

Completing your application with Coventry City Council



Anonymised Recruitment

As part of our corporate Equality, Diversity & Inclusion strategy all applications to Coventry City Council jobs are automatically anonymised by our recruitment system. This is with the aim of realising our ambition to have a workforce which is reflective of the community we serve and eliminating unconscious bias, allowing employees to be appointed based on their talent, skills and experiences regardless of ethnicity, gender, sexual orientation, or any other protected characteristic.

Our hiring managers will have no access to your name, age, gender, address or other diversity information until after shortlisting has taken place and interviews confirmed. This detail will become visible before interview to allow managers to prepare.

Before You Apply

Before you apply, we would suggest you do the following;

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

Completing Your Application

- Upon your first time completing an application you will need to create an account via our recruitment portal, this information will be used to form part of your system generated CV. This information can be re-used for future applications.
- Complete the career history section of the profile, this will be used to generate the work history in your CV. We would like to see career history covering your last 3-5 positions or up to 10 years (whichever is most relevant). If you haven't previously been employed then please state this in the boxes that are required to be completed in the career history section of the application.
- Please ensure the personal statement against the person specification of the role is complete, this will be key criteria in shortlisting. 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 SBO model (Situation, Behaviour, Outcome) 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 we will decide on selection criteria and how best to measure these requirements in order to reach a decision.

- Applicants will be shortlisted against the response given 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 CV will be used to gain an overview of work history and add context to where skills and experiences have been established.
- We will not consider incomplete or incorrect applications. All documents required in the job advertisement must be included.

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.
- Unfortunately, due to high application levels we will not be able to provide individual feedback on each application made, if you have been unsuccessful you will receive an email confirming this.

If you have any questions in regard to our application process, or, for additional support please contact resourcing@coventry.gov.uk to speak with our dedicated Recruitment Team.