



Answers to FAQs

Q1 What vacancies does Epsom & Ewell Borough Council have?

All our jobs are advertised on www.surreyjobs.info.

An advert, role profile and person specification are available for all posts. Please follow the online instructions to apply.

If you do not have internet access and want to find out about our current vacancies, please contact HR on 01372 732128 or email recruitment@epsom-ewell.gov.uk

Q2 How can I apply for jobs?

The job details are available on www.surreyjobs.info. Please read the role profile and person specification carefully before completing the online application form.

Q3 How do you decide who will be invited for interview?

After the closing date, the manager will assess all applications against the criteria detailed in the person specification. Those who most closely meet the criteria will be invited to attend an interview.

Q4 Why do you want to see my passport or birth certificate?

Employers are required by law to ensure that all people who they employ have the right to work in the UK. Usually, the most convenient way to do this is to show your passport to the HR Business Advisor when you come for the interview.

Q5 Will you contact me when I send in my application?

When you submit your application form online, you will receive an email acknowledging receipt of your application.

If your application has been shortlisted we will contact you by email within 2 weeks of the closing date to invite you in for an

interview. If your application is not shortlisted, we will send you an email informing you of this.

Q6 Do you have any tips for completing the online application?

- Write down your username and password immediately, try to use something memorable
- Always refer to the person specification when completing your application form, addressing each criteria separately
- Write your supporting statement in a word document, copy and paste it into the application form one you are happy with the content and have spell checked it
- Write down the reference number when you have submitted the form
- Check your 'junk emails' for correspondence as depending upon email settings they may not send to your 'inbox'
- If you do not receive an email acknowledgement when you submit your application, call HR on 01372732128