

Online Application Guide

If you are using Word to view this document holding Ctrl and left clicking on the text in the contents table will take you to that page.

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Applicant Information

Getting started

Before you start filling in your application form, please read the job outline and employee specification to ensure the job is suitable for you and you meet all the essential requirements.

It will save time if you gather the following information before you start to fill in your application form:

- National insurance number
- Employment history
- Qualifications
- Referee contact details

If you are likely to complete several application forms for different vacancies, it can save time to prepare your supporting statement in a Word document and then copy and paste the relevant information into the application form.

Guidance

If you are having any problems applying, please contact us at recruitment.services@eastriding.gov.uk or call 01482 391238. We are open:

Monday – Thursday 8:30am - 5:30pm

Friday – 8:30am – 4:30pm

Supported browsers

Internet Explorer 11+

Google Chrome 50+

Firefox 46+

Safari 9+

General Information

Adverts close at 12 midnight on the closing date.

Data such as personal information, qualifications and employment history will save in the first application form you complete and pre-fill into future application forms.

Free text fields such as the Skills, Knowledge and Experience page will not be saved.

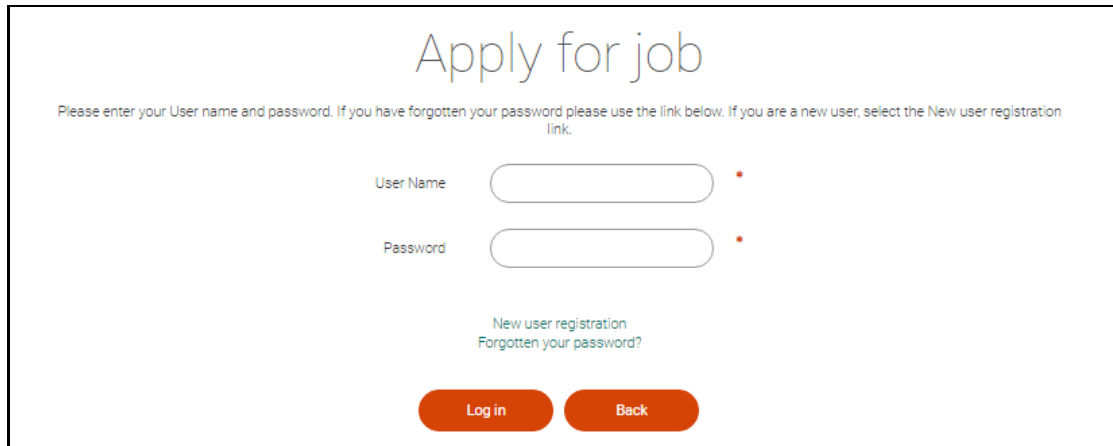
You must complete all the mandatory fields marked with *.

Only information explicitly given in the application form can be used by those shortlisting – no inferences must be drawn and only candidates meeting all the essential criteria on the employee specification can be shortlisted.

Your Account

New Users

New users will be asked to register when you find a vacancy you wish to apply for and click on the 'Apply' button. You will see the screen below and need to click on the 'New user registration' button.



The screenshot shows a login page titled "Apply for job". Below the title is a message: "Please enter your User name and password. If you have forgotten your password please use the link below. If you are a new user, select the New user registration link." There are two input fields: "User Name" and "Password", each with a red asterisk to its right. Below the fields are two links: "New user registration" and "Forgotten your password?". At the bottom are two orange buttons: "Log in" and "Back".

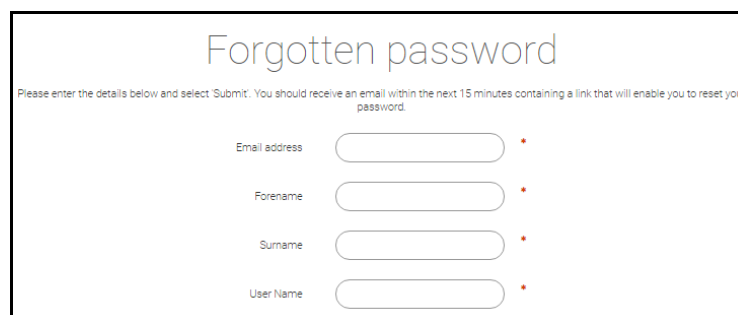
You will be asked to enter your name and email address and create a username and password for your account. Usernames must be a minimum of 6 characters in length and contain letters and numbers. Passwords must be a minimum of 6 characters.

Existing users

Existing users should login via the 'Login' link at the top of the webpage with your existing username and password. Please do not allow anyone else to use your account details as this may compromise your iTrent details.

Forgotten password

If you have forgotten your password, you will need to use the Forgotten Password facility accessed via the 'Login' link. You will need your user name that you first created the account with.



The screenshot shows a page titled "Forgotten password". Below the title is a message: "Please enter the details below and select 'Submit'. You should receive an email within the next 15 minutes containing a link that will enable you to reset your password." There are four input fields: "Email address", "Forename", "Surname", and "User Name", each with a red asterisk to its right.

Please note that if you forget your username before completing your first application form, this information is not stored in an accessible part of the system, so you will have to re-register with a different email address. If you have already applied, the Recruitment Team can assist you with a reminder of your username - please contact them on 01482 391238 between 9am and 4.30pm or email recruitment.services@eastriding.gov.uk

Job Search

Searching for all jobs

To search all of the vacancies open to external applicants, you can just click ‘Search’ at the bottom of the screen. To tailor your search results for specific types of job or locations, please use the options in the search boxes provided. If you have a specific Advert Number, you can search for this using the ‘job title’ search box.

The screenshot displays a job search interface with the following components:

- Job title:** A text input field with the example text "Example: Social Worker, Teacher, Cleaner".
- Key words:** A text input field with the example text "Example: Payroll, Admin, HR".
- Employment type:** A dropdown menu with options: All, Casual, Permanent Full Time, Permanent Part Time, Temporary Full Time, and Temporary Part Time.
- Location:** A dropdown menu with options: All, Beverley, Bridlington, Brough/Gilberdyke/North, Cave/South Cave, Cottingham, Driffield, and Flamborough/Sewarby.
- Job category/type:** A dropdown menu with options: All, Administrative/Clerical, Apprenticeships, Care/Social Work, Caretaking/Cleaning, Catering, Economic Development, and Education - Adults.
- Order search results by:** A dropdown menu with options: Application closing date, Date posted, Job title, Location, and Salary.
- Results per page:** A dropdown menu currently set to 10.
- Search:** A prominent orange button at the bottom center.

Vacancies only open to internal applicants

There is a link on the job search page to view and apply for these vacancies. Once you have clicked to apply for one of these vacancies, you will be asked a screening question as below:

The screenshot shows a screening question with the following elements:

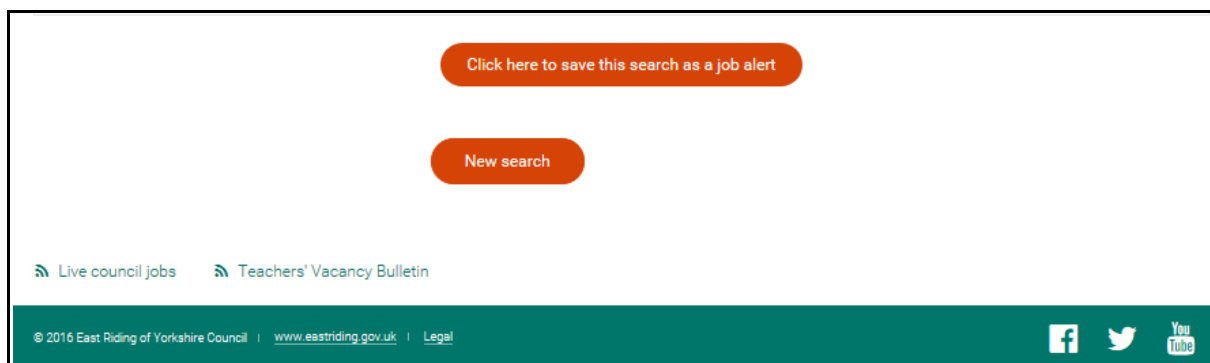
- Question: "This post is only open to applicants who already work for East Riding of Yorkshire Council. Are you an internal applicant?"
- Radio buttons for "Yes" and "No".
- A horizontal line for a text response.
- Two orange buttons at the bottom: "Cancel" and "Continue".

Internal applicants are those who:

- have a permanent or temporary council contract
- work for the council via a recruitment agency
- are apprentices employed by East Riding of Yorkshire Council or learners registered on a pre-apprenticeship programme with East Riding of Yorkshire Council
- are registered on the council's WorkLink or Work Choice schemes
- are staff in joint arrangement posts who have a contract issued by East Riding of Yorkshire Council

Job alerts

After you have searched with the criteria you require, if you go down to the bottom of your results page you can save your search as a job alert.



When new vacancies arise that match your search criteria, you will be notified via email.

Reviewing your job alerts

All the job alerts you have saved with show on your My Profile page accessible via the link at the top of the search screen.

If you no longer wish to receive alerts, you can click to remove the job alert.

My Applications page

This page records all your submitted application forms and the part-completed ones still in progress. For completed applications, you can tick a box to select an applicant and get a copy of the form emailed to you.

My Profile page

This page allows you to manage your job alerts and click through to amend your account log-in details.

Applying for a job

Application form summary page

Once you find a job you wish to apply for and click 'apply online', you will be asked to register or log in and will then be taken to the summary screen below which lists on the left the application form pages to be completed.

Application summary
Catering Assistant (R) HRSS000009

Please complete the application pages as listed below. The icons will indicate with a green tick when a page is completed to help you to track your progress. You can complete part of the form and come back to finish it later. Fields marked with the * symbol are mandatory.

The form will time-out if you have not clicked 'Save' for 60 minutes. To avoid any loss of data, please save your application regularly using any of the 'Save' buttons at the bottom of each page.

You can only submit your application when all the pages are complete and the 'Apply' button is activated.

Application pages

- Personal Details
- Additional Personal Details
- Education, Qualifications and Training
- Current & Previous Employment
- Skills, Knowledge and Experience
- Driving Licence Details
- Criminal Record Declaration
- References
- Candidate Information
- Workforce Monitoring Information

Other options

- Print preview (Opens in new window)

Icon guide

- Mandatory field
- Help icon guide
- Mandatory fields complete
- Mandatory fields incomplete

The apply button will be activated when all mandatory fields have been completed. Please note as an ESS user, your basic details will pre-fill into your application form from your ESS account details. If you need to update or add any information that is not editable in the application form, you will need to log into your ESS account to make these amendments.

Apply

Selecting delete will permanently remove your application.

Delete

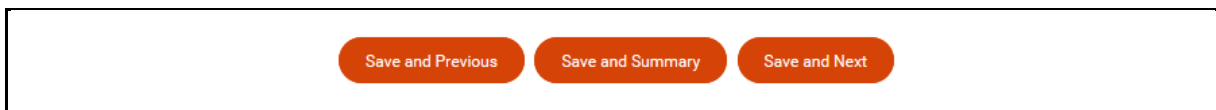
For reference, the application closing date and job details are shown below.

Job details

Job title	Catering Assistant (R) HRSS000009
Job reference	HRSS000009
Location	Bridlington
Salary	SCP 7 £7.11 per hour
Application closing date	28/05/2016



Good luck with your application.

Once you have completed a page of the application form, you have various options at the bottom of the screen as shown below:



'Save and summary' will take you back to the application summary page, while 'Save and Previous' will take you back a page and 'Save and Next' will take you to the next page of the application. Please do not use the 'Back' option in your browser to return to a previous page – use the buttons

at the bottom of each page to move on to the next page in the application form, go back to the previous page or return to the summary page.




Once you have completed a page, you will see a tick  next to the name of the page on the summary page. If you do not fill in all the mandatory fields on a page and click on 'save', the summary page will still show an exclamation mark  next to the page name. You will not be able to submit your application form, until each page has a tick next to it.

Personal Details page

Personal details

Please check your name (legal name as on identity documents), date of birth and National Insurance number are correct as these will be used on the payroll system if you are appointed.

Personal Details

Title	<input type="text" value="Mr"/>  *
Forename	<input type="text" value="Test"/> *
Surname	<input type="text" value="Surname"/> *
Date of birth	<input type="text" value="10/04/1992"/>  *
Social security number	<input type="text" value="NI123456A"/> * 

Please note if you amend/correct your name in the application form and save the page, this will only amend your name within the form and does not amend it in your account log-in details, as shown at the top of the page. This means that when you next log-in, should you need to use the 'Forgotten password' option, the name details requested on this page will still be the original ones you registered with and not your amended name as in your application form.


To amend your name in your log-in details, click on the 'My profile' link and then on the link to update your personal details. You would also need to visit this page if you ever wish to change the email address registered to your account.

Contact Details

Please ensure you provide a current email address as all correspondence regarding this vacancy will be sent to this address.

Contact Details

Please supply a contact email address and a contact telephone number. The council's preferred method of contact is via email.

Email address	<input type="text" value="emailaddress@gmail.com"/> * 
---------------	---

[Click here to add another entry](#)

Address Details

Address Details

Address type	Home <input type="checkbox"/>	<div>Make you select the correct address type.</div>
House Name	<input type="text"/>	
Number/Street	13 Oakdale	*
Local Area	<input type="text"/>	
Post Town	Fake Town	*
County	East Riding of Yorkshire	
Post Code	Post Code	*
Country	United Kingdom <input type="checkbox"/>	<div>While this field does not show as mandatory you do need to fill it in.</div>
Mailing address	<input checked="" type="checkbox"/>	

Click 'Save and Next' to move to page two. If you want to take a break, click 'Save and Summary' to save your progress and come back to it later.

Additional Personal Details Page

Preferences

Preferences

If there are alternative locations, hours, days or grade options for this post, please indicate below the options you wish to be considered for.

Details

If the advert has details of multiple options re: hours/days /location, use this box to indicate your personal preferences

Additional personal details

The answers to these questions will not pre-fill to future applications.

Are you a current employee of East Riding of Yorkshire Council? *

Are you applying for this post as a redeployee? * i

Period of notice required in current post

Do you have a family/close relationship to a Senior Officer of this authority? *

If yes, please give name(s) and relationship

HCPD Registration Number (if applicable) i

Redeployees are those on East Riding of Yorkshire Council's redeployment register while the advert is live.

You are asked to declare any family or close relationship with a senior Officer of the council.

HCPD registration number is required if you are applying for a vacancy as a social worker, occupational therapist or educational psychologist.

Qualifications and Learning Page

Qualifications

Please input all the qualifications that are essential for the vacancy you are applying for and any others you consider relevant to the post. These details will save and pre-fill into future applications.

The screenshot shows a form with the following fields and callouts:

- Place of learning:** A text input field.
- Subject:** A dropdown menu with a list of options: "Please select", "A1, A2 or other Assessor Award", "Accounting", "Accounting & Business", "Accounting & Finance", "Activity Provision in Social Care", "Administration", "Adult Social Care in Northern Ireland Induction", "Adult Trainers Award", "Advanced Award in Social Work (AASW)", and "Advanced Business".
- Qualification level:** A dropdown menu with "Please select" as the current selection.
- Qualification/achievement/grade:** A text input field. A callout bubble points to this field with the text: "The date format is DD/MM/YYYY".
- Qualification date obtained:** A date picker input field.
- Buttons:** "Add" and "Remove" buttons are located at the bottom left of the form.

Use the add button to add your qualifications. This process can be repeated as many times as necessary.

If you have entered a qualification incorrectly use the edit button to change it or remove it.

School
Mathematics
A-Level
A
01/09/2014

Edit

Learning and Professional Body Memberships

Please enter all the courses and training that are relevant to the vacancy and any relevant memberships of professional bodies in these sections. The 'Add' and 'Remove' buttons work as for qualifications.



Employment History Page

Employment History

If you are completing an application form for a vacancy for a non-teaching post, you will see the screen below. Teachers will have a different screen which asks in detail about their current teaching post and then has a separate section to add previous employment history as below.

The screenshot shows a form for adding employment history. It includes fields for Job title, Job details, Salary, Employment start date, Employment end date, Reason for leaving, Company name, and a detailed address section (House Name, Number/Street, Local Area, Post Town, County, Post Code, Country). There are 'Add' and 'Remove' buttons at the bottom. Two callouts provide additional information: one about the date format (DD/MM/YYYY) and another about choosing 'Other' as a reason for leaving if no specific reason is found.

Job title	<input type="text"/>
Job details	<input type="text"/>
Salary	<input type="text"/>
Employment start date	<input type="text"/>
Employment end date	<input type="text"/>
Reason for leaving	<input type="text" value="Please select"/>
Company name	<input type="text"/>
House Name	<input type="text"/>
Number/Street	<input type="text"/>
Local Area	<input type="text"/>
Number/Street	<input type="text"/>
Local Area	<input type="text"/>
Post Town	<input type="text"/>
County	<input type="text"/>
Post Code	<input type="text"/>
Country	<input type="text" value="Please select"/>

The date format is DD/MM/YYYY

If you cannot find a reason that is right for you, please choose 'Other' and complete the 'Other reason for leaving' section with details

Employment Gaps

For posts working with children or vulnerable adults, you are asked to give details of any gaps in your employment history in this section.

Employment Gaps

Please explain here any gaps in employment - include periods of unemployment, study, travelling abroad, voluntary work, bringing up a family, part time work or multiple employment.

Gap in employment history? Please select ▼ *

If Yes, please give details including date of gap

Supporting statement

This page will appear as below if you are completing an application form for a corporate (non-school) vacancy. Please refer to the employee specification and provide examples of how you meet each competency in the relevant box. The council's Competency Framework booklet is available to download to assist you. For schools vacancies, you need to compose your supporting statement based on the employee specification but competencies are not used.

Skills Development	<input style="width: 100%; height: 40px;" type="text"/>
	*
Understands Customers	<input style="width: 100%; height: 40px;" type="text"/>
	*
Communication	<input style="width: 100%; height: 40px;" type="text"/>
	*
Delivers Outcomes	<input style="width: 100%; height: 40px;" type="text"/>
	*

The competency approach looks at behaviours that are required to carry out the post duties and encourages applicants to provide specific examples of their transferable skills and previous relevant experience. An example of being organised when juggling multiple demands at home or support shown to others demonstrated whilst working in the voluntary sector may be very relevant and demonstrate the required behaviours.

Driving Licence Details Page

This page is for entry of basic Driver Details for all vacancies and asks for more detailed information if the job you are applying for will require you to drive for work, even if infrequently.

Driver Details

Do you hold a full valid driving licence?	<input type="text" value="Please select"/>	*
Do you have the use of a car?	<input type="text" value="Please select"/>	*

Driving Licence Details

Driving Licence Details

Please complete this section if the job you are applying for will require you to drive, even if this is just on an occasional basis to attend training courses or meetings.

Licence number	<input type="text"/>
Licence categories	<input type="text"/>
Licence issuing country	<input type="text" value="Please select"/>
Licence valid from date	<input type="text"/>
Licence valid end date	<input type="text"/>
Currently disqualified from driving	<input type="checkbox"/>

Driving Convictions

Do you have, or have you had in the last 5 years, any of the following driving convictions?

Dangerous/reckless driving (code DD)	<input type="text" value="Please select"/>
Driving whilst under the influence of drink/drugs (code DR)	<input type="text" value="Please select"/>
Unlawful taking / Stealing (code UT)	<input type="text" value="Please select"/>
Failing to Stop / Failing to report an accident (code AC)	<input type="text" value="Please select"/>
Disqualification from driving for ANY offence (including totting up)	<input type="text" value="Please select"/>

Criminal Record Information Page

Criminal Record Declaration

You will see different sections and questions on this screen depending on whether you are applying for a post working with children or vulnerable adults or not.

For safeguarding posts, you will be asked about any disciplinary record and any other names you have been known by. A link is provided to the council's Policy on the Recruitment of Ex-Offenders and to the Disclosure and Barring Service website for information on the filtering of offences.



Do you have any offences to declare *

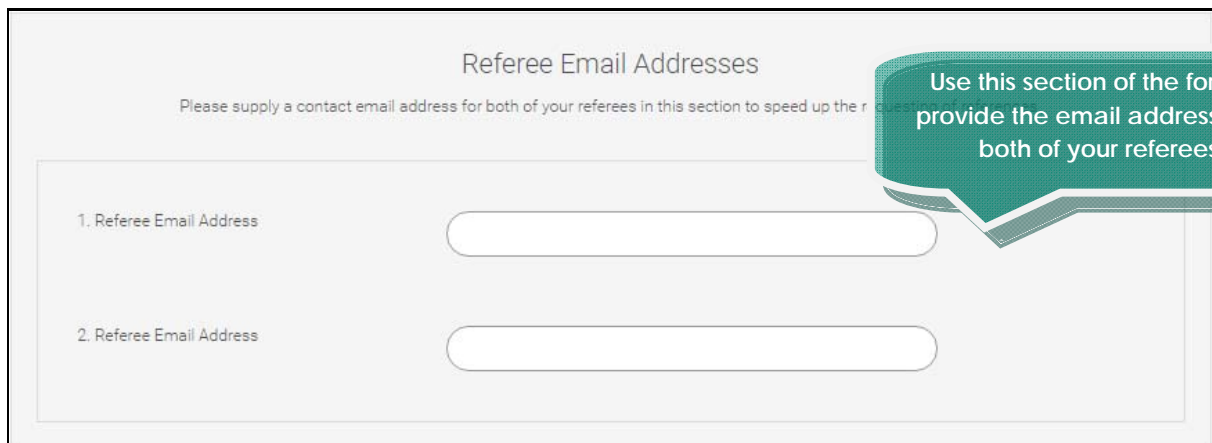
If Yes, please state the nature, date & place of the offence(s)

References Page

References

Please provide details of two referees (one for internal vacancies except those working with children or vulnerable adults).

The first section is for referee names and email addresses – please give these wherever possible to speed up the reference request process. The next section down (shown on the next page) is for referee addresses and telephone numbers.



Referee Email Addresses

Please supply a contact email address for both of your referees in this section to speed up the r

1. Referee Email Address

2. Referee Email Address

Use this section of the form to provide the email addresses for both of your referees

Referee Details

Referee name	<input type="text" value="Mr Referee"/> *
Reference type	<input type="text" value="Character"/> ⓘ
Referee job title	<input type="text" value="Boss"/>
Referee contact type	<input type="text" value="Home telephone"/>
Referee contact number	<input type="text" value="01430 123456"/>
House Name	<input type="text" value="House Name"/>
Number/Street	<input type="text" value="Random Street"/>
Local Area	<input type="text"/>
Post Town	<input type="text" value="Hull"/>
County	<input type="text"/>
Post Code	<input type="text" value="HU17 1J0"/>
Country	<input type="text" value="United Kingdom"/>

Please include referee title in the name field and the type of referee – employment or character in the type field.

Please provide the name of the company/organisation for whom your referees work at the start of their contact address

If you wish to remove a referee clicking "remove" will delete the details from the system.

Once you have completed the form click "Add" and this referee will be saved.

Referee contact

At the bottom of the page you will find a box to tell us if you do not wish for you referees to be contacted before interview.

Referee Contact

Referees may be contacted before interview.

Please indicate here if you do not wish this to happen

Candidate Information Page

Advertising media

We ask where you saw this vacancy or how you heard about it to help us advertise in the best and most cost effective places.

Advertising Media

Please enter below where you saw this vacancy advertised

Please state where you saw this vacancy advertised

*

Applicant Declaration

Please ensure you have read through all the information provided on this page before you complete the tick box to confirm the statements. Please note you will not be able to submit your application until this box has been ticked.

Tick to confirm acceptance *

Workforce Monitoring Information Page

The information on this page is for monitoring purposes and is not seen by the recruiting manager. In each of the questions – disability, age group, ethnic origin, gender and marital status there is an option in the dropdown which allows you not to declare the information should you not wish to provide it.

Nationality is asked for to assist in checking right to work in the UK, which is a legal requirement as part of the recruitment process – identity documentation to confirm right to work will be asked to be produced if you attend interview.

The medical declaration questions are used by Human Resources if you are the preferred candidate to determine whether you will need to complete a Health and Medical questionnaire to identify any aids or adaptations needed to support you in the job.