



**DARLINGTON**  
Borough Council



## DBC Recruitment Journey

What to expect when you apply for a job  
with us at Darlington Borough Council

Working Together  
to Deliver Success



Respect



Innovate



Collaborate



Deliver

# The journey to your new role

So, you're looking for a new job? Thanks for considering Darlington Borough Council, we've written this short guide to tell you all about what you can expect during your candidate journey, from finding the perfect opportunity to the induction when you start with us.

## Step 1: Apply

Great, you have seen a job you like the look of, this could be the beginning of your next big opportunity! You will need to apply for the role via North East Jobs, you can access this via the current vacancies pages on our website, just click on the job and get started. If this is your first visit to North East Jobs, you will be asked to create an account. If you save your details such as employment history and education/qualifications in your profile, they will be there, should you apply for other jobs in future.

Remember please use the Job Description and Personal Specification as a guide and demonstrate as many of the Essential and Desirable Criteria as you can on your application.

We welcome all applications and appreciate the time taken to complete your form and we wish you the best of luck through this process.

## Step 2: Shortlisting

After the closing date, the recruiting manager and the rest of the interview panel will review all the applications received. They will decide which candidates will be shortlisted to the next stage – the interview!

If you are successful, you will receive an email with a letter attached from North East Jobs confirming the details of the interview and anything you may need to bring or prepare for (please check your junk folder, these messages can sometimes go there). We ask that all shortlisted applicants confirm if they will be attending the interview or not. Please also let us know if you have any access requirements or will require support from us on the day of the interview.

If you are unsuccessful at the shortlisting stage, you will be notified by North East Jobs, please do not let an unsuccessful e-mail put you off applying for other roles with us, there are hundreds of roles within the Council, so please do keep checking our current vacancies page, we would love to hear from you again!

## Step 3: Interview

It is the big day, and you will have done all your preparation, (you will find the Job Description and Personal Specification useful when doing this). Please attend the venue at the time detailed in your letter. The length of interviews will vary depending on the role.

Easier said than done, but try to stay relaxed and calm, the interviewers are there to help you through the process and are going to try and get the best out of you, there will be no trick questions. Interviews are a two-way process, the recruiting manager and panel will be keen to find out about you and if you have what it takes for the role or have the potential to develop into it. It is also an opportunity for you to see if the job is right for you. (Remember to get your own back on the interview panel and think of a few good questions to ask them, you will have an opportunity to do so at the end of the interview.)



## Step 4: Job offer

Congratulations, you have been offered the job! The recruiting manager will phone you to verbally offer you the role, if you are happy to accept, an offer letter will follow, this offer is subject to relevant pre-employment checks, these will all be detailed in the offer letter.

If you are unsuccessful the interviewing manager will be in touch with you to thank you for your time and offer feedback, this will be helpful for your next interview with us!

## Step 5: Pre employment checks

The pre-employment checks required depend on the position you have been offered. The basic checks applied to all roles with us are two references, one being from your most recent employer, an ID check and a pre-employment medical questionnaire. Subject to the role, we may also require DBS checks, qualification certificates, face-to-face medical.

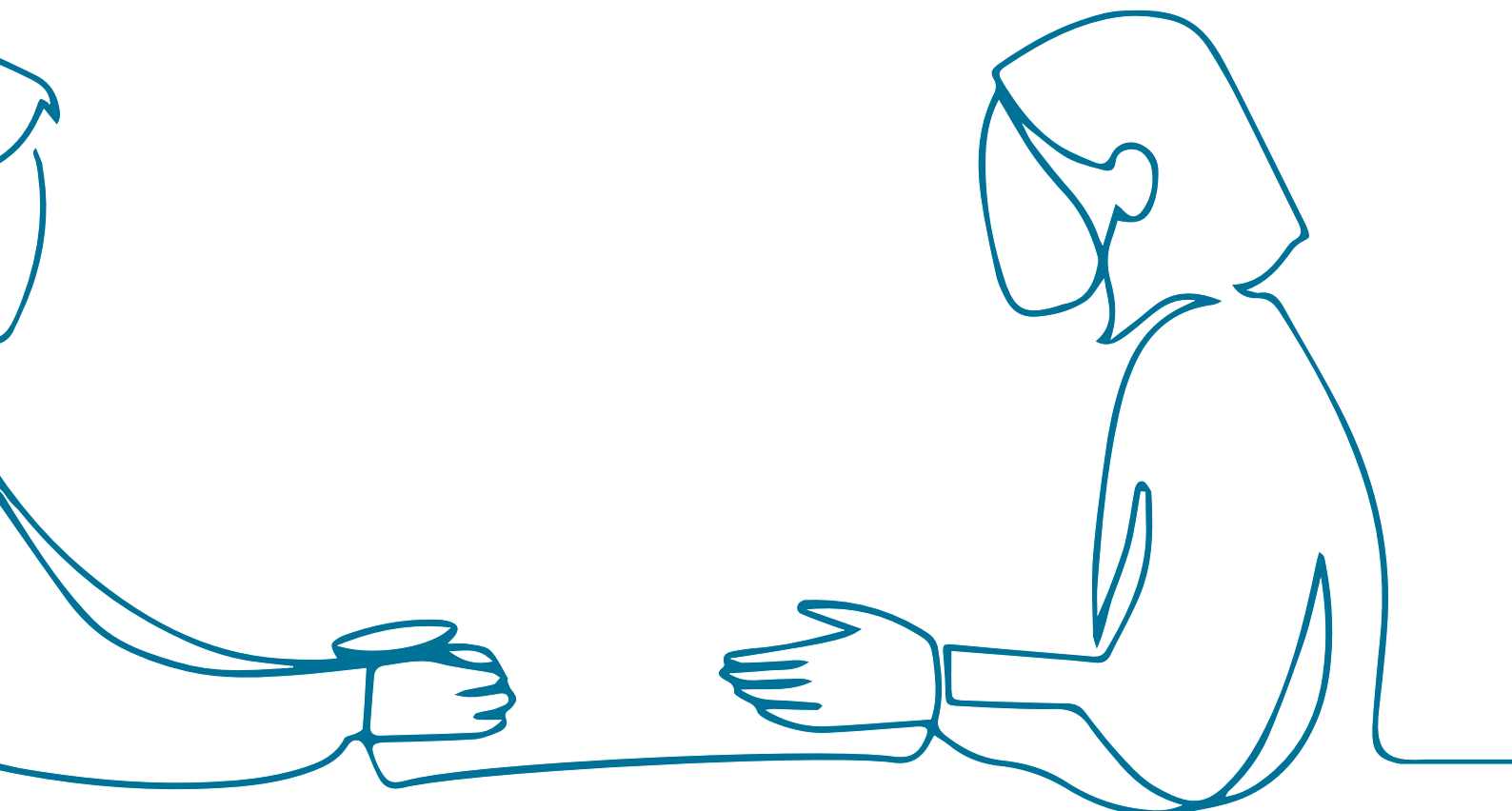
Please contact your referees and make them aware a reference request is coming, delays with references will hold up the process and mean you will wait longer to get stuck into your new role with us.

## Step 6: Start date

Fantastic, you are almost ready to start! The start date will be agreed by you and your new manager once all your pre-employment checks have been completed and approved.

## Step 7: Induction

Welcome to the team! You will receive a full and comprehensive induction period, where you will find out about your role, your area of work and the Council. You will meet your workmates and any key colleagues across other departments, along with members of the senior management team. We hope you enjoy working with us at Darlington Borough Council, we can't wait to see what you will achieve!





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