

## Completing your anonymised application with Richmond and Wandsworth Councils

### Anonymised Recruitment

As part of our corporate Equality, Diversity & Inclusion strategy we are encouraging the use of anonymised recruitment across many of our Directorates. 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 personal 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 Richmond and Wandsworth Councils. <https://jobs.richmondandwandsworth.gov.uk/>
- Review the Job Profile 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 called Tribepad. 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, providing as much detail as possible. 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). **Please check that all the relevant fields are completed and manually update the fields, where required, including career history, education history and skills.**
- Please ensure that when providing your supporting statement, it meets the person specification of the role. This will be key criteria in shortlisting. We will be looking for responses to be comprehensive yet succinct, with relevance to the role you are applying for. Your supporting statement should ideally be no longer than one side of A4 and a maximum of two sides of A4.
- Please **do not** provide any personal information on your supporting statement e.g. email address or name.
- We will not be able to shortlist against answers which are too short in response e.g. "please see CV".

### 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.
- If you are successful at shortlisting, you will receive an email inviting you for an interview and if you are unsuccessful, you will also receive an email to confirm this.
- Unfortunately, due to the high volume of applications we receive, we will not be able to provide individual feedback.

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

- At the beginning of the shortlisting process the hiring managers will consider the job requirements for the role and from these will decide on the selection criteria.
- The system generated CV will be used to gain an overview of work history and add context to the skills and experiences demonstrated.
- We will not consider incomplete or incorrect applications. All documents required in the job advertisement must be included.

If you have any questions relating to our application process, or, for additional support, please contact [recruitment@richmondandwandsworth.gov.uk](mailto:recruitment@richmondandwandsworth.gov.uk)