

Department	Human Resources
Tel. No	01268 206604
Email	HROD@basildon.gov.uk

Dear Applicant,

Thank you for downloading an application pack for a position within Basildon Borough Council. Please ensure that you download and read the following from our website prior to applying online;

1. Job Description and Person Specification for the post you are applying for.
2. Pre Employment Vetting Declaration Form (Please be aware, that if you are short-listed you will be asked to complete this form before processing your application further)
3. Guidance on Rehabilitation of Offenders Act 1974
4. Working Time Regulations
5. Additional Provisions of Employment
6. Employee Guide Prevention of Illegal working

You can only apply for council jobs by using our online application form. We are unable to accept CVs. Once registered you can save your application form as you go along. You may find it easier to prepare some of your application form in advance, such as the Additional Information section, and copy to the online application form.

If you are unable to use the online application form please contact Human Resources on 01268 206604.

Your completed application must be submitted online by the closing date. We are unable to accept applications made after the closing date. Candidates to be called for interview will be notified within 15 working days after the closing date. Should you not hear from us within 6 weeks, you should assume that on this occasion you have not been successful.

Basildon Borough Council is an equal opportunities employer. We are committed to recruiting people who are currently under represented in the Council's workforce e.g. Ethnic Minorities and women in senior grades. We actively encourage people from these groups to apply for positions with us.

Once again, thank you for your interest in working for Basildon Borough Council. We look forward to receiving your application form in the near future.

Yours sincerely

Human Resources

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