



WORKING TOGETHER

Chorley
Council

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How to apply

Applications

To apply for a role, you'll need to create a profile. You'll be asked to input some basic information and upload a CV. This only takes a couple of minutes.

Once you've created your profile, you'll be able to apply for a job. Find the role you're interested in, and hit the 'apply' button!

We'll send you an email to let you know we've received your application (check your junk or spam inbox if you can't find it). We'll then keep you updated on your application and be in touch with more information if necessary.

Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert early.

Interviews

If you're selected for an interview, we'll contact you by telephone or we'll email you asking you to select an interview slot.

Our interview process differs from role to role, but it will typically include an in-person interview. For some roles, we may arrange a telephone interview or Teams interview with you.

To help us understand all your skills, we might ask you to complete a task or presentation at the interview. We'll always let you know when we invite you to an interview whether there will be a task or presentation.

Guaranteed Assessment Scheme

We have made a commitment to improve the employment opportunities for people with disabilities and ex-military personnel.

During the application process you will be able to indicate if you meet any of the criteria under the guaranteed assessment scheme and if you do, you will be shortlisted for assessment if you meet the essential job role criteria.

Whether you are applying under the scheme or not, if you are disabled we will ask you to let us know if you need any adjustments during the recruitment process.

We're committed to making our recruitment practices barrier-free and accessible to everyone. This includes making adjustments for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, please [contact us](#).

Equality and Diversity

We care about providing equal opportunities and positively welcomes applications from candidates irrespective of sex, marital status, race, colour, nationality, ethnic origin or disability. During the application process you will

be asked about equality and diversity information. The information you provide assists us in monitoring this policy and helps us improve how we do things.

Any information you provide in this section will be removed prior to shortlisting, and is **not** available to hiring managers.

The details you disclose will only be used for monitoring and reporting purposes and will be held in accordance with the UK General Data Protection Regulation and any other subsequent legislation.

- **Alternative ways of applying**

If you are unable to complete an online application for any reason you should contact us online.

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[Recruitment equality monitoring](#)

[Applicants with disabilities](#)

