

Purpose

The Guaranteed Interview Scheme is a programme that provides certain benefits to applicants based on specific criteria to ensure we offer fair and inclusive recruitment practices and provide equal opportunities for all.

Value

The council is an equal opportunities employer and recognises that a diverse workforce, coming from all sections of the community, can improve services by offering differing skills, experiences, backgrounds and cultures.

Our guaranteed interview schemes are tool to enable us to achieve this by providing support to people who face barriers to employment.

Armed Forces Covenant

Cumberland Council is committed to giving fair support to members of the armed forces, veterans and their families whilst recognising and remembering the sacrifices they have made. This is set out in the [Cumbrian Armed Forces Community Covenant](#) which was signed by Cumbria County Council and other partners in September 2013. The covenant means that the Council, its partners and the wider community in Cumbria, will offer recognition, consideration, help and support to the Armed Forces community, addressing issues such as housing, health care, welfare employment and help in the community.

Disability Confident Employer

Cumberland Council is also committed to creating an inclusive and supportive workplace environment where the talents and contributions of disabled individuals are valued and celebrated and where equal opportunities are afforded to those who consider themselves to be disabled under the Equality Act 2010.

Support For Care Leavers

As a proud corporate parent, the council also understands that transitioning from care to independent living can present unique challenges, especially when it comes to entering or re-entering the workforce. That's why we're proud to offer support through equal opportunity to those who identify as a care leaver.

Eligibility

If applicants meet the essential criteria for a job role and answer 'yes' to one or more of the following conditions on their application form, they are guaranteed an interview:

- Those who consider themselves disabled as defined by the Equality Act 2010
- Those in care or have left care and are aged 24 and under
- Armed forces service leavers whose last long-term substantive employer was the armed forces

Where the candidate is an armed forces service leaver, only externally advertised roles and external candidates will be in scope as the candidate's last long-term substantive employer must be the armed forces.

Where roles are re-advertised and applicants apply again, provided they have already been interviewed for the post but have been unsuccessful, they are not guaranteed another interview under any of the schemes.

Manager Responsibilities

During the shortlisting process, managers should identify from the candidate's application whether they have indicated that they meet the set criteria for a guaranteed interview.

If they do meet the criteria they must be invited to interview for the role alongside other applicants you would've shortlisted. This will ensure a guaranteed-interview candidate does not displace another candidate that also meets the essential criteria, thus widening the shortlist and ensuring the equality of opportunities.

A guaranteed interview is not a guaranteed offer of employment. It is a commitment to offering a fair and inclusive selection opportunity and our selection processes will ensure we appoint the best candidate for the job.

At interview, candidates shortlisted due to our guaranteed interview scheme should be given equal opportunity and asked the same questions as any other candidate.

Candidates who are armed forces service leavers should be asked to bring their Military Service Records pack to the interview to evidence their eligibility. This is expected to cover:

- Discharge notice for those within 12 weeks of leaving the Armed Forces
- Service record evidencing date of discharge for those who have left the Armed Forces

As a hiring manager, you need to ask the candidate to show you this pack and verify the individual's military service record to determine that they are eligible for the guaranteed interview.

Document Version Control

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Change History

Version	Date Reviewed	Author	Changes Made
Version 1.0	30/1/2025	Senior Recruitment & Retention Partner	Produced guidance to summarise the council's guaranteed interview schemes to help recruiting managers.
Version 2.0	24/6/2025	Recruitment & Retention Manager	Amended guidance based on stakeholder feedback, clarify terminology and reference our commitments as a corporate parent, a Disability Confident Employer and under the Armed Forces Covenant.