

Applicant Guidance and Information

APPLYING

Click on the 'Apply Online' button against the post you wish to apply for.

If you have not applied before you will need to register as a new user by clicking on 'New user registration'. If you have already registered click on 'Existing user login' at the top of the vacancy page and login in with your Username and Password you have set up.

Internal users – please use your CCN main username and password as this will bring through your current employee information. e.g., J1Smith

If you do forget your password, click on 'Forgotten password' and it will send you a link to reset this. 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 via 'Existing User Login' 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. You can right click onto the box and enter the first letter of the subject for a quicker search. If you cannot see your qualification in the list or want to add any manually, 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. Please ensure you download this within the advert.

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: (Please ensure email addresses are provided as we send these out electronically)

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

Application Submission

Once your application form has been fully completed, please ensure that you have clicked the 'Submit' button to apply followed by the continue button. 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.

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. You will be contacted via email regarding the outcome of your application.

SELECTION PROCESS

The selection process can consist of one or more of the following: -

Formal Panel Interview

You will be asked questions based on the competencies within the person specification for the role. You will also be given the opportunity to ask questions. Members of the panel will be taking notes during the interview so they can refer back when making the final decision. This can be undertaken onsite or virtual via Teams.

Microteach Session

This will be assessed within a teaching or training role. You will be observed delivering a timed teaching session on a given topic.

Presentation

You will be asked to prepare and present a timed presentation to a panel on a given subject.

Aptitude Tests

Aptitude tests are specific to the job role. These assess skills including ICT, Excel, Word, PowerPoint, data entry/analysis and numeracy and literacy.

Quest online personality profile

Prior to the interview you will be asked to complete an online personality profile (Quest) that should take around 20-30 minutes to complete. These are normally used for management roles and are used to measure behavioural preferences related to the world of work.

Practical Task

You will be given a task that is relevant to the role that will be set in a real working environment.

Group Tasks

These can be discussions/tasks that will involve panel members, other candidates, or external bodies.

You will receive full details by email of the selection process for the role to help you prepare in advance for the day. If you have any requirements in respect of access or facilities to assist you with the selection process, please let us know as soon as possible so that we can make every effort to accommodate these.

Managers will then follow up with you the outcome of this process where feedback can be given.

If you have any queries or 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.