



Dear Applicant,

I am genuinely delighted that you want to find out more about vacancies at Blackburn with Darwen Council.

We appreciate the time and effort involved in applying for jobs and we want to try and help you as much as we can. We have recently been modernising our recruitment process and our long and onerous application form has been replaced with an online slicker process where your CV forms the biggest part of your application. Therefore, you are in control of what information you want to share with us in the format you want to share it in. We still perform all our safer recruitment responsibilities but we want the application process to be painless for you.

We do however still have our Information, Advice and Guidance Team who would be delighted to help you and can offer you advice on all aspects of employability matters, which includes job-search, interview skills, careers advice and much more.

If during your application you disclose that you have a disability, you will be asked to tell us about any arrangements we can make in order to ensure that if you are shortlisted, you are able to attend for interview. For example: car parking to be made available nearby; someone to meet you at the entrance to the building; a sign language interpreter to be present; preferred type of seating etc.

A shortlist of candidates will normally be drawn up within four weeks of the closing date and if you are selected for interview, we will contact you with the details.

If you require further information in relation to your application at any point, please do not hesitate to contact us on (01254) 585905 or email: recruitment@blackburn.gov.uk

May I take this opportunity to wish you every success with your application.

Kind regards,

A handwritten signature in black ink that reads "Denise Park". The signature is written in a cursive, flowing style.

Denise Park
Chief Executive