

## **Recruitment**

FAQs regarding recruitment.

### **Current vacancies**

All vacancies are advertised on [www.eastlothian.gov.uk](http://www.eastlothian.gov.uk) and [www.myjobscotland.gov.uk](http://www.myjobscotland.gov.uk)  
All vacancies are also advertised at the Job Centre, S1 Jobs, Jobs in Scotland and Monster.  
Some teaching vacancies can also be advertised in TESS.

### **How long are vacancies advertised?**

Vacancies go live each Friday and remain open for 16 days or in some cases open for 9 days only, all vacancies close at midnight on a Sunday.

### **Submitting an application after the closing date has passed**

We will not accept any applications for an advertised position after the closing date and time have been reached unless there has been a problem with the MyJobScotland website. Problems with an individual's internet access or PC operation is outwith our control.

### **Who is eligible to apply for an Internal Only vacancy?**

- All current ELC employees may apply.
- Casual workers and agency staff may apply but must be undertaking work for East Lothian Council at the time the vacancy is being advertised.

### **Applying for an advertised position**

On-line via the MyJobScotland website above.

Or

Request a paper application pack from Human Resources on X7911

### **For those without a PC or Internet Access**

PCs are available for use by members of the public in all libraries across East Lothian.

### **CVs**

We do not accept CVs for any advertised vacancies

### **Apprenticeships**

When available they are advertised on the websites stated above.

### **Supply Teaching**

Our supply posts are advertised on line as above on the same websites.

We have supply lists for Primary Teachers, Secondary Teachers, Nursery Nurses and ASN Auxiliaries

### **Completing Multi Applications**

You must complete one application at a time. An incomplete application must be submitted before another application can be started (this applies for ALL local authorities across Scotland).

### **Short-letting of applications**

Short-letting is carried out by the recruiting manager for each advertised vacancy. Applicants will receive an e-mail informing them if they are to be invited for interview or if they are unsuccessful. Applicants should receive notification within 2 weeks of the vacancy closing date. Please note that larger campaigns may take longer.