



**East Hertfordshire District Council  
Chief Executive Recruitment**

**How to Apply**

- Please apply by submitting a CV and supporting statement, which outlines your motivation for applying for the role and how you meet the person specification. The document should be no more than 4 sides of A4 in length. Please ensure that you address the key requirements set out in the Job Description and Person Specification.
- Ensure any gaps in employment and education history are fully explained on your CV. We will verify this information during the recruitment process.
- Let us have details of two referees; one should ideally be your current employer. We will only approach referees with your permission and if you are shortlisted.
- Please complete the Equal Opportunities Monitoring Form when you upload your details; we are keen to ensure that all our jobs are accessible to all members of the community and use this data to monitor our progress in doing this.
- No applications will be accepted once longlisting for the post has begun.
- Following longlisting, you will be contacted directly by EELGA to update you on the status of your application.

**The deadline for the application is 09:00 on Thursday 24 January 2019. Please submit your application to: [sarah.golding@eelga.gov.uk](mailto:sarah.golding@eelga.gov.uk).**

The following timetable sets out key dates in our recruitment process. Please ensure that you mention in your cover letter any dates which present a problem for you.

<b>Milestone</b>	<b>Date</b>
Closing Date	09:00 on 24 January 2019
Longlist Decisions	28 January 2019
Initial Interviews with EELGA	04 – 07 February 2019
Shortlist Decisions	08 February 2019
Assessment Centre & final Panel Interviews in Hertford	14 – 15 February 2019

For a confidential discussion about this role, please call Anne Gibson, Executive Associate at EELGA on 07808 809707.

Candidates who would like to discuss the role with the outgoing Chief Executive, Liz Watts, or to arrange a discussion with Linda Haysey, Leader of the Council, please call Kate Collins, 01992 531650