

**Leicestershire County Council  
Corporate Resources Department  
Workforce Development**

**RECRUITMENT PROCEDURE  
NEW STARTS**

**Your application will be processed as follows:**

1. All applications are logged and dealt with in accordance with Leicestershire County Council's Equal Opportunities Policy.
2. Candidates who meet the minimum person specification and the LSC Eligibility criteria will be invited to an initial assessment day with Workforce Development.
3. Candidates who do not meet the job specification will receive a letter informing them that their application has been unsuccessful within 3 days.
4. All interviews are carried out in accordance with agreed guidelines in order that applications are dealt with fairly.

You will be asked to bring with you:

- your National Record of Achievement;
- any other information that supports your application.

At this stage you will undertake:

- an interview
- a basic skills test (unless exempt)
- a keyskills assessment

5. Following the initial assessment period you will be informed within 3 working days that either:
  - a) You have been shortlisted for placement interview.
  - b) You have been unsuccessful in your application and you will be sent a copy of your initial assessment results.
6. If you are invited for placement interview you will need to bring:-
  - your National Record of Achievement;
  - copies of any certificates;
  - any other information that supports your application.
7. Following your placement interview you will be informed within 3 working days that either:
  - a) You have been successful in your placement interview and be invited to join the County Council's Apprenticeship Scheme and offered a start date and induction programme.
  - b) You may be invited for a different placement interview.
  - c) You have been unsuccessful in your application.

If you feel at any stage of this process that your application for training has not been dealt with in a fair manner please contact Jennifer Penfold, Learning and Development Manager on 0116 305 6213 or write to Workforce Development, Leicestershire County Council, Room 146, County Hall, Glenfield, Leicester, LE3 8TF.