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| Phone 1 UpsetJob rejection letterSocial worker 2 | **Interview Outcomes**If you do not get the job you will get a formal email from myjobscotland.If you want feedback, contact thePeople Help Desk on:**01698 403 151.** They will ask the Hiring Manager to contact you. This gives you a chance to hear what went well and what you need to work on. |
| Job offer letter | If you are getting the job you will get a formal email from myjobscotland. This is called: **The Preferred Candidate Notification**This means we are offering you the job. |
| Checklist writeNational insurance cardChecklist writeIdentity card 2 | Before you can start there are some things we need to do. These are called pre- employment checks.These can include: * Your bank details (for your wages)
* HMRC checklist (for your tax and national insurance)
* Criminal Conviction form (to let us know if you have any previous convictions) \* This does not always mean you will not be offered the job\*
* Health questionnaire (to help us support any needs you have so you can do the job)
* Disclosure – PVG (this is a check that is needed for certain jobs such as care)
* References (we will write to your referees, including your most recent employer)
* Additional information (this is proof of your identity and qualifications)
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| Information sign**North Lanarkshire Council logo** | When we get all the information needed, we will contact you with a start date.We will then tell you:The time* Date
* Where to report
* Who to report to

**Welcome to North Lanarkshire Council** |