

Applying for a Job with Perth & Kinross Council

Frequently Asked Questions

Here are some of the questions that we are regularly asked by candidates applying to join us. Hopefully the information below will help to answer some of the questions you may have.

How do I know what skills and experience I need to apply for the position?

The job profile is attached to the vacancy at the bottom of the advert. This details the skills, qualifications, experience and knowledge needed for the post. You should print a copy of this as it won't be available after the vacancy closes.

How do I apply for a position?

You can apply for any vacancy by completing the online application form on the [Myjobscotland](https://www.myjobscotland.com) website.

Do I have to complete the diversity questions?

You will need to complete this part of the application form, however, you can choose the "Prefer not to answer" option if you wish for any of the questions. The information is used for statistical purposes only, it does not form part of the selection process and it is not available to the recruitment panel.

I am unable to submit my application?

Please call our Recruitment Team on (01738) 475555 Option 1 who will investigate any potential system issues. Alternatively, there may be an issue with your internet provider.

I haven't received confirmation that my application has been submitted?

You should receive an automated response from Myjobscotland when your application has been submitted. If you don't receive this, please check your spam email.

How will I know the outcome of my application?

You will be sent an email either advising you have been unsuccessful on this occasion or information about progressing your application.

How will I know if I have been selected for interview?

You will be sent an email inviting you to interview which will ask you to book a time slot. Once the time slot has been booked, you will receive an email confirming full details of the interview i.e. date, time, location etc.

What are pre-employment checks?

Checks are carried out when you are given a conditional offer and before a formal offer of employment can be issued. These could include:

- Right to Work in the UK
- References
- PVG/Disclosure Scotland
- New Employment Health Assessment
- Overseas Criminal Record Checks
- Registration with relevant regulatory or professional body, as per the job profile.

The information required will be detailed on the email sent to you with the conditional offer.

Any delay in providing the above information may impact on your start date, the conditional offer being withdrawn or payment of your salary.

How do you contact my referees?

We will contact your referees by email, so it is important that the correct email address is provided. If no email address is available, provide the full business address of each referee(s).

When will I receive a start date?

Once all your pre-employment checks have been received, your new line manager will contact you directly to arrange a start date.