

# How to Apply

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## **Immigration, Asylum and Nationality Act (2006)**

You must be eligible to work in the UK. Candidates will be required to provide evidence of his/her eligibility to work in the UK as required by legislation. Evidence will be required at interview.

## **Evidence of Qualifications**

Candidates will be required to bring evidence of their qualifications to the interview.

## **Canvassing**

Canvassing members of the Black Country Consortium (either directly or indirectly) shall disqualify your application.

## **References**

All appointments are subject to two employment references satisfactory to Black Country Consortium Ltd.

## **Medical Assessment**

The successful applicants will be asked to complete a Pre-Employment Medical Questionnaire. If you declare that you do have a health condition or disability which might affect your work, or which might require special adjustments to be made, your questionnaire will be referred (in confidence) to our occupational health advisors who will advise as to your medical fitness for this post and/or required necessary adjustments that need to be put in place.

## **Equality and Diversity**

Black Country Consortium has an equal opportunities policy. We are committed to treating employees and prospective employees fairly.

## **Application Form Completion**

When completing the application form, as part of the "Relevant Experience" section, in no more than 1000 words, give examples to explain how you meet the knowledge and skills criteria. Any additional attachments will not be considered during the shortlisting process. CV's will not be accepted.

**Application forms should be sent in word format only to [jobs@blackcountryconsortium.co.uk](mailto:jobs@blackcountryconsortium.co.uk) before the specified closing date**

If you have not received an invitation to interview within 5 working days your application has been unsuccessful.

No applications will be considered from recruitment agencies.

The recruitment process for each post will include an assessment test and formal competency based interview. In the event you are shortlisted you will receive an invitation confirming the arrangements for the day.