

The Recruitment Process

Detailed below are the various stages after the vacancy has closed. Please note if you are applying for a job working with children, young people or adults at risk there are extra stages within the recruitment process. [Application Process for Working with Children, Young People and Adults at Risk](#)

Closing date

The advert is removed from the website at the exact closing time as well as date, so please make sure you check the actual closing time.

Shortlisting

A shortlisting panel will meet soon after the closing date to review all applications submitted. Remember that the managers are looking to see if you have demonstrated that you have the skills and knowledge outlined in the Person Specification- see [Tips for Online Job Applications](#).

If you have indicated you have a disability and you meet the Essential Criteria of the Person Specification then you will be guaranteed an interview.

Invites to interview

We will contact you by email to let you know whether or not you have been shortlisted for interview. You can also check your status by logging onto your online account to see at what stage we are with the recruitment process for that post.

Schools are not using this facility at the moment and in this case if you have not heard from the school within 14 days of the closing date your application is unsuccessful this time around. If you have any doubt please contact the school directly.

Taking up references

Please give the names and addresses of two people who will provide a reference. At least one should be from your current/last employer, but references from school/colleges are also acceptable. If you give a home address for a referee, please indicate which employer or school/college they represent.

For posts in contact with children/young people or adults at risk employment references will not be accepted from relatives or people writing solely in the capacity of friends. However, your referees may include someone you know with standing in the community i.e. a teacher, vicar etc. Please note for such posts we seek to contact referees prior to interview.

Attending an interview

The selection process will always require an interview but may also include for example, a telephone interview, work based exercises and/or a short presentation. The process will be confirmed within your invite to interview email.

The email will also ask you to bring any relevant qualification/training certificates that can support your application and also request that you bring in your passport (or a P45/P60 bearing your name and NI number, plus a copy of your full UK birth certificate) to prove

that you are legally able to work in the UK without restrictions (as part of the Asylum & Immigration Act 1996).

[Tips on Attending Interview](#)

Interview expenses

The Council will pay travel expenses if your round trip exceeds 25 miles. Please ask for a form at interview.

After the interview

The interviewers will explain how they will let you know whether you have been successful. They will also give you a time frame. If you are successful, you will receive a phone call to offer you the job.

Offers of appointment are subject to satisfactory references, medical clearance and if applicable to the post, a DBS Check (Discrimination & Barring Service – formerly CRB disclosure). All employees will also be required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period.

If you have a disability and are successful with your application, we will do our utmost to look at what reasonable changes or adjustments we can make to our working practices and workplace to overcome any effects of your disability.

What we do with your information

If you are unsuccessful in your application, all data contained in your application form will be destroyed within a reasonable timeframe.

The Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see <http://www.bracknell-forest.gov.uk/nationalfraudinitiative> or contact internal Audit on 01344 352322.