

Dear applicant

Thank you for showing an interest in this vacancy.

Before you start completing your application, you are advised to read the job description and person specification carefully so you are clear about what the job entails and the essential experience, skills and abilities we are looking for.

Shortlisting for interview will be based solely on the information you provide in your application and so it is important that you complete the form as fully as possible. A key part of the application is the section where you are asked to provide evidence to show us how you meet all of the essential criteria listed on the person specification.

You must provide sufficient evidence using practical examples of how you have gained the relevant knowledge and experience required for this job and how you have used the specified skills and abilities in practice. If you do not, you will not be shortlisted. Please refer to the guidance on our website.

To make sure that your application is considered, please ensure your completed application is submitted before midnight on the closing date shown in the advert.

All applicants will be notified as soon as the shortlisting process has been completed to let them know whether or not they will be invited to attend an interview. If you are not shortlisted, and would like some feedback on your application, please contact the recruiting manager. Their contact details are shown in the advert.

The council is committed to ensuring that all applicants have fair and equitable access to our job opportunities and appointments are made on merit. We can only judge our success in achieving this, if we collect and analyse equalities data from job applicants.

You will, therefore, be asked to provide your personal equality data when you apply for a job with us. We recognise that this information is sensitive but want to reassure you that the information you provide will be treated in the strictest confidence and held securely on a computerised database in line with the Data Protection Act 1998. Your personal data will not be seen by the recruiting manager at any point before, during or after the selection process and will be used only for the purposes of anonymous equality monitoring of our recruitment and process and, if you are appointed, our workforce.

We hope that you will find our recruitment process easy to follow and well administered. However, if you are not happy with our service, or have any other feedback we want to hear from you. Please contact, Alison Hodge, HR Officer by email at [alison.hodge@brighton-hove.gov.uk](mailto:alison.hodge@brighton-hove.gov.uk) You will receive an acknowledgement of your complaint within 2 working days and will receive a full response within 10 working days. If you are still dissatisfied, please contact, Head of Human Resources at [alison.mcmanamon@brighton-hove.gov.uk](mailto:alison.mcmanamon@brighton-hove.gov.uk)

Yours sincerely

Recruitment Team