

Application Guidance

Please read the following notes carefully before you start your application.

You should read the Role Scope and Specification fully before applying to ensure that you meet the essential criteria listed in the Person Specification. The decision to shortlist is based entirely on the information you provide at this stage.

You can stop and log out at any time and the details you have entered will be automatically saved. You may then continue at a later time by logging in with the same username and password. You may review what has been entered at any time, by clicking on the Print Preview button on this page.

Please note the closing date for the position for which you are applying. The online facility may allow you to submit your form after the closing date but please note that your application will not be considered if it is received after the closing date/time.

You will be sent a receipt of application email.

Shortlisting will take place within the week immediately after the closing date and all applicants will be notified of the outcome of their application. Please note that depending on your email security settings, further correspondence relating to this vacancy may appear in your Junk Inbox.

Tandridge District Council may seek to verify or validate submitted documents, including qualifications to safeguard against forgery, identity fraud and to prevent illegal working.