

# Completing your application with Coventry City Council

## Anonymised recruitment

As a Council who is committed to Diversity & Inclusion and Anti-Racism, we are keen to ensure that we use a values-based recruitment process to recruit, select and retain the very best candidates from a range of diverse backgrounds to deliver key services to the citizens of Coventry.

As part of this commitment Coventry City Council has adopted an anonymous recruitment process, which means all of your personal details, name, gender, ethnicity, age, employment dates are removed before your application is viewed by our hiring managers. The goal of anonymous recruitment is to reduce unconscious bias in the hiring process and ensure all applications are evaluated solely on the basis of your transferable skills and “suitability for the post personal statement”.

It is therefore essential that you demonstrate your suitability and transferrable skills within the “suitability for the post personal statement” and refrain from including any distinguishing information within this.



## **Before you apply**

Before you apply, we suggest you do the following:

- Visit our [Careers Page](#) to learn more about our organisation and what it is like to work at Coventry City Council.
- Review the Job Description and Person Specification for the position you are applying for to learn about the duties and responsibilities of the role as well as the key skills and experience required.

## **Completing your application**

- When completing your first application you will need to create an account via our recruitment portal. The information you include on your profile will form part of your application. This information can be re-used for future applications.
- When creating your profile, you will be asked to complete the career history section in which you will detail your past roles and responsibilities.
- Please ensure you have reviewed the Person Specification to complete the “Suitability for the Post Personal Statement” and provide examples of your experience and transferrable skills in relation to this. This is the detail that our hiring managers use to shortlist so it is important that you demonstrate your suitability for the post within this section.
- We will be looking for responses to be comprehensive yet succinct, with relevance to the role which is being applied for.
- We would suggest using the STAR model (Situation, Task, Action, Result) to structure your responses.
- We will not be able to shortlist against answers which are too short in response e.g. “please see CV”.

## **How we will shortlist for interview**

- At the beginning of each selection process we will consider the job requirements for the specific position and from these will decide on selection criteria and how best to measure these.
- Applications will be shortlisted against the response and examples provided within the “Suitability for the Post Personal Statement” as to how they meet the person specification for the role.
- Hiring Managers will consider examples given on previous experience and demonstration of key behaviours.
- The system generated profile will be used to gain an overview of work history and add context to where skills and experiences have been established.

## Once you've completed an application

- Once you have completed your application you will receive a confirmation email from our Recruitment Portal to let you know we have received your application.
- Once you've submitted your application you will not be able to make any changes to it so please ensure you check all details before applying.
- Please make a note of the job advert closing and interview dates. It is likely you will not receive feedback until after the advertising closing date.
- If you are successful at shortlisting, you will receive an email inviting you in for an interview. If you require any reasonable adjustments for this interview, please discuss with the Resourcing Team.

If you have any questions regarding our application process, for additional support completing your application or to discuss reasonable adjustments required please contact [resourcing@coventry.gov.uk](mailto:resourcing@coventry.gov.uk) to speak with our dedicated Resourcing Team.

