



EBBSFLEET DEVELOPMENT CORPORATION (EDC)

Recruitment – Candidate Information Pack

This Candidate Information Pack describes EDC's recruitment process and contains important information about applying for a role with the Corporation.

Please see individual Job Adverts / Job Descriptions for information specific to each role, including the job description, salary, application deadline date and interview dates.

Recruitment and Selection Process

How to apply

For all EDC roles, candidates **MUST** submit the following:

1. **A copy of your CV**
2. **A covering letter explaining your suitability, and importantly including how you meet the essential criteria set out in the Job Description (maximum 3 sides)**
 - Completion of the **Equality, Diversity and Inclusion (EDI) Monitoring Form** is voluntary (see below for further details).
 - Please complete the **Guaranteed Interview Scheme Form** if you consider yourself to have a disability and would like to apply under this scheme (see below for further details).

Your completed application should be returned by the deadline date and time set out in the individual Job Advert by email to James Richardson at ebbsfleetrecruitment@ebbsfleetdc.org.uk



Equality, Diversity and Inclusion (EDI) Monitoring

EDC is committed to providing equal opportunities for all and welcomes applications from candidates irrespective of race, age, disability, sex, marital or civil partnership status, religion or belief, sexual orientation, transgender status or pregnancy and maternity. We would appreciate it if you would complete the Equality, Diversity and Inclusion monitoring form and return it with your application.

Please note this form is voluntary and will not be treated as part of your application. The data will be treated in the strictest confidence, and will be used for monitoring and statistical purposes only. The information provided will not be seen by those interviewing for the role.

Guaranteed Interview Scheme

EDC is a disability confident committed employer. We are committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Applicants with disabilities who meet the minimum (essential) criteria set out in the Job Description and who submit a completed 'Guaranteed Interview Scheme' form will be invited for interview. If you would like to apply under this scheme please complete the **Guaranteed Interview Scheme Form**.

Selection Process

The selection process is in two stages. Shortlisting is stage one of the process, followed by interview (stage two) for those candidates who are shortlisted.

Candidates who are successful at interview will be asked to provide the contact details of referees who can provide references regarding their suitability for the role.

Before the appointment of the successful candidate can be confirmed, a Government basic security check will be undertaken. This will include a DBS check.

Ebbsfleet Development Corporation is committed to ensuring equality of opportunity and that all our systems and processes are fair, open and objective. We are responsible for ensuring that the highest principles of equal opportunities policy are put into effect. As an equal opportunities employer we make no distinction between people on grounds of their race, age, disability, sex, marital or civil partnership status, religion or belief, sexual orientation, transgender status or pregnancy and maternity.

Any queries regarding the process should be directed to James Richardson (EDC Head of HR and Corporate Governance) at ebbsfleetrecruitment@ebbsfleetdc.org.uk

Conflicts of Interest

It is important that the highest possible levels of probity and integrity are maintained. To that end, we ask that you give details of any business or other interests or any personal connections which, if you are appointed, could be misconstrued or cause embarrassment to the Corporation or its parent organisation, the Ministry of Housing, Communities and Local Government.

This could include financial interests or share ownership, active connections within a field of expertise in which the Corporation will work, membership of societies, activities, associations or employment of a partner or friend in the particular field in which the Corporation will operate.

Any statements you make will be treated confidentially and we will contact you to discuss any potential conflicts that might arise to explain what might be required if you are successful and check that you still wish your application to be considered.

You will also need to uphold and adhere to the Seven Principles of Public Life (see **Annex A**).

Complaints

If at any time during the recruitment process or appointments procedure you have reason to question how your application was handled you should address your concerns to the EDC Director of Corporate Services, Andrew Maynard at ebbsfleetrecruitment@ebbsfleetdc.org.uk

Compliance with GDPR

EDC will process applications in accordance with the General Data Protection Regulations and Data Protection Act 2018. Your data will be held securely and access will be restricted to those dealing with your application or involved in the recruitment process. Your data will be stored for up to two years and processed for the purpose of the recruitment process, diversity monitoring and, if successful, your personal record. If appointed, your data will be stored for the duration of your tenure.

Should you wish your data to be removed from our records, please contact ebbsfleetrecruitment@ebbsfleetdc.org.uk

ANNEX A

The Seven Principles of Public Life

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.