

North East Jobs



A Guide for Job Applicants

Amended August 2016

**Strategic Human
Resources**
YHN House
Benton Park Road
Newcastle upon Tyne, NE7 7LX

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Introduction

The North East Jobs (www.northeastjobs.org.uk) website is an online recruitment portal used by Local Authorities in the North East to advertise vacancies and manage all communications with applicants. It places the whole application process online for jobseekers, from searching for vacancies and receiving alerts to applying for jobs and arranging interview times. Your Homes Newcastle currently use the system up to shortlisting stage.

The online application form has been customised to meet YHN's requirements. This user manual aims to assist you in locating our vacancies within the North East Jobs recruitment portal, and will provide you with step-by-step guidance for completion and submission of an online application form.

Getting started: Registration and Creation of an Account

To apply online for YHN vacancies you must register and create an account with North East Jobs. At your browser type www.northeastjobs.org.uk and you will be directed to the North East Jobs homepage

Please note: If you are a YHN employee, you will need to ensure that you create an account by using your YHN work email address (ending in @yhn.org.uk), to enable you to apply for both internally and externally advertised vacancies.

NORTH EAST JOBS

Jobs Home

[View All Jobs](#)

[Advanced Job Search](#)

[Register/Login](#)

[Find Employer](#)

Name:

Advice centre

- [How to use this website](#)
- [The recruitment process](#)
- [How to apply](#)
- [Hints & tips](#)
- [Frequently asked questions](#)

[About this site](#)

Quick Job Search

Select a job category

Select a date period

Salary Band

Keyword search help

Enter Keywords...

[Advanced Job Search](#) [Search](#)

You are here: [Home](#)

Welcome to the site

North East Jobs is the best location to find public sector vacancies in the North East of England.

With North East Jobs you can search and apply online. Registration is free and takes a few minutes. Once you've registered you can improve your job search by creating a Talent Profile and signing up to receive email alerts for the types of vacancy you are interested in.

North East Jobs only features genuine employers and real opportunities. We are a not for profit service.

[Browse by Jobs](#)

Advertise With North East Jobs

NORTH EAST JOBS

Advertise your vacancies with one of the most popular job sites in the region

[More...](#)

- Click on **Register/Login**

NORTH EAST JOBS

Quick Job Search Maximise

You are here: [Home](#) : [Register](#)

Register

To register, please enter your contact information in the form below. A red asterisk means that information must be completed.

Title: * Mr

First name: * Jo

Last name: * Bloggs

Postcode:

Please enter and confirm your email address. In order to confirm your registration, you will receive an email containing instructions as to how to activate your account.

Email: * jo.bloggs@yhn.org.uk

Confirm email: * jo.bloggs@yhn.org.uk

Your password must contain both upper and lower case letters, and at least one number. It must be at least eight characters in length.

Password: *

Login

Enter your email address:

Enter your password:

Forgot password? [Login](#)

Jobs Home

View All Jobs

Advanced Job Search

Register/Login

Find Employer

Name: --Please Select--

Advice centre

How to use this website

The recruitment process

How to apply

Hints & tips

Frequently asked questions

About this site

- All the fields with a red asterisk (*) are mandatory
- **Complete** the relevant fields at the centre of your screen

Continue by completing the registration details as per below screenshot:

Our talent pool

Job Categories

Safer Recruitment

Eligibility to Work

Please enter a secret question and answer below. This should be something only you know the answer to.

If you forget your password, you will be asked your secret question in order to reset your password.

Secret question: * Place of birth

Answer to secret question: * Newcastle upon Tyne

Do you currently work for any of the organisations listed below?

Organisation: Your Homes Newcastle

Security check

Enter both words below, separated by a space. If you can't read the words displayed, request a new set of words or try an audio challenge.

38693663

38693663

[Privacy & Terms](#)

☒ I have read and agreed to the Terms and Conditions of the site. (Link opens in a new tab or window.)

[Submit](#)

- If you are a YHN employee please indicate this by selecting 'Your Homes Newcastle' in the **Organisation** field
- Once you have completed all the fields, click on **Submit**

Finding YHN vacancies

To locate YHN vacancies advertised on the North East Jobs website and submit an online application form, please follow the instructions below:

NORTH EAST JOBS

Jobs Home

Advanced Job Search

Logout

Find Employer

Name: **Your Homes Newcastle**

My Account

- My Details
- My Job Basket (0)
- My Talent Profile (60%)
- My Job Alerts (0)
- My Saved Searches (0)
- My Application History (11)
- My Messages (11)

Quick Job Search

Select a job category

Select a date period

Salary Band

Keyword search help

Enter Keywords...

Advanced Job Search

Search

You are here: [Home](#)

Welcome Nikolaos Kapetanidis

You are now logged in.

This jobs site is used by Local Authorities in the North East of England to post vacancies and manage our communications with applicants. It puts the whole application process online for jobseekers, from searching for vacancies and receiving alerts to applying for jobs and arranging interview times.

Browse by Jobs

Subscribe to all North East Jobs jobs via RSS

Job Category | Most Recent | Salary Band | Contract Type | Working Pattern

- At the left hand side menu and below the **Find Employer** field, open the drop-down list and click on **Your Homes Newcastle**

My Application History (11)

My Messages (11)

Advice centre

- How to use this website
- The recruitment process
- How to apply
- Hints & tips
- Frequently asked questions

About this site

- Our Talent pool
- Job Categories
- Safer Recruitment
- Eligibility to Work

Browse by Jobs

Subscribe to all Your Homes Newcastle jobs via RSS

Job Category | Most Recent | Salary Band | Contract Type | Working Pattern

Admin/Secretarial/Customer Services (1)

Advanced Job Search

MINDFUL EMPLOYER

Back to top

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As shown above, at the bottom of the screen and below the **Browse by Jobs** field you will see the vacancies being currently advertised by YHN

- **Click** on the vacancy you wish to apply for

NORTH EAST JOBS

Quick Job Search Maximise

You are here: [Home](#) : [Search](#)

Jobs

Results 1 to 1 of 1 10 results per page

Client Contract Officer Closing date: **19 Aug**

The post of Client Contract Officer will offer a varied and interesting role within YHN's Development and Procurement Team.

Contract Type: Fixed Term
Salary: £19,939- £22,434 per annum
Allowances: N/A

Working Pattern: Full time
Employment Location: Newcastle upon Tyne (YHN House)
Job category: Admin / Secretarial / Customer Services

[Send to a friend](#) [More details](#)

Your Search Criteria
Job role
☒ Admin / Secretarial / Customer Services
Your Sort Order
 Most Recent

Jobs Home
[View All Jobs](#)
[Advanced Job Search](#)
[Register/Login](#)
[Find Employer](#)
 Name:
Advice centre
[How to use this website](#)
[The recruitment process](#)
[How to apply](#)
[Hints & tips](#)
[Frequently asked questions](#)

Once you have selected the job you are interested in, you will be able to see a summary of the vacancy details

- Click on **More details** to view the full advert and to proceed with the completion and submission of an online application form

Proceed as per following screenshot:

NORTH EAST JOBS

Quick Job Search Maximise

You are here: [Home](#) : [Job detail](#)

Client Contract Officer Closing date: **19 Aug**

Job Summary

Contract Type: Fixed Term
Working Pattern: Full time
Advert Start Date: 05/08/2016
Advert End Date: 19/08/2016 23:59
Salary: £19,939- £22,434 per annum
Allowances: N/A
Hours per week: 37
Job Category: Admin / Secretarial / Customer Services
Vacancy ID: 154394
Employment Location: Newcastle upon Tyne (YHN House)

[Apply for this job](#)
[Send to a friend](#)

Supporting documents

- [Applicant Guidance \(August 2015\).pdf](#) (108.58 KB)
- [Client Contract Officer Job Description.pdf](#) (177.52 KB)

Further information

Jobs Home
[View All Jobs](#)
[Advanced Job Search](#)
[Register/Login](#)
[Find Employer](#)
 Name:
Advice centre
[How to use this website](#)
[The recruitment process](#)
[How to apply](#)
[Hints & tips](#)
[Frequently asked questions](#)
About this site
[Our Talent pool](#)
[Job Categories](#)

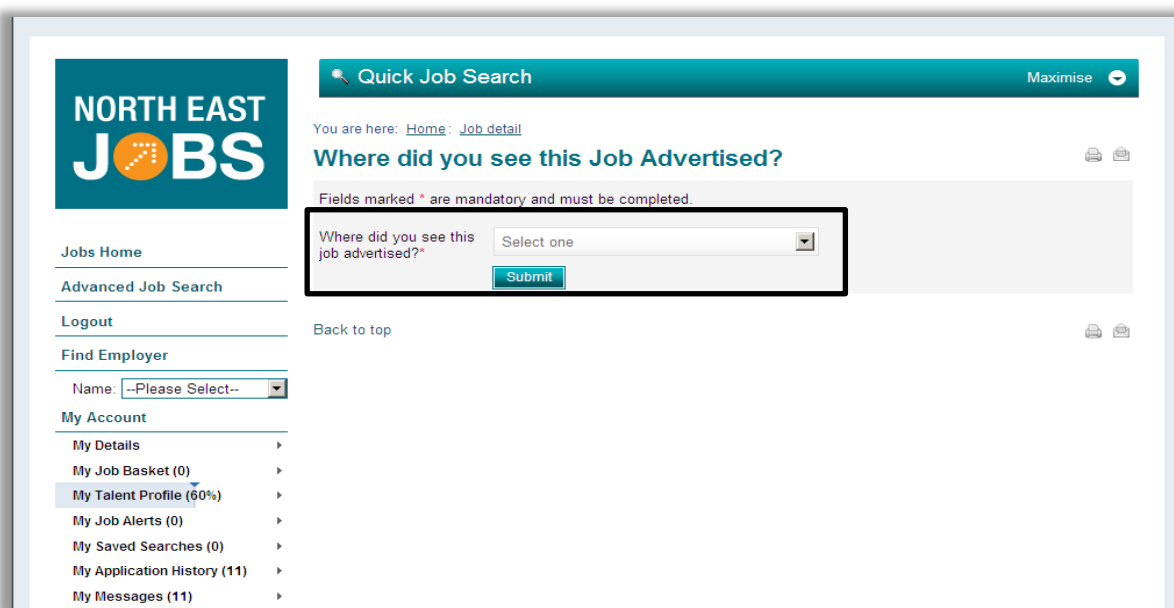
- At the **Supporting Documents** section you can access the role's job description, along with any other relevant documents
- At the **Further information** section you can see the main body of the advert
- To proceed with your application click on **Apply for this job**, either at the bottom of the screen or at the right-hand side

Completion and submission of YHN online application form

YHN has recently changed the way in which we recruit to positions within the organisation. We have implemented a new application form which focuses on the person specification element of the Job Description and the essential and desirable criteria within this. We encourage all applicants to draw upon experience both within the workplace and in a personal capacity to demonstrate how they have the skills, knowledge and experience for the role to which they are applying.

The following screenshots will guide you through the completion of the online application form.

After you have clicked on **Apply for this job** as per previous screenshot, continue as shown below:

The screenshot shows the 'North East Jobs' website interface. On the left is a navigation menu with links: 'Jobs Home', 'Advanced Job Search', 'Logout', 'Find Employer', 'My Account' (with sub-links: 'My Details', 'My Job Basket (0)', 'My Talent Profile (60%)', 'My Job Alerts (0)', 'My Saved Searches (0)', 'My Application History (11)', 'My Messages (11)'). The main content area has a teal header with 'Quick Job Search' and a 'Maximise' button. Below the header, it says 'You are here: Home > Job detail'. The section title is 'Where did you see this Job Advertised?'. A note states 'Fields marked * are mandatory and must be completed.' The form contains a dropdown menu labeled 'Where did you see this job advertised?*' with the text 'Select one' and a 'Submit' button. A 'Back to top' link is at the bottom of the form area.

- You will be asked where you saw the job you are applying for being advertised.
Select one of the options from the drop-down list
- Click on **Submit**

The next page will take you through any pre-screening questions relevant to the role. As an employer, we have a legal obligation to ensure that all potential employees/casual workers have the right to live and work in the UK so this comes as a standard pre-screening question. Depending on the role, there may be additional screening questions, such as whether candidates have a full driving license/the necessary qualifications for the role to which they are applying.

Pre-screening questions will only be selected if they are essential for the role.

The bar near the top of the screen will indicate which section of the online application form you are currently completing. The first section of the application form you will be asked to complete is that of **Personal Details**:

The screenshot shows a navigation bar at the top with four tabs: 'Personal details' (highlighted in dark blue), 'References', 'Criminal Convictions', and 'Ec'. Below the navigation bar, a text block states: 'The Personal Details, Criminal Convictions and Equal Opportunities monitoring parts of the application will not be provided to the recruiting manager at shortlisting stage. The personal details part will be provided to the recruiting manager at interview stage.' Below this text is a form with the following fields:

- Title * (text input)
- Surname * (text input with a blue question mark icon, containing 'User')
- Forename(s) * (text input with a blue question mark icon, containing 'NEJ NEREO TEST')
- Address 1 * (text input with a blue question mark icon)
- Address 2 (text input with a blue question mark icon)
- Address 3 (text input with a blue question mark icon)
- City / Town * (text input with a blue question mark icon)
- Post code / Zip Code (text input with a blue question mark icon)
- Country (dropdown menu showing '- None selected -')
- Do you have a National (text input with a blue question mark icon)

All the fields with a red asterisk (*) are mandatory. By hovering the cursor over the blue circle with the white question mark next to each field you can get some additional guidance on what information needs to be provided within each field. Throughout the online application form all the information will need to be provided within free text fields or by selection from a drop-down list

Continue as per below screenshot:

Relationship to YHN

Are you a YHN Employee?

If yes, please state Pay ID

Do you have a relationship with or are you related to any current YHN employee/Board member/Newcastle City Council employee? *

Details

Your right to work in the UK

Are you eligible to work in the UK?

Are you subject to immigration restrictions? *

Please give details of any restrictions and current work permits including the type of permit, the number and the expiry date.

You will be asked about your relationship to YHN and prompted to provide details where appropriate. In addition you will be asked to provide information regarding your right to work in the UK. The relevant fields are within the Personal Details section. Complete this section of the application form as per the following screenshot:

- On completion of this section of the application form, you can either save your progress and continue by accessing your application later, or continue to the next section by clicking on **Next page**

If you have forgotten to complete one of the mandatory fields, the system will not allow you to proceed to the next stage.

If you save your progress and wish to continue at a later stage,

- Log on to the North East Jobs website
- click on My Application History at the left hand-side menu

:

Continue as per below screenshot:

NORTH EAST JOBS

Quick Job Search Maximise

You are here: [Home](#) : [My Account](#) : [My Application History](#)

My Application History

This page will list any jobs you have previously applied for, or are a part-way through applying.

Results 1 to 10 of 13 10 results per page

Previous 1 2 Next

Job title	Employer	Salary	Closing date	Application created	Application submitted	Status	
Assistant HR Advisor	Your Homes Newcastle	£20,000	09/10/2013	07/10/2013		Not yet submitted	View
Administrative Assistant	Your Homes Newcastle	£18,000 - £20,000 per annum	Closed	04/10/2013		Not yet submitted	View
Assistant HR Advisor	Your Homes Newcastle	£20,000	09/10/2013	19/09/2013	19/09/2013	Submitted	View

Jobs Home
Advanced Job Search
Logout
Find Employer
 Name: --Please Select--
My Account
 My Details
 My Job Basket (0)
 My Talent Profile (60%)
 My Job Alerts (0)
 My Saved Searches (0)
My Application History (13)
 My Messages (11)

Find the application form you want to continue completing from the list at the centre of the screen. The most recent application forms you have been working on will appear at the top of the list. At the Status column, you will see that the application has not yet been submitted.

- Click on **View** at the right and next to the Status column, to continue with the completion of the application form.

At the next section of the application form you will be required to provide details of employment references:

Please provide two references, one of which should be from your present or most recent employer, one of which should be your current line manager. Character references will only be accepted if employment references cannot be taken. Please do not use relatives.

Referee 1

Title *

Firstname *

LastName *

Referee Position *

What Employer is this reference for?

Referee Type * - None selected -

Other type

Referee Address Line 1 *

Referee Address Line 2

Referee Address Line 3

The top bar indicates that you are now at the **References** section of the application form. As per the previous section, the fields marked with a red asterisk (*) are mandatory

- **Provide the details** of your first referee and additional referee
- At the bottom of each of the referee details sections, please remember to indicate if the referee can be contacted prior to the interview

By default, the North East Jobs application form requires the details of two referees as a minimum. However, in line with the YHN Recruitment & Selection Policy, internal applicants can provide the details of one referee only. In this case, please follow the below instructions:

The screenshot shows the 'Additional Referee' section of an application form. At the top, there is a blue button labeled 'Add another'. Below it, a message states: 'Click "Add another" to include more Referees. You must have a minimum of 2 referees to submit your application.' The form contains several fields, each with a red asterisk indicating it is mandatory. The fields are: Title, First name, Last name, Referee Position, Which Employer is this reference for?, Referee Type, Other type, Referee Address Line 1, Referee Address Line 2, Referee Address Line 3, and Referee Town/City. The 'Title' field is highlighted with a red box and contains the text 'As above'. The 'Referee Type' field has a dropdown menu with 'Current employer' selected. The 'Other type' field is empty. The 'Referee Address Line 1' field contains 'As above'. The 'Referee Address Line 2' and 'Referee Address Line 3' fields are empty. The 'Referee Town/City' field contains 'As above'.

- At the **Additional Referee** section insert '**As above**' (or any other text) in the mandatory fields, if you are an internal candidate who provides the details of one referee only
- Click on the **Add another** icon at the Additional Referee section, if you wish to provide the details of more than two referees
- Save your progress by clicking on **Save** at the bottom of the screen and click on **Next page** at the bottom right of the screen to proceed with the next stage of your application form

Continue by completing the Criminal Convictions section of the application form, as per the next screenshot:

The screenshot shows a navigation bar with tabs: 'Criminal Convictions' (active), 'Education, training and qualifications', 'Employment History', and 'Skills, knowledge and experience'. Below the navigation bar, there is a paragraph of text: 'For some posts you will have to complete an additional form (disclosure form) that details any criminal convictions you have. A criminal record will not mean that you won't be considered for a post, but the nature of the offence will be looked at when deciding on your suitability for the post. If you do not complete a disclosure form when requested, regrettably we will not be able to consider your application.' Below this text is a form with a question: 'Have you ever been convicted of a criminal offence, (other than a spent conviction under the terms of the Rehabilitation of Offenders Act 1974)? *'. To the right of the question is a drop-down menu currently showing '- None selected -'. Below the question is a text area for details, with the prompt 'If Yes, please give details'. At the bottom of the form, there is a note: 'Note: If you are applying for a job which is not covered by the Rehabilitation of Offenders Act (for example, working with children or vulnerable adults), we will ask you to fill in an extra form which includes a question about spent convictions.'

- Select **Yes** or **No** from the drop-down list to declare if you have ever been convicted of a criminal offence. This field is mandatory
- If you have answered **Yes** at the previous question, provide the details of any convictions at the below free text field
- **Save** your progress and proceed to the next stage of your application form by clicking on **Next page**

Continue with your application by providing details of any qualifications you might be holding, training you have attended or professional registration at the **Education, training and qualifications** stage of the application form:

The screenshot shows a navigation bar with tabs: 'Education, training and qualifications' (active), 'Employment History', 'Skills, knowledge and experience', and 'Medical history'. Below the navigation bar, there is a paragraph of text: 'Please give details of any relevant qualifications or work related training you have achieved starting with the most recent first.' Below this text is a form with a table-like structure. At the top left of the form are two buttons: 'Add another' and 'Save'. The form contains the following fields: 'Educational establishment name' (text input), 'Country of establishment' (drop-down menu showing '- None selected -'), 'Date attended from' (two drop-down menus for 'month' and 'year'), 'Date attended to' (two drop-down menus for 'month' and 'year'), 'Qualification awarded' (text input), 'Subject' (text input), 'Date of Award/Expected' (two drop-down menus for 'month' and 'year'), and 'Grade or class or level' (text input). At the bottom of the form, there is a section header: 'Continuing professional development and training courses you have been on'.

- Within the first section of this stage you can provide details of any qualifications you hold or any training you have attended. To provide details of more than one, click on **Add another**
- If applicable, provide details of a **professional registration** you hold
- **Save** your progress and click on Next page to continue with the completion of your application form

Continue by completing the **Employment History** section of the application form:

- Provide the details of your current or most recent role within the **Current Employment** section by completing the relevant fields or selecting from the drop-down lists
- The **Past Employment Section** will allow you to provide the details of your employment history prior to your current role. The **Add another** feature within the section will allow you to provide details for more than one jobs you previously had
- The **Period not in Employment** section allows you to give the details of any gaps in employment that you might have had
- Complete this section of the application form by saving your progress and clicking on **Next page** at the bottom right of the screen

You will continue the completion of your online application form by providing your answer to our skills, knowledge and experience question. This is the section within which you demonstrate to the shortlisting panel how you meet the criteria for the role. Particular attention should be paid to the essential criteria identified in the job description although you should also pick up on the desirable criteria wherever possible to further strengthen your answer.

The screenshot shows a web-based application form with three tabs at the top: "Skills, knowledge and experience" (which is selected and highlighted in blue), "Monitoring Equality and Diversity", and "Declarations & Disclosure". Below the tabs, on the left, is a section titled "Specific questions from the Competency Framework Criteria. *". To the right of this is a large text area for the answer, preceded by a blue circular icon containing a question mark. The text in the icon reads: "Using the job description as a guide, please tell us how you meet the requirements of the job. It is very important that you support your application with examples, which can come from experiences at work and in other situations. *". Below the text area, at the bottom left, it says "1500 word(s) left".

- There is a **word limit** for your answer. Once you start typing your answer you will be able to see below the free text field how many words you have left. The system will not allow you to exceed the word limit
- Once you have provided your answer, **save** your progress and click on **Next page** at the bottom right of the screen

The next section of the application form is **Equal Opportunities Monitoring**, where you will be asked to provide details of characteristics such as gender, date of birth, ethnic origin, religion, marital status, sexual orientation, disability, etc. As per the title, this information is used for monitoring purposes only, will not be disclosed to the recruiting manager at any stage of the process and will be kept within HR records only.

Proceed as follows:

Equality in employment

We aim to have a workforce that reflects the different customers we have. To measure our performance in meeting this aim, we collect information from people applying for jobs. We separate this part of your application from the rest of your application form. The information you give is confidential and will not be seen by anyone involved in the recruitment process. It will not affect our decision on your application.

This information is only used to measure the effectiveness of our Equality Policy. It will be accessed only by the Human Resources team and it will not be seen by anyone else involved in the selection process. Our intention is to select the best candidates for the job regardless of their gender, sexual orientation, religious belief, disability, age, race, maternity and pregnancy, marriage and civil partnership and gender reassignment.

Gender

Gender	- None selected -
Is your gender identity the same as the gender you were assigned at birth?	- None selected -

Age range

Date of Birth	day month year
	Calendar
Age Range	- None selected -

Marital status or Civil Partnership

Marital status or Civil Partnership	- None selected -
-------------------------------------	--

Family status

Do you have any caring responsibilities?	- None selected -
If yes, please provide details	

Populate the relevant fields by selecting the appropriate options from the drop-down lists or by completing the free text fields.

- Complete this section by saving your progress and clicking on **Next page** at the bottom right of the screen

You will now need to complete the final stage of the online application form (Declarations & Disclosure) and submit it. Proceed as per the following screenshots:

Flexible Working

We are committed to giving you the opportunity to change your work patterns when possible so you can balance your work commitments with other responsibilities (for example, job share, part-time work, working in term time only and so on).

Do you want to work full-time hours only? - None selected -

Do you want to work part-time hours only? - None selected -

Would you like us to consider you for any available hours? - None selected -

- **At the Flexible Working** section of this stage of the application form, provide details regarding preferred work patterns (full-time, part-time, job share) and other details regarding your availability to work.

Proceed as per below screenshot:

Guaranteed Interview Scheme for applicants with disabilities

Your Homes Newcastle is committed to the employment and career development of people with disabilities. In line with our Guaranteed Interview Scheme (GIS) we guarantee an interview to all applicants with disabilities who have demonstrated they have met the minimum criteria for the job vacancy.

If you wish to be considered for an interview under this scheme you must have a disability or long-term health condition which puts you at a significant disadvantage in either obtaining or keeping jobs. In line with the Equality Act 2010, the disability could be physical, sensory or mental and must have lasted, or be expected to last, for at least 12 months. Disclosing that you are disabled for the purpose of qualifying for the GIS is your decision and is entirely voluntary. You can declare that you wish to be considered by ticking the box below.

I consider myself to have a disability and would like to apply under the Guaranteed Interview Scheme - None selected -

- At the **Guaranteed Interview Scheme for applicants with disabilities** section of this stage you have the opportunity to declare that you have a disability and if you demonstrate that you meet the essential requirements for the role you are applying for you will be offered an interview

Finish the completion of your online application form as per below screenshot:

Declaration

☐ Please complete all parts of this and the related application form before checking the tick box below: I certify that to the best of my knowledge all the information I have given is complete, correct and factual. I understand that deliberately giving false or incomplete answers would disqualify me from consideration, or in the event of my appointment, make me liable to dismissal without notice.

Data Protection

(Data Protection: We take our obligations under data protection legislation seriously. These require us to explain how the data you provide on the application form and any other data, which may be created in connection with your application, may be used. Any data about you will be held in secure conditions, with access restricted to those who need it in connection with dealing with your application and selection. Data may also be used for the purposes of monitoring the effectiveness of our selection processes, but in these circumstances, all data will be anonymous.)

➤ At the **Data Protection Act: Consent and Certification of Details** section, **tick the box** to declare that you agree with the way the information you have provided within your application form will be used by YHN and that all the information you have provided is correct.

- **Save** your progress
- After you have checked that all the information you have provided at every stage of the application form is correct click on **Submit**

Please note: Once you have submitted your application form you will not be able to make any changes. If you wish to make any changes to your application form after it has been submitted please contact the recruitment team at yhnjobs@newcastle.gov.uk

Once you click on Submit, the following will appear on your screen:

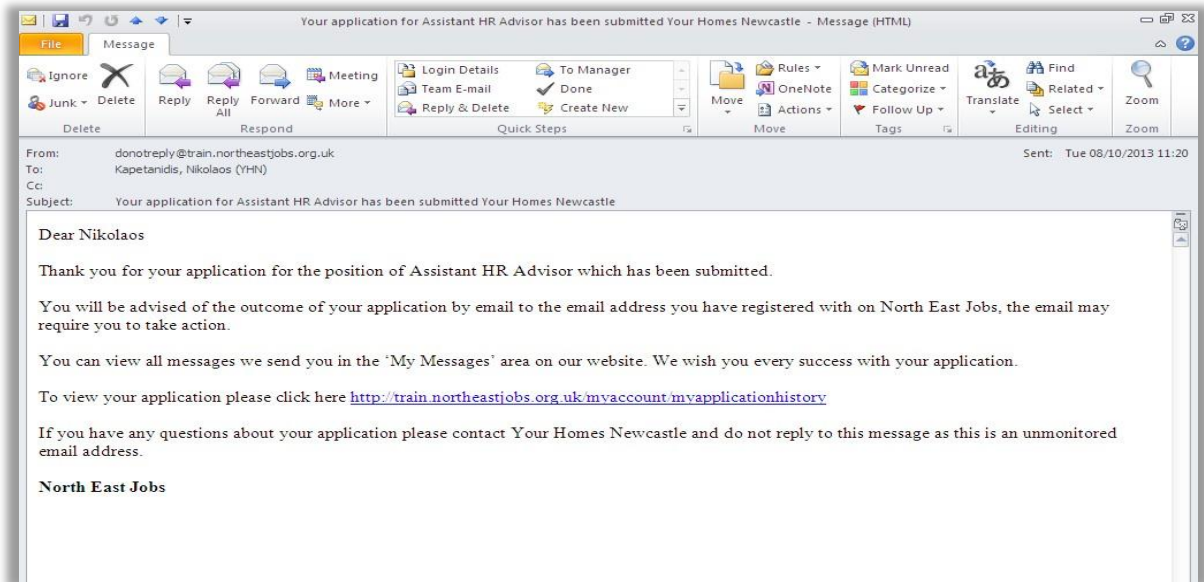
The screenshot shows the 'North East Jobs' website interface. On the left is a navigation menu with links like 'Jobs Home', 'Advanced Job Search', 'Logout', 'Find Employer', and 'My Account'. The 'My Account' section is expanded, showing 'My Details', 'My Job Basket (0)', 'My Talent Profile (60%)', 'My Job Alerts (0)', 'My Saved Searches (0)', 'My Application History (13)', and 'My Messages (12)'. The 'My Messages (12)' link is highlighted with a red box. The main content area shows a confirmation message: 'Thank you for submitting your application. You are no longer able to edit your application. We will be in contact with you shortly via the 'My Messages' section of your account.' Below this message are tabs for 'Personal details', 'References', 'Criminal Convictions', and 'Eq'. The 'Personal details' tab is active, showing fields for Title (Mr), Last name (Kapetanidis), First name(s) (Nikolaos), Known as (if applicable), Address 1 (YHN House), and Address 2. A note at the bottom states: 'The Personal Details, Criminal Convictions and Equal Opportunities monitoring parts of the application will not be provided to the recruiting manager at shortlisting stage. The personal details part will be provided to the recruiting manager at interview stage.'

- You will see a message at the top of your screen that your application has now been submitted and you are no longer able to edit it.

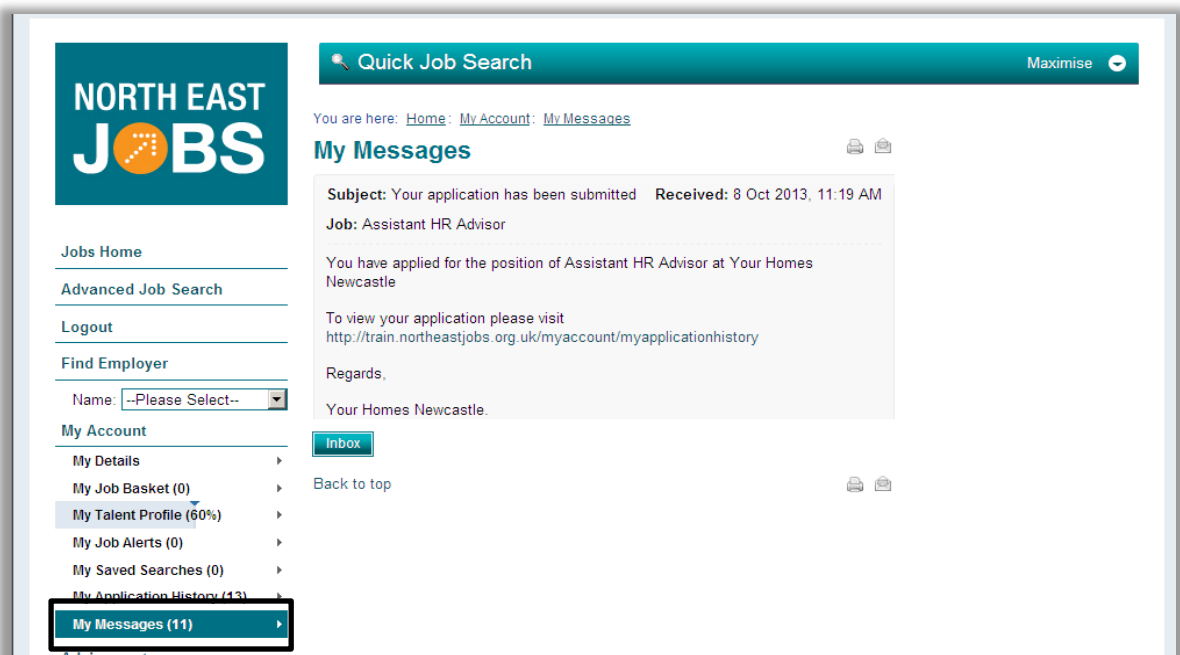
- Any correspondence you receive from the employer via the system can be accessed by clicking on My Messages at the left hand-side menu

Accessing Messages

After you have submitted your online application form, you will receive an email from North East Jobs in the inbox of the email address you have used when you registered, as the below screenshot shows:

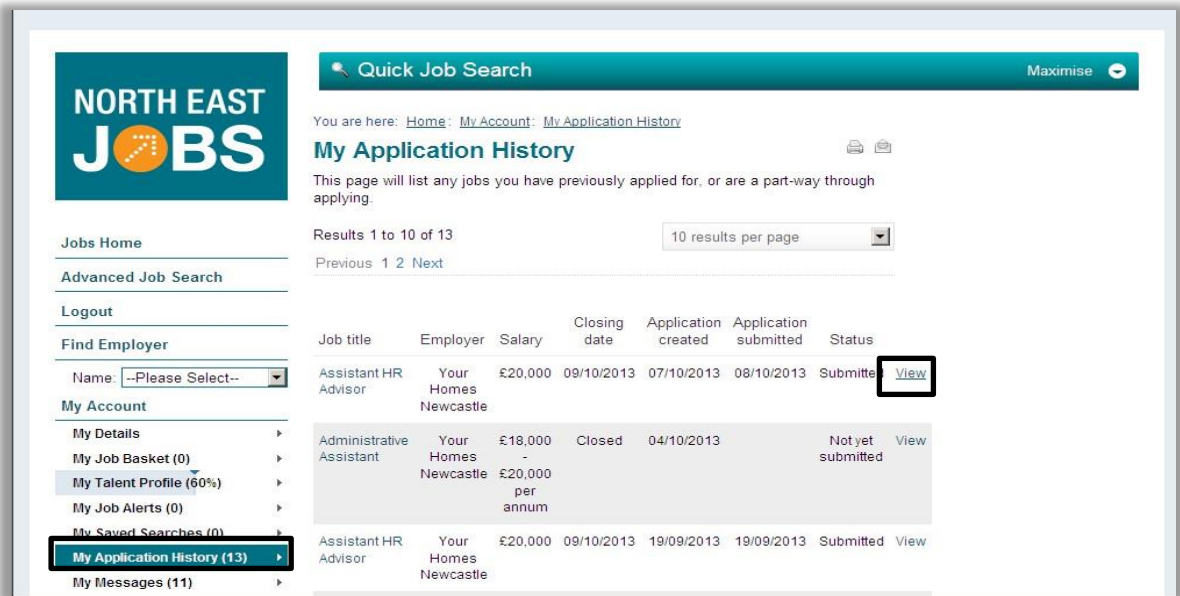


You will also receive a confirmation message at your inbox within your North East Jobs account which can be accessed by clicking on **My Messages** at the left hand-side menu of the homepage, as mentioned previously and as shown at the below screenshot:



Withdrawing an Application

If you wish to withdraw the application form you have submitted, follow the below instructions:



NORTH EAST JOBS

Quick Job Search Maximise

You are here: [Home](#) : [My Account](#) : [My Application History](#)

My Application History

This page will list any jobs you have previously applied for, or are a part-way through applying.

Results 1 to 10 of 13 10 results per page

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Job title	Employer	Salary	Closing date	Application created	Application submitted	Status	
Assistant HR Advisor	Your Homes Newcastle	£20,000	09/10/2013	07/10/2013	08/10/2013	Submitted	View
Administrative Assistant	Your Homes Newcastle	£18,000 - £20,000 per annum	Closed	04/10/2013		Not yet submitted	View
Assistant HR Advisor	Your Homes Newcastle	£20,000	09/10/2013	19/09/2013	19/09/2013	Submitted	View

Jobs Home

Advanced Job Search

Logout

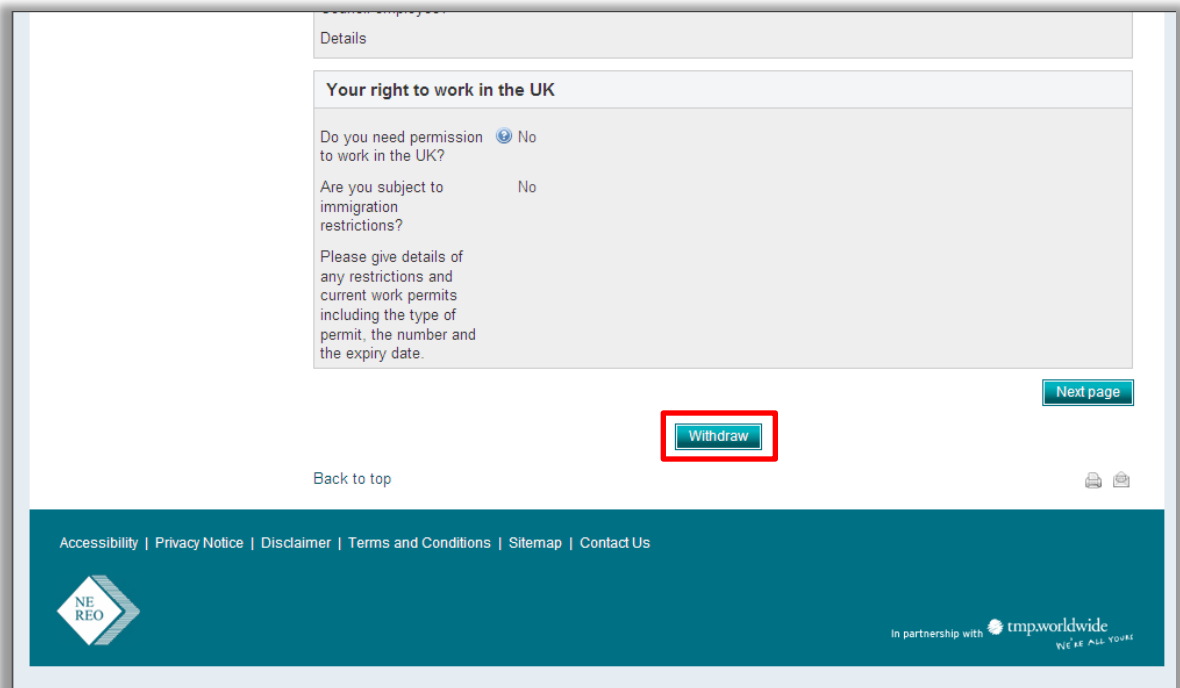
Find Employer

Name:

My Account

- My Details
- My Job Basket (0)
- My Talent Profile (50%)
- My Job Alerts (0)
- My Saved Searches (0)
- My Application History (13)**
- My Messages (11)

- After you have logged in, click on **My Application History** at the left hand-side menu of the home page
- At the centre of the screen, find the vacancy for which you have applied and click on **View** to access your application form



Details

Your right to work in the UK

Do you need permission to work in the UK? ☒ No

Are you subject to immigration restrictions? ☒ No

Please give details of any restrictions and current work permits including the type of permit, the number and the expiry date.

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[Withdraw](#)

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- Once you have accessed your application form, scroll at the bottom of the screen and select **Withdraw**

Finally, if you experience any problems with either the completion or submission of your online application form please contact the recruitment team ynjobs@newcastle.gov.uk