

# B&NES Web Recruitment User guide for Applicants

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# Getting Started

## Introduction

We are launching a new recruitment website in order to improve your experience when applying for jobs with us. The purpose of this user guide is to provide both internal and external applicants with guidance on how to apply for jobs at Bath & North East Somerset Council via our online recruitment portal.

If you have registered as a user on North Somerset Council's website, you can use the same username but must choose a new email address to register with us. If you are a B&NES employee, you can log in using your Employee Self Service details. If you are a new user, you can register either by applying for a job for the first time or by saving the job alerts (see the section on "Search for a job").

When you visit our site you will see a "Here to Help You" area with links to our Web Recruitment User Guide and other useful information, as well as a "Contact Us" area.

The image shows a screenshot of a website's 'Here to Help You' section. It features a vertical list of links: 'About Us', 'Applying for Jobs Online', 'Benefits of working for us', 'Employment Information', 'Recruitment Spotlight', 'Web Recruitment User Guide', 'Working with Children, Young People & Families', and 'Working with the Place Directorate'. Below these links is a 'Contact Us' section containing contact details for People Services at Bath & North East Somerset Council. Two red ovals highlight the 'Web Recruitment User Guide' and 'Contact Us' links. Two green callout boxes provide additional information: one points to the 'Web Recruitment User Guide' link, stating that a downloadable user guide is available to help navigate the site and application form; the other points to the 'Contact Us' section, stating that queries should be directed to the provided contact details.

**Here to Help You**

- [About Us](#)
- [Applying for Jobs Online](#)
- [Benefits of working for us](#)
- [Employment Information](#)
- [Recruitment Spotlight](#)
- [Web Recruitment User Guide](#)
- [Working with Children, Young People & Families](#)
- [Working with the Place Directorate](#)

**Contact Us**

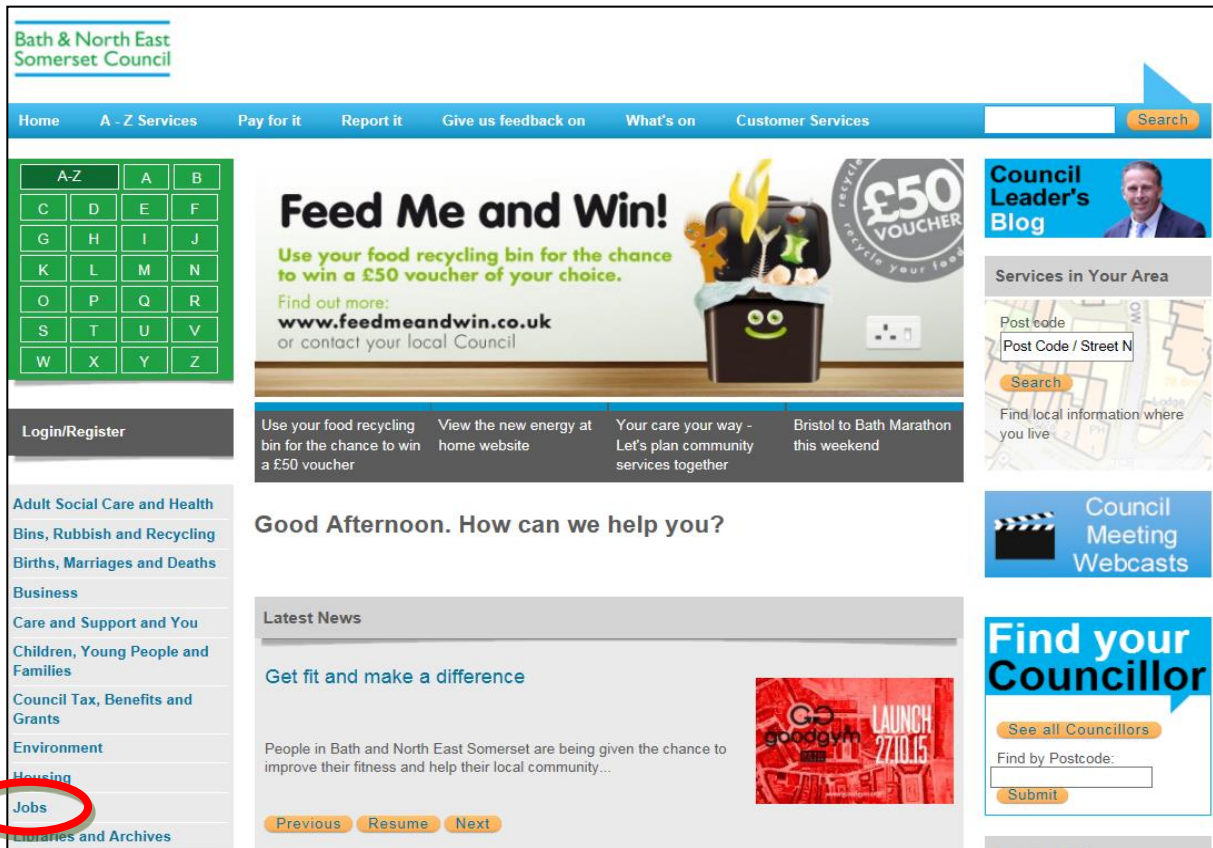
**People Services**  
Bath & North East Somerset Council  
Lewis House, Manvers Street  
Bath  
BA1 1JG  
01225 395146  
01225 396409 (24hrs)  
[recruitment@bathnes.gov](mailto:recruitment@bathnes.gov)

A downloadable User Guide is available to help you navigate our Jobs site and the application form.

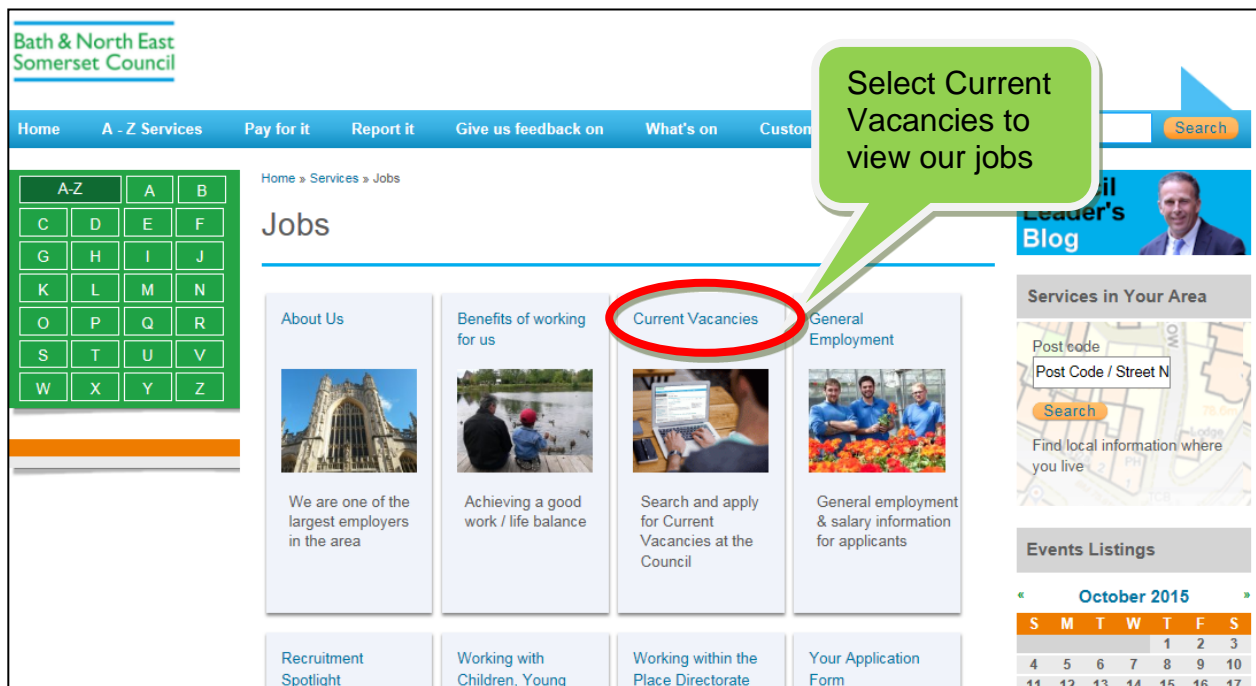
Should you have any queries, please contact us using the details below.

## How to view current vacancies

1. From our homepage, you can apply for jobs by selecting the 'Jobs' link.



2. You will be directed to the 'Working for Bath & North East Somerset Council' page. This page provides lots of useful information about working for the Council.



3. Clicking “Current Vacancies” will take you to a Search page where you can search by criteria. Further information on how to Search for Jobs can be found on Page 21.

### Job Search

Please enter your search criteria below and select Search. To search for more than one item in a list, select the multiple criteria required using the keyboard keys 'Ctrl' or 'Shift'.

To view a list of all our vacancies or if the job you are looking for is not appearing in the search results - leave the search boxes blank and just click 'Search'.

**New users** can register after clicking the "Apply Online" button shown on a job advert.

**Key words**

Example: Finance, Admin, Highways, School

**Salary band**

All

under 10k

10-15k

15-20k

20-25k

25-30k

30-40k

**Job category/type**

All

Administration/Clerical

Apprenticeship

Arts and Museums

Audit

Building Control

Building, Property and Valuation Services

**Order search results by**

Application closing date

Date posted

Job title

Key words

Location

Salary

**Results per page**

10

Search

## How to apply for a job

1. If you are an existing user, you will need to log into your account before you click 'Apply online' to enable your existing details to pull through on your application form.
2. If you are an existing member of staff of BANES Council, you will be able to log in using your ESS log in details.

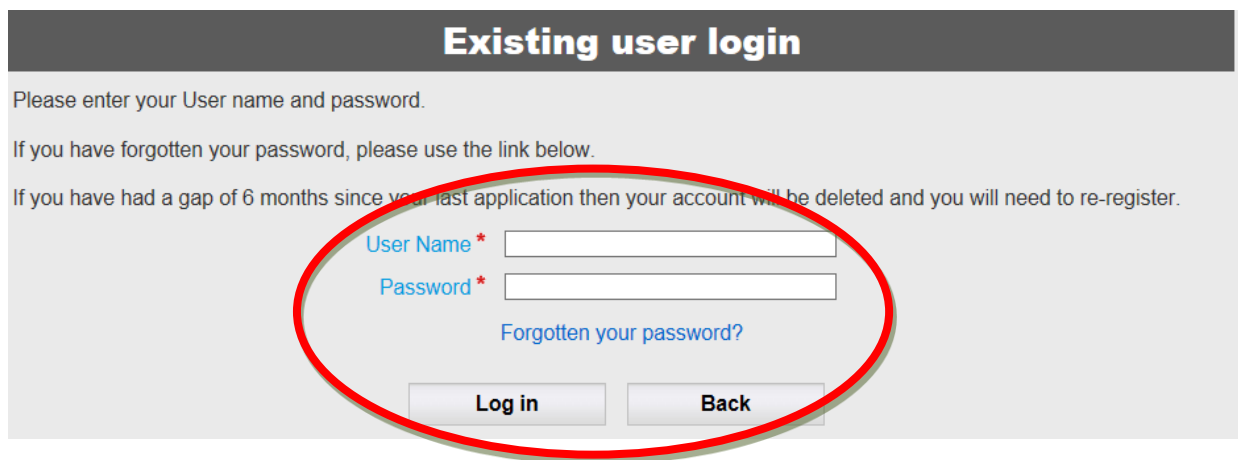
[Search for jobs](#) [Existing user login](#) [Forgotten password](#) [My applications](#) [My profile](#)

Here to Help You

[About Us](#)

**Job Search**

3. You will be asked to enter your existing user details.



**Existing user login**

Please enter your User name and password.

If you have forgotten your password, please use the link below.

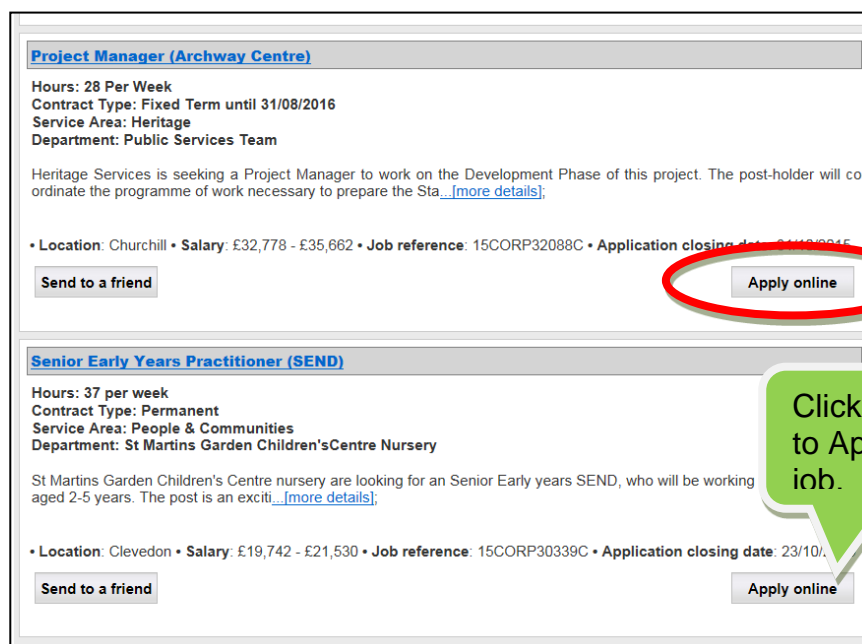
If you have had a gap of 6 months since your last application then your account will be deleted and you will need to re-register.

User Name \*

Password \*

[Forgotten your password?](#)

4. If you are a **NEW USER**. To apply for a job click the 'Apply online' button within the job advert.
5. You can also send the job advert to a friend by clicking the "Send to a friend" button. Bath & North East Somerset Council do not retain your friend's email address, nor do we use it for any purpose other than to forward the particular job advert.



**Project Manager (Archway Centre)**

Hours: 28 Per Week  
Contract Type: Fixed Term until 31/08/2016  
Service Area: Heritage  
Department: Public Services Team

Heritage Services is seeking a Project Manager to work on the Development Phase of this project. The post-holder will co-ordinate the programme of work necessary to prepare the Sta...[\[more details\]](#)

• Location: Churchill • Salary: £32,778 - £35,662 • Job reference: 15CORP32088C • Application closing date: 23/10/2015

**Senior Early Years Practitioner (SEND)**

Hours: 37 per week  
Contract Type: Permanent  
Service Area: People & Communities  
Department: St Martins Garden Children's Centre Nursery

St Martins Garden Children's Centre nursery are looking for an Senior Early years SEND, who will be working aged 2-5 years. The post is an exciting...[\[more details\]](#)

• Location: Clevedon • Salary: £19,742 - £21,530 • Job reference: 15CORP30339C • Application closing date: 23/10/2015

Click this button to Apply for the job.

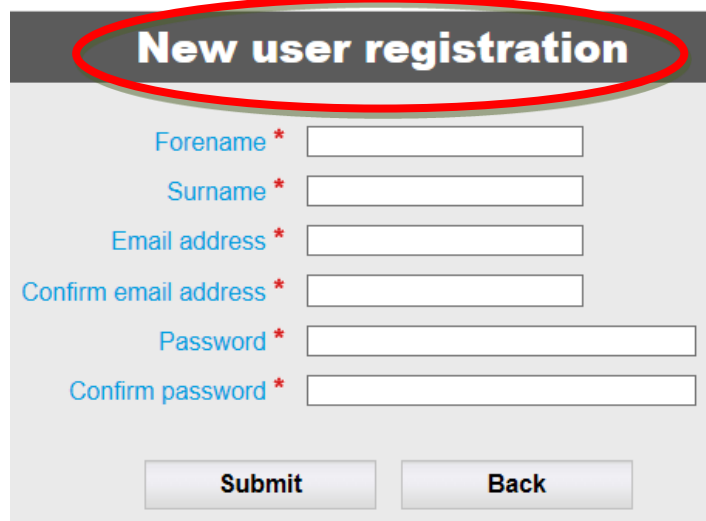
6. You will be directed to a screening question “Do you have the right to work in the UK?” Answer the question and select “Continue”.

The screenshot shows the Bath & North East Somerset Council website. At the top, there is a navigation bar with links: Search for job, Existing user login, Forgotten password, My applications, and My profile. Below this is a sidebar titled 'Here to Help You' with links: About Us, Applying for Jobs Online, Benefits of working for us, Employment Information, Recruitment Spotlight, and Web Recruitment User. The main content area is titled 'Screening Questions' and contains the question: 'Do you have the right to work in the UK?'. There are two radio button options: 'Yes' and 'No'. At the bottom of the form, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is circled in red.

7. You will be taken directly to the below page. If you are an existing user please login using your User Name and Password.
8. If you are a New User and would like to register for Banes Job Website, please click on ‘New user registration’. You are able to return to your application form anytime until the advert closes.

The screenshot shows the 'Apply for job' page. It has a dark header with the text 'Apply for job'. Below the header, there is a section for 'New users' with the text: 'Select the 'New user registration' link to register and apply.' There is also a section for 'Existing users' with the text: 'Please enter your User Name and Password.' and a section for 'Guest User' with the text: 'You can submit your application as a guest user, however this will not create an account or enable you to view a submitted application. If you have forgotten your details please use the link below.' Below these sections, there are two input fields: 'User Name \*' and 'Password \*'. Below the 'Password \*' field, there are three links: 'New user registration', 'Forgotten your password?', and 'Continue as guest'. The 'New user registration' link is circled in red. At the bottom, there are two buttons: 'Log in' and 'Back'.

9. The following screen will show for you to register. Please complete all boxes.



**New user registration**

Forename \*

Surname \*

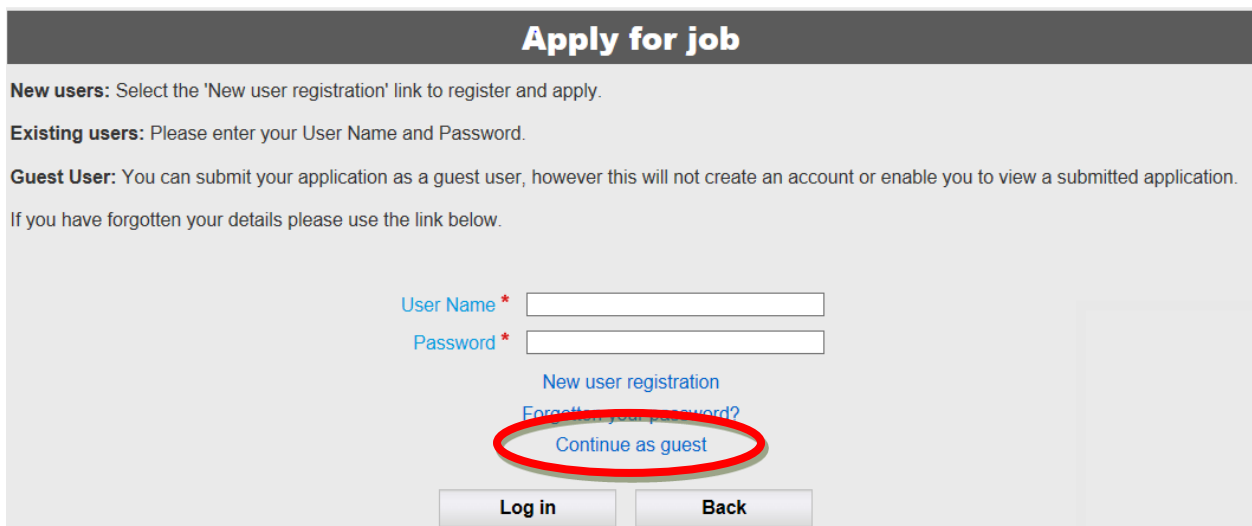
Email address \*

Confirm email address \*

Password \*

Confirm password \*

10. If you do not want to register for Banes Job Website you also have the option to 'Continue as a guest'.



**Apply for job**

**New users:** Select the 'New user registration' link to register and apply.

**Existing users:** Please enter your User Name and Password.

**Guest User:** You can submit your application as a guest user, however this will not create an account or enable you to view a submitted application.

If you have forgotten your details please use the link below.

User Name \*

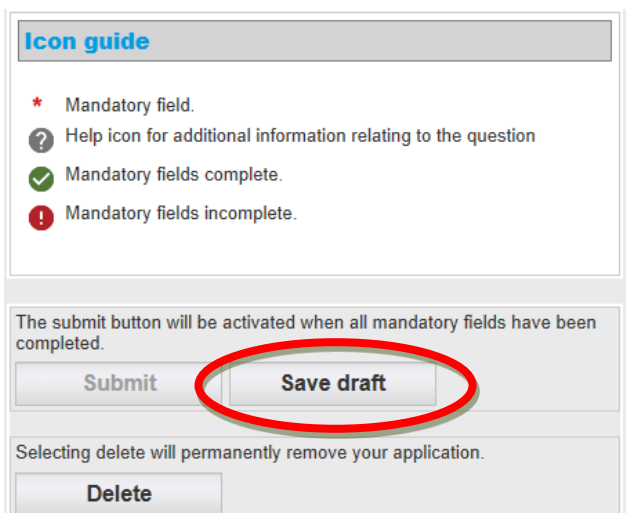
Password \*

[New user registration](#)

[Forgotten your password?](#)

[Continue as guest](#)

11. You will be taken directly into the application form. Throughout the application you have the option to 'Save As Draft' which will take you to the 'New User Registration' page where you can register for an account. You are able to return to your application form anytime until the advert closes.

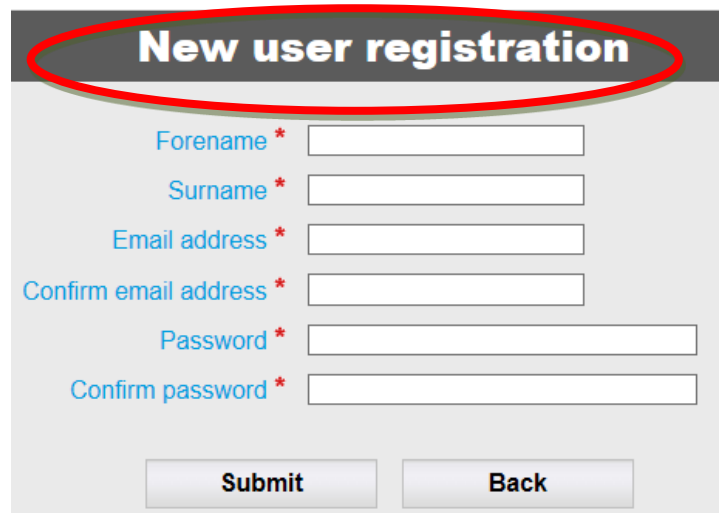


**Icon guide**

- \* Mandatory field.
- ? Help icon for additional information relating to the question
- ✓ Mandatory fields complete.
- ! Mandatory fields incomplete.

The submit button will be activated when all mandatory fields have been completed.

Selecting delete will permanently remove your application.



**New user registration**

Forename \*

Surname \*

Email address \*

Confirm email address \*

Password \*

Confirm password \*



**IMPORTANT:** Once you have successfully registered, you will receive an email confirming your User name and Password. **You should keep this information in a safe place, as you will need to know your User name in order to reset your password should you forget it at a later date.**

## Completing the Online Application Form

### Application Summary

1. The “Application Summary” page will show your progress throughout completing your application. When you have completed each section of the application form, the icon will turn green. You will need to complete all sections before pressing “Submit”.

**IMPORTANT:** By selecting the “Delete” button your whole application form will be deleted.

2. You can continue through the application pages by clicking the “Next” button. Alternatively you can click the “Save/ Summary” button and choose another application page from the “Application Summary” page. When you click the “Save/ Summary” or “Next” button, the details you filled in will be saved. However, if you exit the page by closing the browser, the details on that page will be lost and you will have to fill them in again when you next login.
3. Once your application form is ready for submission, Click ‘Submit’.

**Application summary**

April Test 2

Please complete all the pages of the application form listed below. The icons will change when mandatory fields are completed helping you to track your progress through the form. The application form is saved automatically when moving to the next page.

**Application pages**

- ✓ Personal Information
- ✓ Equal Opportunities
- ! References
- ! Employment
- ! Qualifications and Training
- ! Supporting Information
- ! Criminal Records
- ! General Declarations

**Other options**

Print preview (Opens in new window)

For reference, the application closing date is 31/05/2018

**Job details**

Job title	April Test 2
Job reference	18TEST00002T
Application closing date	31/05/2018

Bath & North East Somerset Council would like to thank you for your interest in working for the Authority and wish you good luck with your application.

**Icon guide**

- \* Mandatory field.
- ? Help icon for additional information relating to the question
- ✓ Mandatory fields complete.
- ! Mandatory fields incomplete.

The submit button will be activated when all mandatory fields have been completed.

**Submit**

Selecting delete will permanently remove your application.

**Delete**

4. As you complete the application form, you will need to complete all mandatory fields, help icons will be available to give you additional information on the field you are filling in. Just click or hover over the help icon. When all the application pages show a green tick, the “Submit” button will become available and you can submit your application form.

The image shows a box titled "Icon guide" with a list of icons and their meanings:

- \* Mandatory field.
- ? Help icon for additional information relating to the question (This icon is circled in red in the original image)
- ✓ Mandatory fields complete.
- ! Mandatory fields incomplete.

Below the list, a message states: "The submit button will be activated when all mandatory fields have been completed." Below this message are two buttons: "Submit" and "Save draft".

At the bottom, another message states: "Selecting delete will permanently remove your application." Below this message is a button: "Delete".

5. If you have completed the application form as a guest it will give you the following options.

The image shows a screen titled "Application submission". Below the title, a message states: "Your application will be submitted, please select one of the below options to proceed or Cancel to return to the Application summary."

Below the message are three buttons: "New user", "Continue", and "Cancel".

Below the buttons are three callout boxes with explanatory text:

- New user:** If you click 'New User', you can now register as a New User to create an account and view any applications submitted.
- Continue:** If you click 'Continue', your application form will be submitted but you will not be able to retrieve it.
- Cancel:** If you click 'Cancel', this will take you back to the Application Summary page.

## Personal Information

1. Your name details have been pre-populated using your registration information or details we hold on the system for existing B&NES employees. (For internal applications, editing these details on your application form will update your information in Employee Self Service).

**Personal Information**

Page 1 of 9

**Personal Details**

Please note that questions marked with an red asterisk are mandatory and therefore must be answered - you will be unable to submit your application until all these questions have been completed.

Title  \*

Surname  \*

Forename  \*

Forename 2

Forename 3

Previous surname

National Insurance number

**Address Details**

Address Line 1  \*

Address Line 2

Address Line 3

2. You may need to amend your address details as the information you registered with may have left some mandatory boxes blank. You will see “Add” and “Remove” buttons which you can use to add multiple addresses. If you wish to remove the address details click the “Edit” button and then the “Remove” button.

**Contact Details**

Correspondence will normally be sent to the email provided below. Please ensure that you add any contact phone numbers in case we need to contact you urgently regarding your application.

Please press the add button to add an initial contact detail.

Contact type  \*

Contact detail  \*

**Additional Information**

May we contact you at work?

Do you consider yourself disabled?

If you require adjustments during the recruitment process please specify

Do you wish to be considered under the two ticks scheme?

Do you have any restrictions that apply to your right to work in the UK?  \*

## Equalities and Diversity Information

1. Bath & North East Somerset Council is an equal opportunities employer and fully supports the principals of equality in all the services it provides. Bath & North East Somerset Council opposes all forms of unlawful or unjustifiable discrimination, whether direct or indirect, on the grounds of colour, race, nationality, ethnic or national origin, political or religious beliefs, gender, age, marital status, sexual orientation, disability or trade union activity.

### Equal Opportunities

Page 2 of 9

Why are we monitoring? The Council has adopted recruitment procedures which are intended to ensure that equality of opportunity exists for all job applicants and that appointments are made on merit. Monitoring is an essential part of tackling inequality and discrimination and, if done effectively, will help us check whether our policies, services and organisation culture support our aims as an equal opportunities employer. Equality monitoring is the process of gathering and analysing data on the equality strands. The Equal Opportunities Monitoring Form will ask for information on your age, sex, ethnic origin/nationality, sexual orientation, religion and disability.

Please help Bath and North East Somerset Council monitor its equalities policies and prevent unfair discrimination by answering all of the following questions. This information will be treated in the strictest confidence and is only used to enable us to monitor our performance as an equal opportunities employer. It will not be seen or used by anyone involved in selecting candidates for interview.

#### Equal Opportunities

Date of birth	<input type="text"/>	*
Gender	Please select	*
Ethnic origin	Please select	*
Sexual orientation	Please select	*
Religion	Please select	*
Disability	Please select	*

Previous

Summary & Save

Next

We need your equalities data but the recruiting manager will not see this information.

2. You will need to complete this page- please note that this information is NOT passed to the recruiting manager

## References

1. Please provide reference details as we will ask referees to provide information related to your work (If you have not been employed before, please include the name of an educational referee or someone else who can comment on your ability to do the job). Friends or family members will not be accepted as referees.

### References

Page 3 of 9

Please give details of two named referees covering the last five years of your employment history. One of these should be your current or most recent employer and someone who is your supervisor or manager. References will not be accepted from relatives or friends. If you have not worked previously, then please give details of a school/college/university official.

References for shortlisted candidates will be taken up prior to interview and additional references may be sought from previous employers, particularly for posts working with children or vulnerable people. We retain the right to seek references from all previous employers. Email is our preferred method of correspondence so if you are able to supply an email address for your referees then please do so in the contact field.

Please indicate which reference is Referee one and which reference is Referee two, using the Reference type field, press the add button to add each reference detail to your application. Once you have added a minimum of two entries click 'Proceed'. To remove an item you've added, click edit and then remove

#### References

Referee name

Reference type

Referee job title

Referee contact type

Referee contact number

Address Line 1

Address Line 2

Address Line 3

City

County

POSTCODE

Country

Please select

Please select

Please select

Please select

Add

Remove

Referee 1- Email Address

May we contact referee 1 prior to interview?

If No please provide an explanation

Referee 2- Email Address

May we contact referee 2 prior to interview?

If No please provide an explanation

Previous

Summary & Save

Next

Add as many referee details as you need to cover the last five years, including any gaps in your employment history.

## Employment History

1. You will need to provide details of your employment history.

**Employment**

Page 4 of 9

Please record below a full employment history starting with your current or most recent employer.

Please ensure that you account for all gaps in employment i.e. raising a family, caring for a relative, gap years etc. If you do have any gaps in employment, you will be questioned about these at interview in line with PSN and Safer Recruitment requirements.

**Employment History**

Once you have completed the first entry, you can select the 'Add' button for further entries. To remove an item you've added, click edit and then remove.

Company name  \*

Address Line 1  \*

Address Line 2  \*

Address Line 3

City  \*

County

Country  ▼

POSTCODE  \*

Job title  \*

Employment start date

Employment end date

Salary  \*

Job details

Provide full details of your employment history.

2. Starting with your current/ most recent job please give details of:

- Employer / Education Name- If you were employed, enter the name of the employer. If you were in education at a school, college, or university then enter the name of the educational establishment.
- Job Title- If you were in education at a school, college or university then please state 'Education'. If the work was voluntary then state "Voluntary".
- Employment / Education Start Date/End Date- Use the calendar tool to select dates.
- Salary- Annual salary without a "GBP" (£) symbol (e.g. 15000)
- Job Details- Give a brief outline of your duties and responsibilities.
- Reason for leaving- Click the drop down list icon to select a reason.

3. Using the "Add" button, please detail all the jobs you have held (including voluntary and part-time work) and any educational establishments attended. If you have only

recently left school or do not have any previous employment, please provide details of part time summer work, work experience and any other work you have undertaken.

The screenshot shows a web form for recording employment history. At the top, there is a 'Reason for leaving' dropdown menu with the text 'Please select' and a downward arrow. To the right of this menu are two buttons: 'Add' and 'Remove'. The 'Add' button is circled in red. Below the 'Reason for leaving' menu is a 'Notice Period' text input field followed by a red asterisk. A green callout bubble with a pointer to the 'Add' button contains the text: 'Include details of any gaps in your employment history.' Below the 'Notice Period' field is the instruction: 'Please indicate any gaps in employment, since leaving secondary education.' This is followed by two identical sets of input fields. Each set includes a 'Reason for Gap' dropdown menu, a 'Date From' text input field with a calendar icon, and a 'Date To' text input field with a calendar icon. At the bottom of the form are three buttons: 'Previous', 'Summary & Save', and 'Next'.

Reason for leaving Please select

Add Remove

Notice Period \*

Please indicate any gaps in employment, since leaving secondary education.

Reason for Gap

Date From

Date To

Reason for Gap

Date From

Date To

Include details of any gaps in your employment history.

Previous Summary & Save Next

## Qualifications & Training

1. Please fill in the qualifications you have gained or are undertaking (e.g. GCSE's, NVQ's, A-levels, Degree). Use the "Add" button to record each qualification. To select multiple Subjects within a qualification level, hold the Ctrl key and select by clicking.

**Qualifications and Training**

Page 5 of 9

Please enter membership details below, for Social worker posts please enter HCPC Registration details.

Please enter your education/qualifications starting with the most recent. Applicants will be asked to verify their qualifications at interview or on appointment.

**Qualifications and Training**

Once you have completed the first entry, you can select the 'Add' button for further entries. To remove an item you've added, click edit and then remove.

Membership name

Start date

Expiry date

Membership level

Membership number

**Add** **Remove**

Place of learning

Qualification level

To select multiple subject's within a qualification level hold the ctrl key and select.

Subject   
Accounting  
Accounting and Finance  
Art  
Art and Design  
Biology  
British Industrial Society  
Business Studies  
Chemistry  
Civil Engineering

Qualification/achievement/grade

Qualification date obtained

**Add** **Remove**

Please list each training below in the following format:  
Date taken (MM/YYYY) Name of Training and Level Achieved.

Please provide details of any additional training

Please provide details of your relevant qualifications and memberships.

2. If you are shortlisted for interview you will be required to produce original certificates (or documentary proof of qualifications) where these are specified as an essential requirement of the role. Please detail any training undertaken in the last 5 years that may be relevant to the role for which you are applying.



## Supporting information

1. This section provides you with the opportunity to say, in your own words, how you think you meet the requirements of the job description and person specification, why you should be selected for interview. You can include information about your work experience, skills and any training you might want to include from all areas of your life. Please remember that the people shortlisting the applications will be looking to see if you have evidenced how you meet the requirements of the Job Description and Person Specification. The supporting statement is limited to 9000 characters (including spaces).

### Supporting Information

Page 6 of 9

This section is the most vital part of the form. We need you to give specific information to support your application so that we can shortlist in a fair and unbiased way.

We recommend that you provide as much evidence as possible to see how your skills, abilities, knowledge and experience meet the selection criteria in the job description and person specification (where provided). These documents describe the essential experience and knowledge required for the job and may include competencies required.

Please provide examples which relate directly to the job you are applying for.

We advise that you save your application regularly by clicking on the 'Summary & Save' button below, or type your Supporting Statement in a word document first and then copy and paste the text into the box below.

Please note that you only have maximum of 9000 characters in this section

#### Supporting Information

Supporting statement

The information you provide here will be used to shortlist you for an interview. Ensure you evidence how you meet the job description & person

## Criminal Records

1. Depending on the type of job you apply for, you may need to provide details of a criminal record, if held.

Criminal Records

Page 7 of 9

A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to the role and which do not present a safeguarding risk. All cases will be examined on an individual basis.

If you are working in Regulated Activity you will be required to undergo an Enhanced DBS with the appropriate barring list checks (children/adults or for certain posts both). The post you are applying for is "exempt" from the Rehabilitation of Offenders Act 1974 (ROA) and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out). Guidance on filtering is available on the Gov.uk website. In the event of your employment any failure to make a truthful declaration prior to interview or failure to disclose any subsequent conviction, caution or warning during your employment could result in dismissal or disciplinary action by the Council and possible referral to the Police.

If the post you are applying for has access to any system covered by the Public Services Network (PSN) then a Basic Disclosure check will be required. This will require you to declare any unspent convictions. In addition a validation of your last 3 years of employment will be carried out.

In either case we will not be able to confirm your employment until all necessary checks have been carried out and you are deemed as suitable to work in the relevant area.

Criminal Records

Are you currently the subject of any police investigations? \* Please select v  
If yes please provide details:

For Regulated Activity Posts (Enhanced DBS)

Do you have an Unfiltered Conviction, Caution, Reprimand, Warning or Bind-over? \* Please select v  
If yes please provide details:

For Public Service Network posts (Not Regulated Activity)

Do you have an Unspent Conviction, Caution, Reprimand, Warning or Bind-over? \* Please select v  
If yes please provide details:

We need to know details of your criminal history, if applicable, in line with our safeguarding policy. This information is confidential.

PreviousSummary & SaveNext

## Regulated Activity

1. This section of the application form refers to safeguarding. Please answer the questions.

### Regulated Activity

Page 8 of 9

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups and expects all employees and volunteers to share this commitment. As part of this commitment anyone working in a post with children or vulnerable groups will be expected to undertake an Enhanced DBS check with/without barred list checks. Each job advert will clarify which checks are required. Posts involving work with vulnerable groups, including children, will require a Disclosure & Barring Service check and/or subscription to the DBS online service. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.

#### Regulated Activity

Are you currently in the process of any disciplinary proceedings?  \*

If yes, please give a full explanation of the details:

Have you ever been dismissed?  \*

If yes, please give a full explanation of the details:

Have you ever been dismissed or resigned as a result of Safeguarding issues?  \*

If yes, please give a full explanation of the details:

Have you ever been dismissed or resigned as a result of Child protection issues?  \*

If yes, please give a full explanation of the details:

We need to know certain details of your employment history in line with our safeguarding policy and you will need to agree with our declaration in order to apply for our jobs.

#### Disclosure and Barring Update Service

If you are successful in applying for this position we will ask to see your original DBS disclosure and it is important that you provide this to us as quickly as possible. Any failure to provide confirmation of clearance may result in the termination of your employment.

The Council will keep a verified photocopy of your DBS certificate on your personal file.

Do you give consent for Bath and North East Somerset Council to do this?  \*

Are you already registered with the disclosure and barring update service?  \*

If yes can we conduct an on line check of your registration?  \*

If you do not currently hold registration are you willing to obtain it?  \*

#### Safeguarding Declaration

If you are barred, disqualified or subject to sanctions or conditions on your employment, then we will not be able to employ you in regulated activity.

I declare that I am not barred or disqualified from working with vulnerable groups, children or young people

I declare that I am not subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, Secretary of State or other regulatory body.

I Agree with the above safeguarding declaration ☐ \*

## General Declaration

1. This is required to enable us to carry out any pre-employment vetting if you are successful in your application. Please ensure you read the declaration, agree it (by tick box) and fill in your full name to confirm the information you have provided is correct.

**General Declarations**

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**General Declarations**

If it is a requirement for the position you are applying for, please tick the following vehicles you are licensed to drive.

Private Car ☐  
Motor Bike ☐  
PCV ☐  
LGV ☐  
Other ☐

If Other please provide details

Please confirm whether this will be your only employment  \*

If No please provide details

Have you previously received a redundancy payment from a local authority?  \*

If Yes please provide details

Have you previously received a Local Authority or Teachers Pension?  \*

If Yes please Provide details

If you are related to any employee or Councillor, please provide details

If relevant to the role you can let us know what vehicles you are legally allowed to drive, as well as declaring additional relevant information such as whether you are related to any employee of the council.

2. When you have agreed to the declaration, click the “Summary and Save” button and you will be ready to submit your application form.

**Declarations**

I declare that the information I have provided in this Application Form is a complete and true statement.  
I understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue or inaccurate, then the Council/Governing Body shall be entitled to withdraw any offer of appointment or terminate any contract of employment.

I understand that the information provided on this application form will be used to form the basis of a personnel file and a computerised personnel record should an offer of appointment be made. Further details about data protection will follow with any contract of employment.

Do you agree to the above declaration?  \*

Date  \*

You must agree to the declaration and date it in order for your application to be accepted.

## Submitting your Application Form

1. Once your application form is complete all application pages should be showing a green tick. You can now review, print, delete or submit your application form. By clicking the “Print Preview (Opens in new window)” link you will be able to view or print your application form before you submit it. Note: you will not be able to make changes once your application has been submitted. Within 24 hours you should receive a confirmation email confirming the successful submission of your application form.

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Bath & North East Somerset Homepage

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**Contact Us**

**People Services**  
Bath & North East Somerset Council  
Lewis House, Manvers Street  
Bath BA1 1JG  
01225 395146

**Application summary**  
Duty Team Manager

Please complete all the pages of the application form listed below. The icons will change when mandatory fields are completed helping you to track your progress through the form. The application form is saved automatically when moving to the next page.

**Application pages**

- Personal Information
- Equal Opportunities
- References
- Employment
- Qualifications and Training
- Supporting Information
- Criminal Records
- Regulated Activity
- General Declarations

**Other options**

- Print preview (Opens in new window)

**Icon guide**

- Mandatory field.
- Help icon for additional information relating to the question
- Mandatory fields complete.
- Mandatory fields incomplete.

The submit button will be activated when all mandatory fields have been completed.

**Submit**

Selecting delete will permanently remove your application.

**Delete**

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

**Job details**

Job title	Duty Team Manager
Job reference	15CORC61782C
Application closing date	30/09/2015

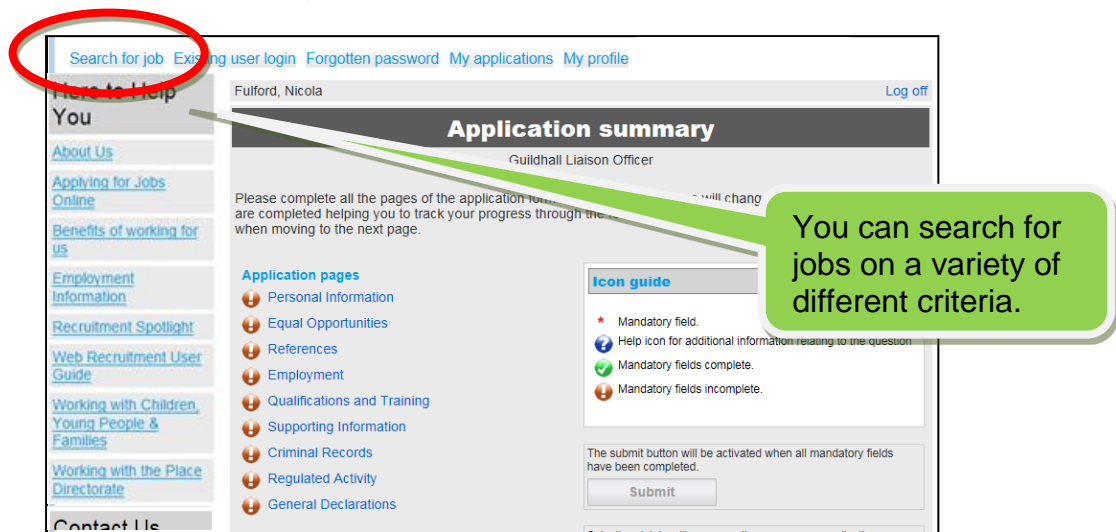
Bath & North East Somerset Council would like to thank you for your interest in working for the Authority and good luck with your application.

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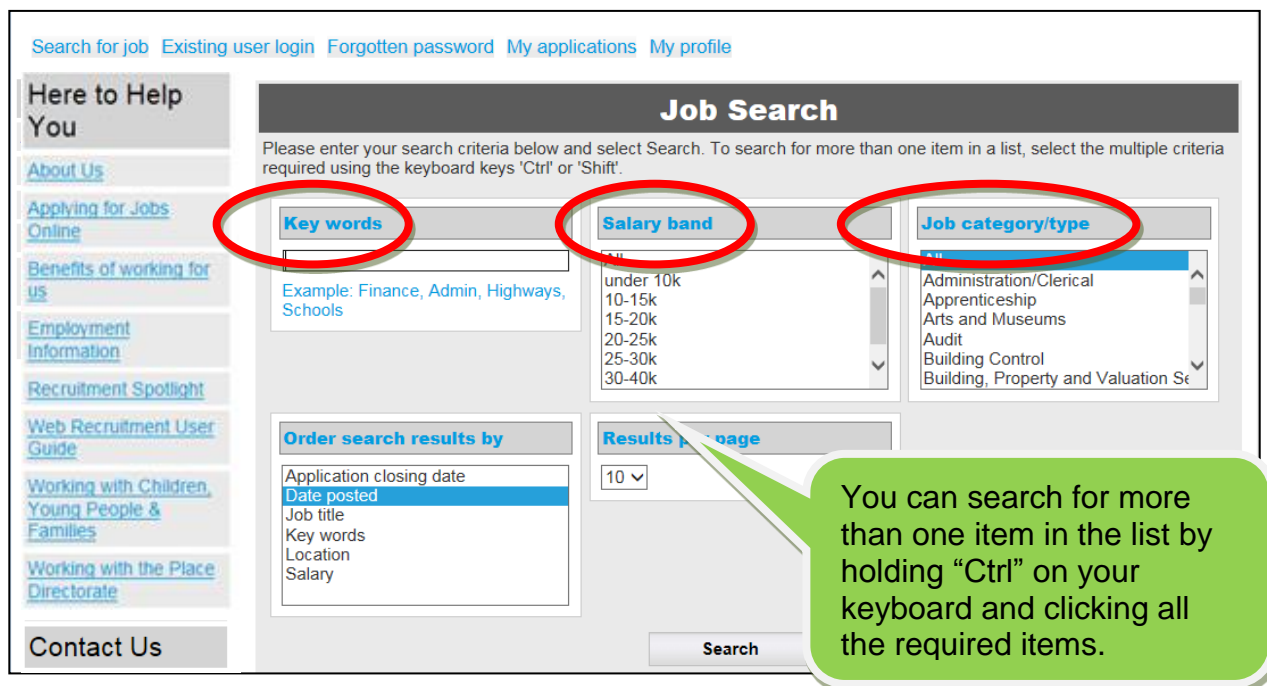
# Managing your Applications / User Account

## Search for a Job

1. To search for a job using certain criteria like keywords click “Search for job”.



2. You will be taken to the “Job Search” page where you can search by criteria or Search all.



### Search Criteria:

- Key words – Enter a key word that describes the job e.g. Manager.
- Salary Band – Select the salary range from the pre filled list.
- Job Category/ Type – Enter either a full job title or any part of a job title e.g. Psychologist.

## Search Results and Registering for Job Alerts:

- At the bottom of the search results you will see a link “Click here to save this search as a job alert”. If you have registered for job alerts, you will receive an email if any jobs match your search criteria.

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Nicola Log off

### Search results

Results - 1 match found

#### Senior Educational Psychologist

Hours: 37 per week  
Contract Type: Permanent  
Service Area: Children & Young People Strategy, Connecting Families and Preventative Services  
Department: Education Psychology, Vulnerable Learners Service

The recently created Vulnerable Learners Service is seeking to appoint a Senior Education Psych...[more details]

• Location: Portishead • Salary: £48,829 - £52,462 • Job reference: 15CORP30449C • Application closing date: 30/10/2015

Send to a friend Apply online

Click here to save this search as a job alert

New search

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- Click the “New User Registration” or Log in using your existing details.

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The asterisk symbol denotes mandatory fields which must be completed

### Existing user login

Please enter your User name and password.

If you have forgotten your password, please use the link below.

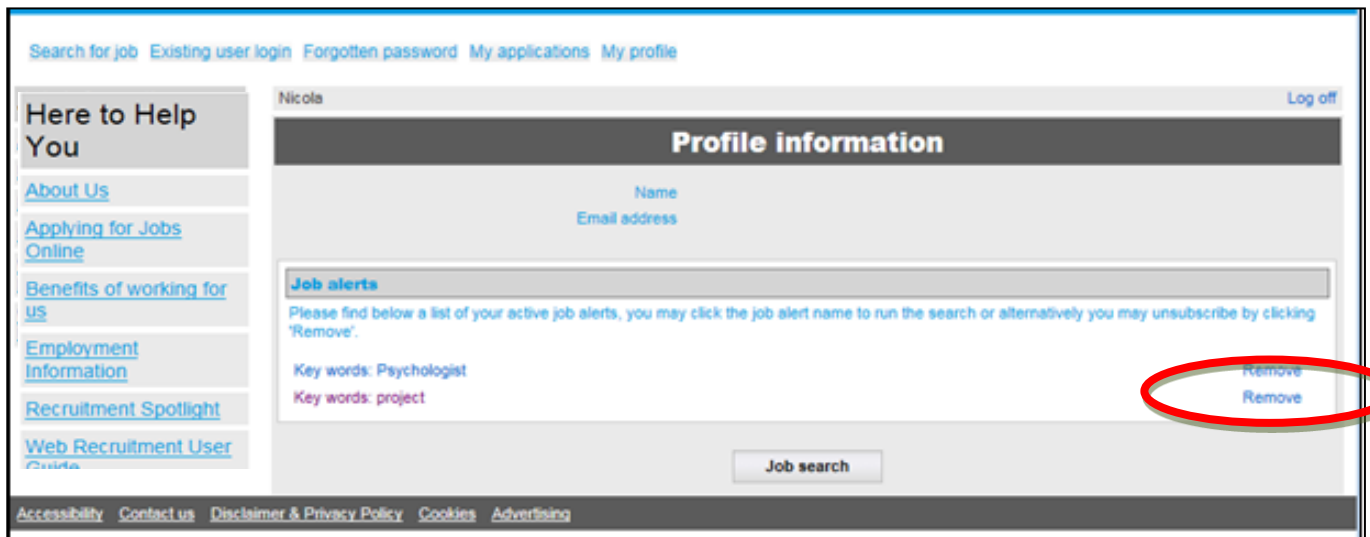
If you have had a gap of 6 months since your last application then your account will be deleted and you will need to re-register.

User Name  \*

Password  \*

New user registration  
Forgotten your password?

Log in Back



Note: If there are no job adverts matching your search criteria, you can still save your search as a Job Alert. You can manage your job alerts in the Profile Information section and remove as required.



## Existing User Log In

1. You will use the “Existing User Login” screen to log in before you can apply for jobs with us.

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Application summary

Guildhall Liaison Officer

Please complete all the pages of the application form listed below. The icons will change when mandatory fields are completed helping you to track your progress through the form. The application form is saved automatically when moving to the next page.

Application pages

- Personal Information
- Equal Opportunities
- References
- Employment
- Qualifications and Training
- Supporting Information
- Criminal Records
- Regulated Activity
- General Declarations

Icon guide

- \* Mandatory field.
- Help icon for additional information relating to the question
- Mandatory fields complete.
- Mandatory fields incomplete.

The submit button will be activated when all mandatory fields have been completed.

Submit

2. If you have registered with us, you will have received an email containing your User name and Password. If you have forgotten your password, please follow the instructions on page 24.

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The asterisk symbol denotes mandatory fields which must be completed

Nicola

Log off

Existing user login

Please enter your User name and password.

If you have forgotten your password, please use the link below.

If you have had a gap of 6 months since your last application then your account will be deleted and you will need to re-register.

User Name \*

Password \*

Forgotten your password?

Log in

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Log in using your Username and Password. (This can be found in your registration email).

## Forgotten Password

1. If you have forgotten your password please click “Forgotten password” on the top menu bar. Fill in your details and click the “Submit” button and you will receive an email containing a new password within the next 15 minutes.

**IMPORTANT:** If you are an employee of the Council you will not be able to use this option and should instead contact the iTrent Helpdesk on 01225 395146.

**IMPORTANT:** If you enter your password incorrectly three times your account will be de-activated and you will need to contact the Recruitment Team on 01225 395146.

**IMPORTANT:** You should have received an email confirming your User name and Password upon registration. **You should keep this information in a safe place, as you will need to know your User name in order to reset your password should you forget it at a later date.**

The screenshot displays the recruitment portal for Bath & North East Somerset Council. The top navigation bar includes links for 'user login', 'Forgotten password' (highlighted with a red circle), 'My applications', and 'My profile'. Below the navigation bar, the user is logged in as 'Fullford, Nicola' with a 'Log off' link. The main content area is titled 'Application summary' for the role of 'Guildhall Liaison Officer'. It provides instructions on completing the application form and lists the 'Application pages' to be filled out: Personal Information, Equal Opportunities, References, Employment, Qualifications and Training, Supporting Information, Criminal Records, Regulated Activity, and General Declarations. There are also 'Other options' like 'Print preview (Opens in new window)'. An 'Icon guide' explains the status of mandatory fields. At the bottom, 'Job details' are provided, including the job title, reference, and closing date. The page concludes with a thank you message from the council.

## My Applications

1. To view your pending or previously submitted applications click on “My Applications” on the top menu bar. You will be directed to an “Application Detail” page that details all “in-progress applications” and “submitted applications”.

**Bath & North East Somerset Council**

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**Application summary**

Fulford, Nicola  
Guildhall Liaison Officer

Please complete all the pages of the application form listed below. The icons will change when mandatory fields are completed helping you to track your progress through the form. The application form is saved automatically when moving to the next page.

**Application pages**

- Personal Information
- Equal Opportunities
- References
- Employment

**Icon guide**

- \* Mandatory field.
- Help icon for additional information relating to the question
- Mandatory fields complete.

2. In-progress applications are application forms that are part saved but you have not yet submitted them. They can be updated by clicking the “Update” button.

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**Contact Us**

**People Services**  
Bath & North East Somerset Council  
Lewis House, Manvers Street  
Bath  
BA1 1JG  
01225 395146

**Application Details**

Nicola [Log off](#)

User Name  
Email address

**In progress applications**

Your in progress applications are listed below. To update or submit your application, select the corresponding Update button. Speculative applications can be updated and resubmitted should your details change over time.

Vacancy Name	Reference	Closing Date	Process application
Senior Educational Psychologist	15CORP30449C	30/10/2015	<a href="#">Update</a>

**Submitted applications**

Your submitted applications are listed below. To request a copy of your application, select the corresponding tick-box and then Send. A .pdf file will be automatically emailed to your registered email address.

Vacancy Name	Reference	Select
Administrative Assistant	15CORP61221C	<input type="checkbox"/>
HR Manager	15CORP54321C	<input type="checkbox"/>
Library Assistant (30 hours)	15CORP32005C	<input type="checkbox"/>

[Send email](#)

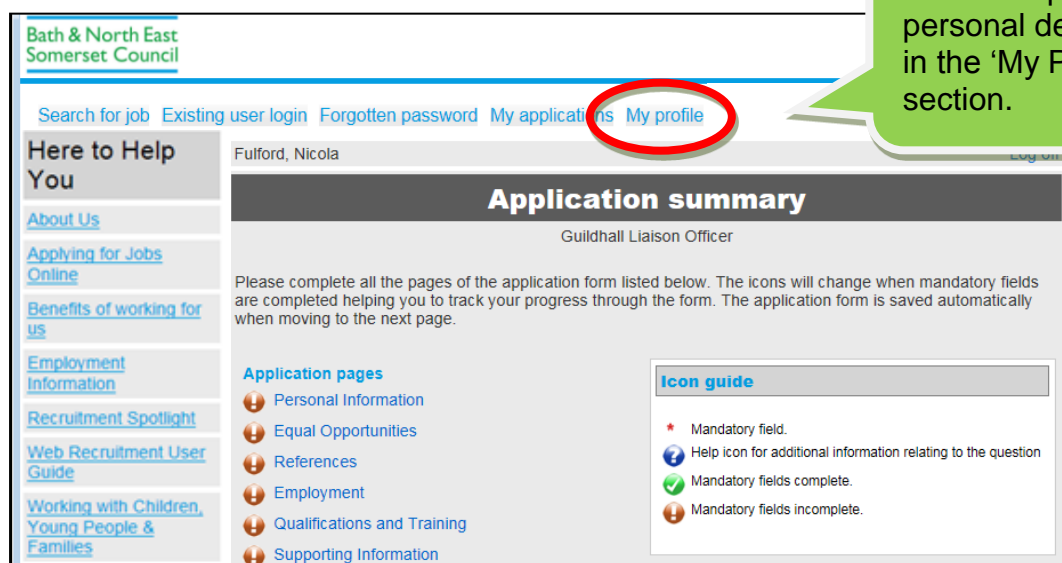
[Job search](#)

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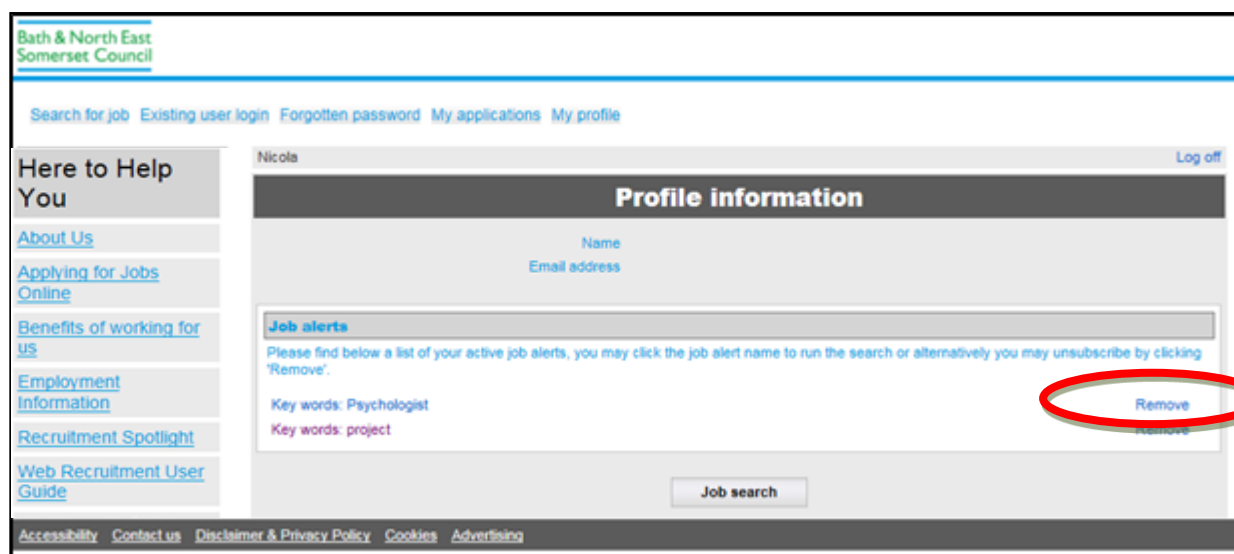
3. You have the option to request a copy of the submitted application by clicking the “Select” box and then “Send email” button.

## My Profile

1. To view your user profile details click “My profile” on the top menu bar.



2. From here you can amend your personal details. Note: Any job alerts you have set up can be removed from this page.



## FAQ's

If you have any other queries regarding the recruitment process, please contact the recruitment team directly by clicking on the "Contact Us" link.

**Q. When trying to submit my application I get an error message "Chrome has detected an error" what should I do?**

A. Applications cannot be submitted in Google Chrome, please use either "Internet Explorer" or "Safari" browsers to submit your application form.

**Q. How do I set up a User Account?**

A. Instructions on how to set up a User account are on page 8. You will need to click the "Apply Online" button, as shown on page 6, and choose "New User Registration". You will need to ensure all mandatory fields, marked with a red asterisk (\*), are completed and save your registration email somewhere safe, as you will need your User name to reset your password should you forget it.

**Q. I have forgotten my password, what do I need to do?**

A. Instructions on how to reset your password can be found on page 25. You will need to click the "Forgotten Password" link and you should receive an email within the next 15 minutes containing a link that will enable you to reset your password. If you already work for the Council, you will need to contact the Recruitment Team on 01225 395146 during normal office hours or email at [recruitment@bathnes.gov.uk](mailto:recruitment@bathnes.gov.uk). If you enter your password incorrectly three times your account will be de-activate and you will also need to speak to the Recruitment Team.

**Q. Where can I view my account details?**

A. Instructions on how to view your profile can be found on page 27. As long as you have created a user account you can view your account details by clicking the "My Profile" tab.

**Q. Do I have to register to submit an application form?**

A. No you can submit as a guest however you will not be able to view or access your submitted application form in the same way you can if you register.

**Q. Do I have to apply online?**

A. No, however we do encourage the use of online application forms so that you can benefit from email notifications.

**Q. Can I submit a C.V. in place of an application form?**

A. No, it is Council policy not to accept CVs. We require all applicants to complete an application form so as to give all candidates the same opportunities.

**Q. Do I have to complete my application form in one session online or can I go back to it at a later date?**

A. if you are applying as a guest you will need to complete in one session however if you are registered you can save your application form and return at a later date, you may take as long as you like to complete your application form provided that you submit it by 11.59pm on the closing date of the job advertised.

**Q. Can I apply for more than one position?**

A. Yes. If you are interested in more than one position with us you can apply using the same user account you registered with.

Q. Will my email address be used for other purposes?

A. No. It will only be used to contact you in conjunction with your application.

Q. Do you accept application forms after the closing date?

A. No.

Q. Can I amend my application form once submitted?

A. No, once you have submitted your application, it is only possible for you to view it. If you would like to amend a section of the application form you will need to contact the Recruitment Team at [recruitment@bathnes.gov.uk](mailto:recruitment@bathnes.gov.uk).

Q. Can I print my application form once submitted?

A. Yes, if registered, instructions on how to print your application form are on page 25. You can print your application form by clicking "My applications" ticking the select box and pressing the "Send email" button. This will email you a copy of the application form which you then can print off.

Q. What if I decide to withdraw my application?

A. Email the Recruitment Team at [recruitment@bathnes.gov.uk](mailto:recruitment@bathnes.gov.uk), giving your name, the position title and reference number of the job that you wish to withdraw from. Your application will then not be put forward for shortlisting.

Q. I was expecting an email from you. Where is it?

A. Check your junk mail box as your email program may have wrongly interpreted the email as junk. You also could have typed your email address incorrectly. If you think you may have done this, please contact the Recruitment Team on 01225 395146 or email at [recruitment@bathnes.gov.uk](mailto:recruitment@bathnes.gov.uk).

Q. I have reset my password and I still cannot log in- why is this?

A. If you enter your password incorrectly more than three times, your account will be deactivated and you will need to contact the Recruitment Team on 01225 395146 or email at [recruitment@bathnes.gov.uk](mailto:recruitment@bathnes.gov.uk).

Q. Why is the Submit button greyed out and not working?

A. Please ensure you have completed all sections of the application form- you will be able to check this on the "Application Summary" page. All sections should have a green tick next to them if they have been completed correctly. If your application form is showing red exclamation marks next to section headings, you will need to ensure you have completed all mandatory fields in that section, marked with a red asterisk (\*). You can tick the "Edit" box to review sections of your application form.