent to your registered email address. The email will come from [donotreply@sharedlincs.net](mailto:donotreply@sharedlincs.net). Please check in your Junk/Spam folder if you do not receive it directly into your inbox.



## What happens next?

Once you have submitted your application and received an acknowledgement email from us, all applications will remain in the system until the closing date. After the closing date, the HR Team will forward all anonymised applications to the Recruiting Panel for them to shortlist.

The Recruiting Panel shortlist the applications by comparing them to the Person Specification and give the application a score against each criteria.

Once the applications have been scored, the Recruiting Panel will decide who they want to invite to interview and the HR team will send out invitations to candidates via email. This usually happens within two weeks of the closing date, and at least three days before any published interview date. If you are unable to attend the specified date and time, please use the contact details at the bottom of the email to contact the HR team to see if it is possible to rearrange.

If candidates have been unsuccessful in progressing through to the interview stage, they will be informed by email. Candidates can request feedback on their application by contacting the HR team via [human.resources@west-lindsey.gov.uk](mailto:human.resources@west-lindsey.gov.uk)

Once all the interviews have taken place (and assuming there are no other selection methods being used) the Recruiting Panel will get together and agree who to appoint, usually within a couple of days of the last interview. The successful candidate will be contacted by telephone by a member of the Recruiting Panel and offered the job subject to the relevant conditions. Once the successful candidate has verbally accepted the role, the unsuccessful candidates will be informed of the outcome by email.

If you are unsuccessful at interview, you can request feedback by contacting the HR team via [human.resources@west-lindsey.gov.uk](mailto:human.resources@west-lindsey.gov.uk). A member of the Recruiting Panel will contact you with feedback.

## If you are offered the job

All candidates are offered the job based on certain conditions. These are:

- Satisfactory employment health declaration
- Clear Disclosure Scotland check
- Two satisfactory references (one must be from your current employer)
- Clear drug and alcohol testing (where relevant)
- You must be able to prove you are eligible to work in the UK
- You must be able to provide original certificates if we ask for specific qualifications on the Person Specification

Having health issues does not necessarily prevent you from working at the council, however we need to understand how we can assist you or make reasonable adjustments to enable you to carry out the work to the best of your ability. We ask you to complete a questionnaire about your health and any medications you are taking. Depending on your responses, sometimes we will send your questionnaire to our Occupational Health provider to advise us of any actions we need to take. Each case is individual and will be assessed accordingly.

All roles are subject to a Disclosure Scotland basic check. This check provides us with information about any unspent convictions. Further information can be found on their website: [www.mygov.scot/about-disclosure-scotland](http://www.mygov.scot/about-disclosure-scotland). The easiest and quickest way for you to apply for one of these checks is online. You will be charged £25 for the check, which will be reimbursed in your first salary payment after we have seen the certificate. Having convictions does not necessarily prevent you from obtaining a job with the council, but each case will be reviewed individually, depending on the job role and the type of conviction.

We require two satisfactory references. You will be asked to provide contact details for two people when you have verbally accepted our conditional offer. Contact details should be emailed to [human.resources@west-lindsey.gov.uk](mailto:human.resources@west-lindsey.gov.uk). We must have a reference from your current employer (or most recent employer if you are currently unemployed). Please let your referees know that we are going to be contacting them, as lengthy delays to the process could mean that we have to withdraw our offer.



Drug and alcohol testing is carried out where relevant, usually for roles which are considered to be high risk, such as dealing with machinery or working constantly in traffic. If appropriate, an appointment will be made for you at our testing provider.

It is now a legal requirement for employers to hold evidence showing that their employees have the right to work in the UK. We will take a copy of your current British passport (or Birth Certificate and P45 / P46 / National Insurance card) and keep it on your personnel file. If you don't have these documents, then we have a list of other official documents that will be accepted.

If you have said that you are qualified to a certain level, then we will need to see your original certificate as proof. A copy will be taken for your personnel file. Once we have obtained all the above, we will organise a start date and send you another letter confirming our offer. We advise that you do not hand in your notice with your current employer until we have confirmed you have passed all the above checks. This can take around three weeks.

## **Applying for future vacancies**

If you are not successful in one vacancy with WLDC, you can still apply for future vacancies with us. You will need to use the log on details for your User Account which were emailed to you when you first set it up. Your personal details will appear in the application form already, so this will save you some time completing the form.

Please note that we only keep application records for candidates for a limited period of time. Once the successful candidate has started, we will keep records for all unsuccessful candidates for a period of six months. After this time, all unsuccessful candidate records will be deleted. If you try to apply for another vacancy after six months, you will not be able to use the User Account you set up previously and will have to set up a new one.

## **Forgotten Password**

If you click on the Forgotten Password button, you will be emailed a time limited link to a secure page where you can enter a new password. This email is only valid for 6 hours from the time of request.

## **Important things to note**

WLDC uses a shared HR & Payroll system with North Kesteven District Council – this is the same system that we use for our recruitment. It means that you may receive emails from different email addresses that don't have any reference to WLDC. Please ensure that the following email addresses are added to your contacts so that they don't get diverted into your Junk or Spam folders:

human.resources@west-lindsey.gov.uk  
donotreply@sharedlincs.net  
personnel@n-kesteven.gov.uk  
exchequer@n-kesteven.gov.uk

## **Contacts**

If you have any problems completing or submitting your application, please contact the HR Team via email [human.resources@west-lindsey.gov.uk](mailto:human.resources@west-lindsey.gov.uk).