

B&NES

Web Recruitment

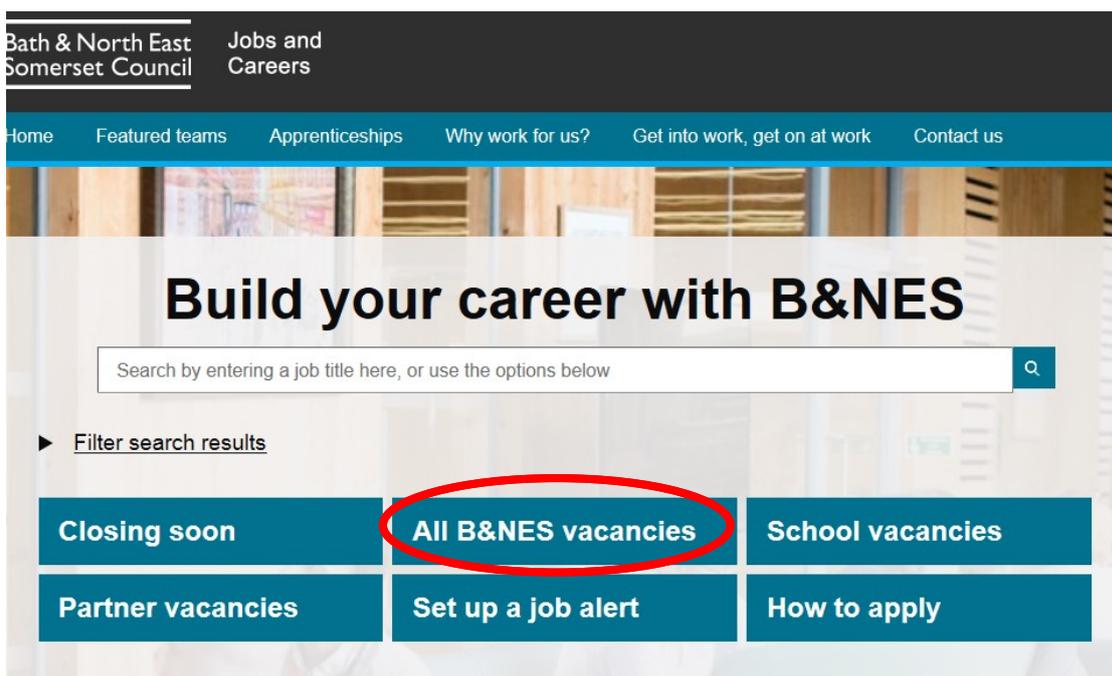
User guide

for Applicants

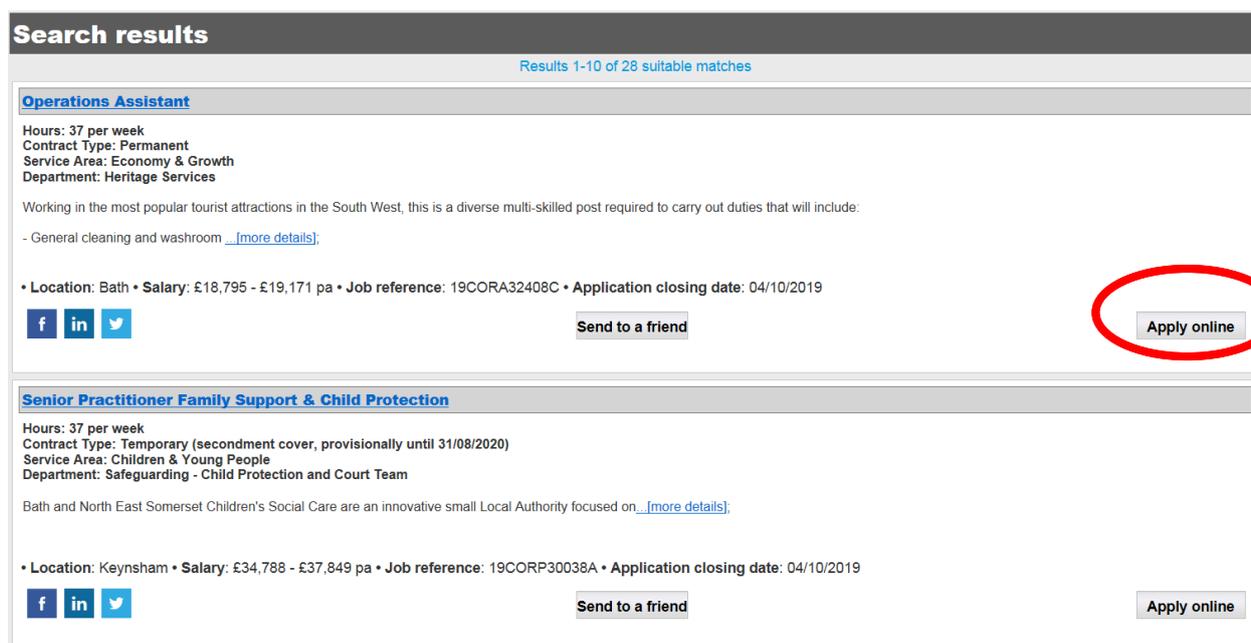
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Searching for a Job



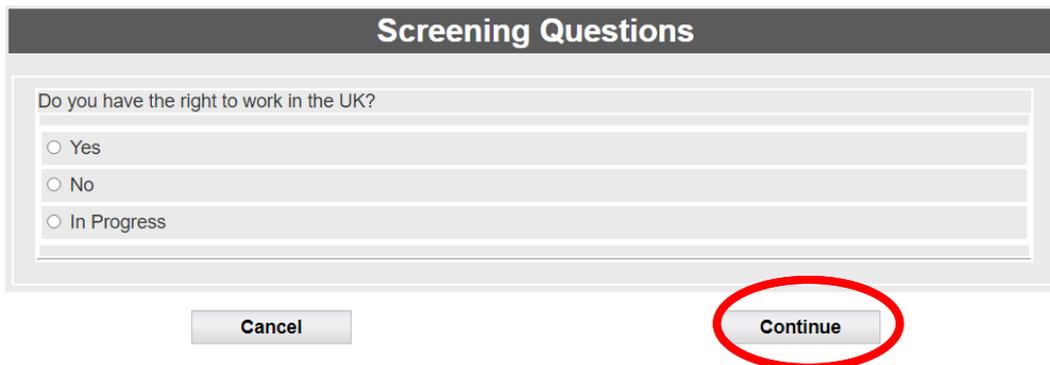
- Click on a category to find the job you would like to apply for i.e. All B&NES vacancies.
- You will be taken to your filtered category and relevant jobs will be displayed.
- You will be able to identify the following:
 - How many jobs are available
 - Closing dates
 - Hours, Contract Type, Location, Salary
 - More details of the job role
- If you would like to apply for a vacancy, please select Apply Online on the relevant advert.



- **Please note:** We also advertise vacancies on behalf of partner organisations. You will not be able to apply for these roles via our website. The details about how to apply for these roles will be included in the advert text.

How to apply for a job - Completing the Online Application Form

- Once you have clicked on Apply Online you will be required to answer the following question. Click continue.



Screening Questions

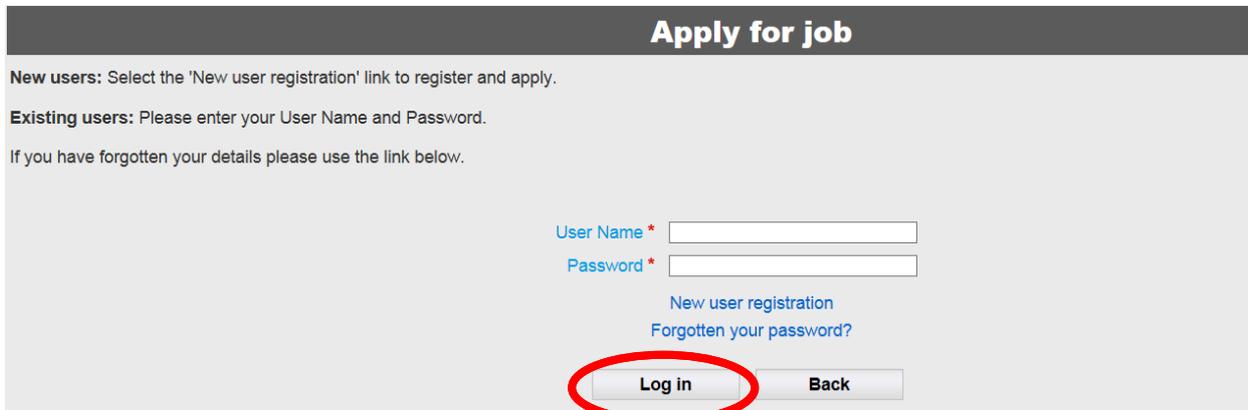
Do you have the right to work in the UK?

Yes

No

In Progress

- Login to your account if not already logged in.



Apply for job

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

Existing users: Please enter your User Name and Password.

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

User Name *

Password *

[New user registration](#)

[Forgotten your password?](#)

Application Summary

- 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.
- You can continue through the application pages by clicking the “Next” button.
- You can click the “Summary/Save” button and choose another application page from the “Application Summary”. When you click the “Summary/Save” or “Next” button, your details will be saved.
- If you exit the page by closing the browser, your details will not be saved and you will have to complete them in again when you next login.

Personal Information

- Complete and ensure all the below personal details are correct and all mandatory fields are completed. You can “Add” or “Remove” address and contact details if required.
- Select Summary and Save once you have completed required fields.

Personal Details

Please note that questions marked with a 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

The selected item can now be edited

Address Line 1 *

Address Line 2

Address Line 3

City *

County

POSTCODE *

Completing Address Line 1, Address Line 2, Address Line 3, City, County, POSTCODE, Country or Mailing address will require Address type to be completed.

Address type *

Country

Mailing address

Email address *

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.

The item has been successfully removed

Contact type *

Contact detail *

Additional Information

May we contact you at work? *

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

If yes please give details

Disability Declaration

Bath and North East Somerset Council has signed up to the Disability Confident Scheme and is an inclusive organisation. We actively promote equality of opportunity for all. We want people who have the right mix of talent, skills and potential to join our organisation. We welcome applications from disabled job applicants and we are positive about their abilities.

The Equality Act 2010 defines a person as having a disability if he or she has a physical or mental impairment which has a substantial and long term adverse effect on the individual's ability to carry out normal day to day activities. If you consider yourself to be a disabled person according to this definition and you meet the essential criteria for the job you are applying for, we will guarantee you an interview. Essential criteria are the most important things needed to be able to do the job.

We will, wherever possible make adjustments and offer alternatives to help disabled applicants through the Council's interview and selection process. If you require assistance or support at any stage, then please contact the Human Resources Team on 01225 395146.

Do you consider yourself disabled? *

If you require adjustments during the recruitment process please specify

Equalities and Diversity Information

- Bath & North East Somerset Council is an equal opportunities employer and fully supports the principals of equality in all the services it provides. We oppose 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.
- You will need to complete this page- please note that this information is NOT passed to the recruiting manager.
- Select Summary and Save once you have completed required fields.

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 *

Gender *

Ethnic origin *

Sexual orientation *

Religion *

Disability *

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

References

- 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.
- Select Summary and Save once you have completed required fields.

References

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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 provide your referee email address

Referee 1- Email Address

May we contact referee 1 prior to interview? *

If No please provide an explanation

Please provide your referee email address

Referee 2- Email Address

May we contact referee 2 prior to interview? *

If No please provide an explanation

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

- 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

- 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 and why you should be selected for interview. (Please remember that the people who will be shortlisting will be looking for evidenced of how you meet the requirements of the Job Description and Person Specification).
- You can include information about your work experience, skills and any training from all areas of your life.
- The supporting statement is limited to 9000 characters (including spaces).
- Select Summary and Save once you have completed required fields.

Supporting Information

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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

Previous **Summary & Save** Next

Criminal Records

- Depending on the type of job you apply for, you may need to provide details of a criminal record, if held.
- Select Summary and Save once you have completed required fields.

Criminal Records

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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? *

If yes please provide details:

For Regulated Activity Posts (Enhanced DBS)

Do you have an Unfiltered Conviction, Caution, Reprimand, Warning or Bind-over? *

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? *

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.

Regulated Activity

- This section of the application form refers to safeguarding. Please answer the questions.
- Select Summary and Save once you have completed required fields.

Regulated Activity

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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:

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 *

Previous Summary & Save Next

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.

11

Please click on the link to read the guidance on what your CV should contain.

[Link to CV Guidance](#)

Attach CV

Please attach your CV. For reasons of internet security we only accept the following types of attachment: .pdf, .docx or doc. Click on the browse button and navigate to the file that you want to attach.

Attachment *

Upload file

General Declaration

- 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 Declatrations

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.

- Select Summary and Save once you have completed required fields.

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

- 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.

Application summary

Please complete all the pages of the application form listed below and ****upload your CV****. 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
- ✓ Supporting Information
- ✓ Criminal Records
- ! Regulated Activity
- ! Attach CV
- ✓ General Declarations
- ✓ Notice

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

The red exclamation mark means the section is incomplete.

You can delete, submit or print your application form on this screen.

- 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
- ! Employment
- ! Qualifications and Training
- ! Supporting Information
- ! Criminal Records
- ! 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.

- All mandatory fields need to be completed. Click or hover over the help icon which will show you additional information.

Icon guide

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

- When all the application pages show a green tick, the “Submit” button will become available and you can submit your application form.

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

Submit

Selecting delete will permanently remove your application.

Delete

Application submission

Your application will be submitted, please select Continue to proceed or Cancel to return to the Application summary.

If you click **‘Continue’**, your application form will be submitted but you will not be able to retrieve it.

Continue

Cancel

If you click **‘Cancel’**, this will take you back to the Application Summary page.

Click continue to complete your submission.