

The application form is the first step in the recruitment process. The form will provide an overview of your:

- Education
- Work experience and history
- Knowledge
- Skills

The panel who are selecting candidates for interview will only see the information you provide on the form, so please use the opportunity to show you are the candidate we're looking for.

Taking your time to complete a comprehensive application form also demonstrates your commitment, interest and understanding of the job. It's also important to make sure that the information contained in the application form is accurate.

- Tip: Read the Job Description and Person Specification thoroughly and make notes against each of the essential and desirable criteria, drawing on your experience, skills and knowledge in those areas. The 'Reason for application' section at the end of your application is where you provide further information on your interest in the role, your ability to fulfil it and how you meet the criteria.

## **Things to be aware of:**

We operate a positive redeployment policy which enables the Council to retain skills and experience of valued employees. In line with this, any staff on our redeployment register will be given reasonable priority for suitable vacancies.

As we can experience a high volume of applications, there may be occasions where we will close a vacancy earlier than the advertised date.

## **[Recruitment of Ex Offenders Statement from the Council - February 2018](#)**

## **So you want to work in the UK...**

We welcome applications from all candidates with evidence of their Right to Work in the UK. If you need more information, please visit the UK Government [Right to Work](#) website.

Please note: North Norfolk District Council is not a licensed sponsor.