

## How to Apply

We want to make the process of applying as straight forward as possible. To this end, we ask that your application consists of the following:

- A covering letter, no more than four pages in length, which addresses and provides evidence against the criteria, set out in the Person Specification. The covering letter provides you with the opportunity to explain your motivation for applying, as well as highlighting how your experience and achievements fit with the requirements of the role. As such, it is an important part of the application process.
- A copy of your most recent and up to date curriculum vitae.
- Please also provide details on two employer referees, which should include your current or most recent employer. Please note that references will not be taken without your permission.

Once you have completed your application, please click on the relevant Apply link to upload your Curriculum Vitae and Covering Letter. All applications will be acknowledged. You will be informed of the outcome of your application no later than Friday 24<sup>th</sup> December.

### Recruitment timetable

<b>Closing date</b>	Monday 20 <sup>th</sup> December
<b>Preliminary Interviews (via MS Teams)</b>	w/c 3 <sup>rd</sup> January
<b>Stakeholder Panels</b>	Tuesday 18 <sup>th</sup> and Wednesday 19 <sup>th</sup> January
<b>Final Member Panel</b>	Monday 24 <sup>th</sup> January

### Further information

For an informal conversation about Southend-on-Sea, please contact Mark Bearn of Hays Executive on 07872 672290 or email [mark.bearn@hays.com](mailto:mark.bearn@hays.com)