**Deadline of applications**

The deadline for completed applications is 23.59 on the date given on the current vacancies page. Please ensure that we receive your application before this time as we are unable to accept late applications. We try to consider all applications received and make a decision on who we would like to invite for an interview within two weeks of the application closing date. However for popular roles where we have received a high number of applications, it may take us a little longer. We contact all candidates to notify them of the outcome of their application.

If you need to speak to a member of the GLA Resourcing Team about your application please email glajobs@london.gov.uk or contact us by phone using the reference number quoted on the vacancy advert.

**Recruitment Monitoring Questionnaire**

For each application you submit you will be asked to complete a Recruitment Monitoringform.  This form is separate from your application form and is not shared with the selection panel. The Recruitment Monitoringform is reviewed by the GLA Resourcing Team and the Senior Organisational Development Manager at the MOPAC. The information you provide in this form is used to monitor the fairness of our selection procedures.

The disability section of the Recruitment Monitoringform is used by the GLA Resourcing Team to identify those candidates who have declared a disability and should be considered under the Guaranteed Interview Scheme.

**Guaranteed Interview Scheme**

The MOPAC is committed to the employment and career development of disabled people. As part of this commitment we operate a guaranteed interview scheme for disabled applicants who meet the minimum criteria for the role.

 **The Selection Process**

The selection process will vary depending on the role, but as a minimum you should expect to complete an application form and if shortlisted, attend a panel interview. For many roles we ask candidates to complete a test exercise in addition to their interview. Applications are made on the understanding that the MOPAC has the right to reject any applicant without giving a reason.

 **References**

References will be taken up prior to making a formal offer of appointment . References must be satisfactory to the MOPAC. You should give the names of two people who can act as referees, one of these must be your present or most recent employer.

 **Verifying your identity and right to work in the UK**

All job offers will be subject to confirmation that you are permitted to work in the United Kingdom in accordance with the provisions of the [Immigration, Asylum and Nationality Act 2006](http://www.legislation.gov.uk/ukpga/2006/13/contents).

Under sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 an employer can be guilty of a criminal offence if it employs someone who is subject to immigration control who does not have permission to be in or work in the United Kingdom. The successful applicant will be required to provide the original of one document identified in the Act. You will be advised of the acceptable documents if an offer of employment is made.

**Security vetting**

All appointments will be subject to full security clearance. To facilitate security clearance you will be asked for a copy of your passport and other identification documents. A criminal record check will form part of the security clearance process.

You are eligible to apply for a position with MOPAC providing you;

·         have the legal right of employment in the UK; and are a citizen of the UK, the

 Commonwealth or European Union,

·         have resided in the UK continuously for the last three years

·         are free from serious financial difficulties.

**Medical**

All job offers will be subject to satisfactory medical clearance. We will ask you to complete a medical questionnaire which will be sent to our occupational health medical advisor. You may be asked to undergo a medical.

**Political Restriction**

Under the Local Government and Housing Act 1989 (as amended by the Police Reform and Social Responsibility Act 2011) all members of staff of the MOPAC will be politically restricted without the right to apply for an exemption).