

FAQs (Frequently Asked Questions)

These are some of our frequently asked questions. If you have any further queries and cannot find an answer on our website, then please do not hesitate to contact a member of our Human Resources Team on 0116 272 7517.

What will you do with my information I provide on my application?

The personal information you supply to Blaby District Council in your application form will be processed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

We may share this information with other council departments, local authorities, government departments or law enforcement organisations to improve service delivery or for the prevention or detection of crime and fraud where the law allows this. Further information on how we handle your personal information can be found on the [Data Protection Notice web page](#)

I have completed an online application form, I clicked the submit button but a message came up saying an error had occurred?

If you are using chrome as your search engine you will not be able to submit your application form. You will need to change to a different search engine e.g. internet explorer or Google and then submit the form again. If you have any difficulties with submitting your completed application form please contact a member of the Human Resources Team on 0116 272 7517.

Can I send you a copy of my CV instead of completing the application form?

No, all candidates applying for jobs with Blaby District Council must complete our standard application form.

Do I have to fill in the Equality and Diversity Monitoring section on the Application Form?

Completing the Equality and Diversity Monitoring Form is not compulsory. However, it is helpful when you do complete this information as the Council is statutorily obliged to collect this information. This is to ensure that our recruitment and employment processes are equitable. Therefore, we would encourage you to complete this form if you feel comfortable in doing so.

Will the Recruiting Manager see the Equality and Diversity Monitoring Section?

Upon receipt of your application, all Equality and Diversity Monitoring Forms are separated from the application form and are kept in a confidential manner within the HR department. The managers who carry out the shortlisting for their posts do not get to see this information - they only get to see the details you have put on your application form.

I am interested in a job you are advertising but I'm on holiday for the interview date - can I still apply?

On the Application Form there is a space for you to provide us with information about any dates that you would be unavailable for interview.

Generally there will be 2-3 people on the interview panel so interview dates are mostly arranged well in advance to ensure that all interviewers are available to be present. Should your application be of strong interest to the interview panel but you are not able to make the interview date we have advertised, it may be possible for alternative arrangements to be made. In such circumstances either the interviewers or someone from the HR team will contact you to discuss this further. However, we can not guarantee that this option is possible in all instances.

How will I know if you have received my application?

If you apply online you will receive an e-mail message to confirm that your application has been submitted along with a copy of the application form you have completed. This will be sent to the e-mail address you supplied on your application form so please ensure these details are correct.

Our standard recruitment policy is that we only contact those candidates who we would like to interview. If you have not heard from us within 28 days, please assume you have not been shortlisted.