Applicant Guidance and Information

Please see below applicant guidance to assist you with the process.

To view the full details for the role click on the 'more details' section within the advert.

You can also click on the links within the advert to view the Job Description, Person Specification and any other documentation indicated for you to save or print.

1) To apply for a post click on the 'Apply Online' button against the post you wish to apply for.

    You will then need to register as a new user by clicking on 'New user registration'. You will receive an email confirming your registration once completed. If you have already ensure you click on 'Existing user login' and login in with your Username and Password you have set up.

    If you do forget your password click on 'Forgotten password' and it will send you a link to reset this.

2) Complete the application form by working through the page. The icons on the summary page will indicate when a page is complete, which will help you to track your progress through the form.

When applying please ensure you complete all mandatory fields which are marked as a red asterix * as you will not be able to submit you application until these are completed.

Helpful Tips:

- You can stop and log out at any time and the details you have entered for an application will be automatically saved. Alternatively you may choose to save your form by clicking on the 'Summary' button. You can then continue at a later time by logging on with the same username and password and applying for the same job.

- You can review what has been entered at any time, by clicking on the Print preview button on the Summary page.

- Please do **NOT** complete the form in upper case

- When entering your name please ensure that you enter the name that you are legally known by.

- Enter your National Insurance number with no spaces.

- Enter your full current postal address.

- Enter your email address correctly as all correspondence regarding the post you have applied for will be sent via this.

- You can add and remove information within each section at any time by clicking on the 'Add' and 'Remove' buttons.

- Enter your qualifications using the drop down menu, calendar and select the subject area. If you cannot see your qualification please use the section 'Other Qualifications' to type these in.

- Enter your current notice period or enter Not Applicable if not relevant.

- Ensure you enter all employment history. Please ensure you do not leave any gaps and that you enter periods of unemployment, work experience or voluntary work. Please use the 'Job Details' field to enter details for this.

Your Supporting Statement

The job description sets out the duties and responsibilities of the post and the person specification sets out the criteria required to do the job.

The information you provide will be assessed against the criteria that has been listed as 'A' within the Person Specification for the post.

Within the 'Statement of Support' outline why you are applying and why you are suitable for this post by demonstrating how your skills, knowledge, qualifications, experience and abilities relate to the duties, responsibilities and criteria of the post. Provide examples of what you have done, what you were responsible for and what the results/outcomes were.

The examples that you use do not have to be related to your present or most recent post - they can be from previous posts or general experiences whether paid or unpaid.

You can type your statement directly into this section or copy and paste from a word document into the text box. Please note that there is a maximum of 8000 characters for this which includes punctuation and spacing.

References

For references you will need to enter full details of two people who have agreed to provide a reference about your professional competence. Referees should not be friends or relatives. If you are currently or have recently been working, one referee must be from your present or most recent employer/Head Teacher and be someone that had/has line management responsibility for you.

If you are unable to provide two employment referees, please give details of someone you know or have known in the capacity of any of the following:

Lecturer / Tutor / Teacher
Group / Club Leader
Work Experience / Voluntary Work
Customers / Clients (If you are self - employed)

3)   Once your application form has been fully completed please ensure that you have clicked the 'Submit'' button to apply. An email will be sent to you confirming your submission. If you do not receive a confirmation email these means that you have not yet submitted.

Please ensure that you submit you application before the deadline given as your application can not be included if it has been submitted after the deadline has passed.

4)   All applications will be sent for shortlist to the relevant Manager. Your application will be scored against the criteria that has been asked for within the person specification and this will determine the candidates for the selection process.

All applicants will be contacted via email regarding the outcome of their application.

If you experience any problems please ensure that you contact HR Services by emailing HR@ccn.ac.uk or calling 01603 773102 and we will be happy to assist you with your application.