



Recruitment Application Process

Job Application

Your application process will start once you click on the 'Apply for this Position' button and select a role that you feel you are suitably matched to.

Throughout the application process you can click 'Save for later' which will allow you to complete the application at another time.

Personal Details

You will be asked to provide information covering personal details, interview availability, potential start dates and your most recent place of employment.

Fields marked with an asterisk * are mandatory.

When you have completed your personal details you will need to click 'Submit' to proceed to the next stage.

Equality & Diversity

You will be asked to complete Equality and Diversity questions on Disability, Nationality, Ethnicity, Gender and Age.

All information will be treated as confidential and processed in accordance with the Data Protection Notice on the application.

When you have completed the Equality and Diversity information you will need to click 'Next' to proceed to the following stage.

Job Suitability

You will be asked to select responses to questions that are based on the assessment criteria for your chosen role.

Based on your responses you will receive a message advising you of your suitability to the role. At this stage you can decide whether or not to proceed with the remainder of the application process.

If you decide to proceed with your application you will need to click 'Yes – I would like to continue with my application' and 'submit'.

If you decide not to proceed you will need to select 'No – I wish to withdraw my application' and 'submit'.

Please note for any of our high volume campaigns your response to the assessment questions may result in your application being automatically withdrawn if you are scored as an unsuitable match for the role.

CV

You will be asked to upload your CV which can be received in a variety of formats and to a maximum file size of 4MB.

It is important to ensure that your CV covers your employment history and education/qualifications and includes evidence of your ability to meet the assessment criteria found in the job specification.

Your employment history should include the company name, dates of employment, salary, job title, responsibilities and reason for leaving.

Your education/qualifications information should include the level of award, subject taken, grade awarded and the date awarded.

We ask that you remove all Personal Details and Equality and Diversity information from your CV including your Name and Address, Gender, Age, Ethnicity, Disability, Nationality, Family Status, etc.

Once your CV is ready to be submitted you need to select the type of file you are uploading, browse for the file and then click 'Upload' and 'Next'.

If you prefer to email your CV you will need to 'Click here to email'. The process may take 10-15 minutes and you will need to refresh the screen to ensure the file has been sent.

Supporting Information

You will be asked to provide supporting information as part of the application process. This will give you an opportunity to highlight your key skills and experience and demonstrate your suitability for the role.

We ask that you do not include any Personal Details and Equality and Diversity information from your supporting information including your Name and Address, Gender, Age, Ethnicity, Disability, Nationality, Family Status, etc.

You will need to upload your supporting information which can be received in a variety of formats and to a maximum file size of 4MB.

Once your supporting information is ready to be submitted you need to select the type of file you are uploading, browse for the file and then click 'Upload' and 'Submit'.

If you prefer to email your supporting information you will need to 'Click here to email'. The process may take 10-15 minutes and you will need to refresh the screen to ensure the file has been sent.

Time Not Accounted For

You should provide details in this section about any time that is unaccounted for in your CV in education or employment over the last 10 years.

This is a mandatory field so if all your time is already accounted for in your CV please type 'Not Applicable'.

To proceed to the next stage you will need to click 'Submit'.

References

We require references covering your last three years of employment. These must be provided by your line manager or your Human Resources department.

Academic references can only be accepted if you do not have three years employment history.

You will need to provide the Name, Position, Organisation and Contact Details of each of your referees and the period of time the reference covers.

We ask that you tick a box if you are happy for us to contact with your current employer once a provisional offer of employment is made.

When you have completed your references you will need to click 'Submit' to proceed to the next stage.

Employment History

This section is optional and only needs to be completed if your CV does not contain the requested information.

If you choose to skip this section please click 'Information included in CV' and 'Submit'.

If you choose to complete this section you should fill in all the fields including the company name, dates of employment, salary, job title, responsibilities and reason for leaving. When you are ready to proceed to the next stage you will need to click 'Submit'.

Education & Qualifications

This section is optional and only needs to be completed if your CV does not contain the requested information.

If you choose to skip this section please click 'Information included in CV' and 'Submit'.

If you choose to complete this section you should fill in all the fields including the level of award, subject taken, grade or class awarded and the date of the award. When you are ready to proceed to the next stage you will need to click 'Submit'.

Submitting Your Application

The final stage of the application process requires you to read our Data Protection Notice and if you agree with the declaration you will need to click 'I agree' and 'Submit'.

Shortly after you have submitted your application you will receive an email acknowledgement to your nominated email address and the first stage of the application process will be concluded.