North East Jobs





A Guide for Job Applicants

Amended August 2016

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Introduction

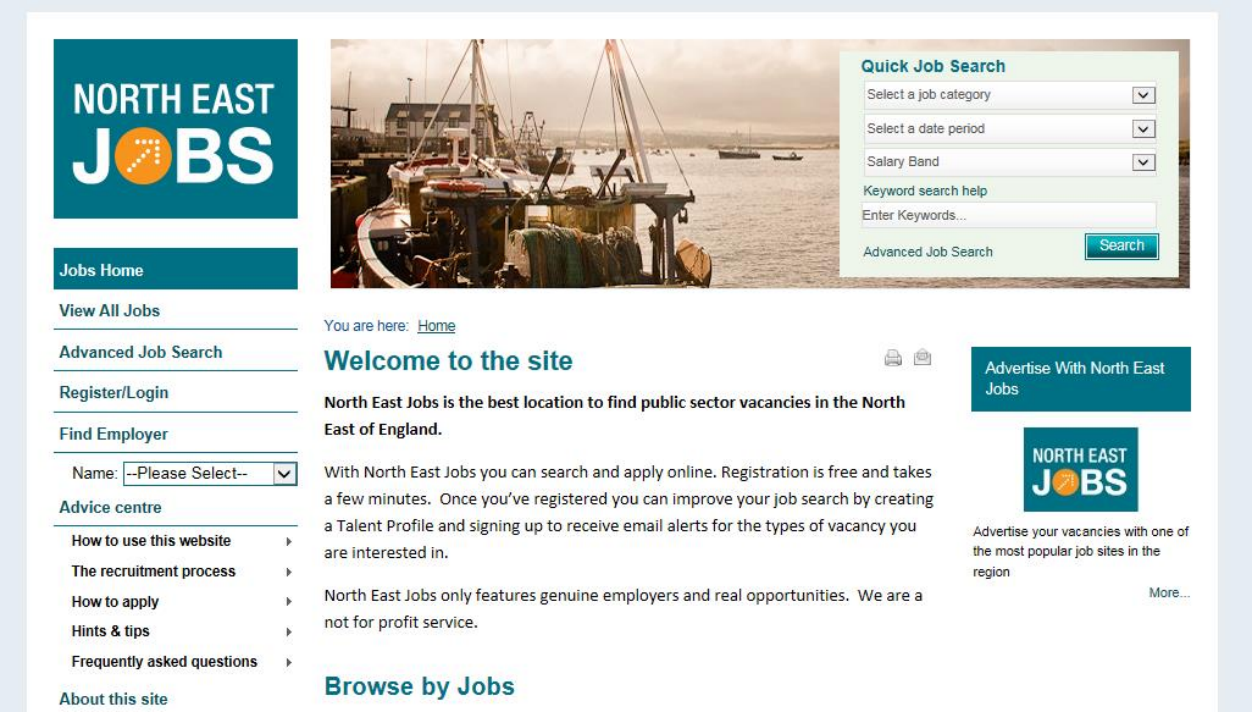
The North East Jobs (www.northeastjobs.org.uk) website is an online recruitment portal used by Local Authorities in the North East to advertise vacancies and manage all communications with applicants. It places the whole application process online for jobseekers, from searching for vacancies and receiving 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.

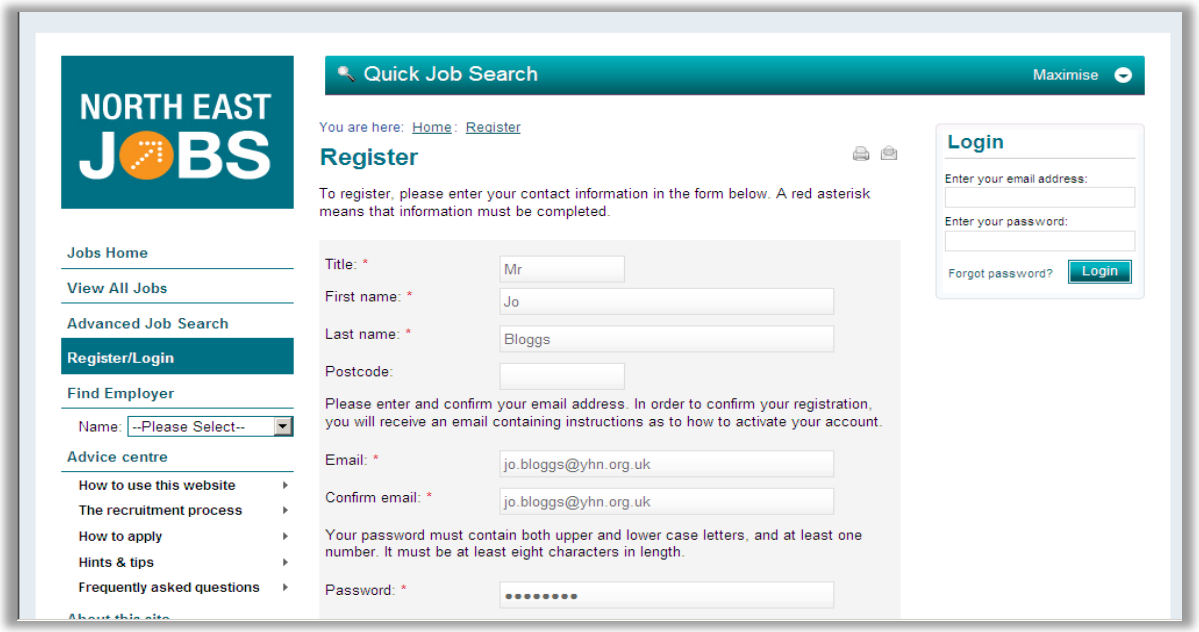
Getting started: Registration and Creation of an Account

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.

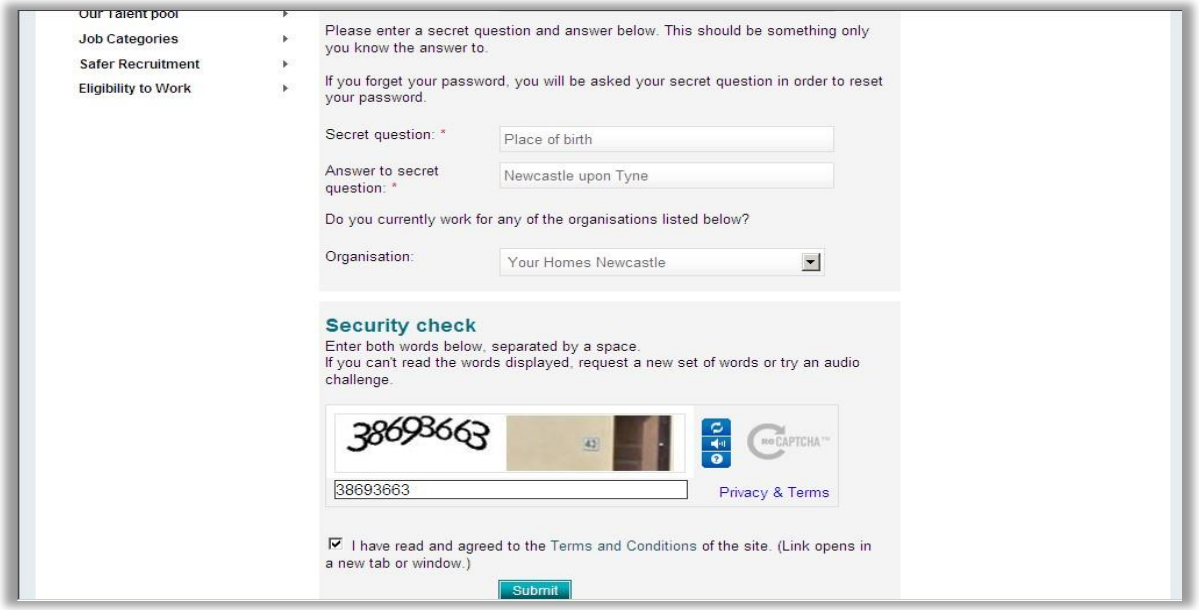


- Click on **Register/Login**



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

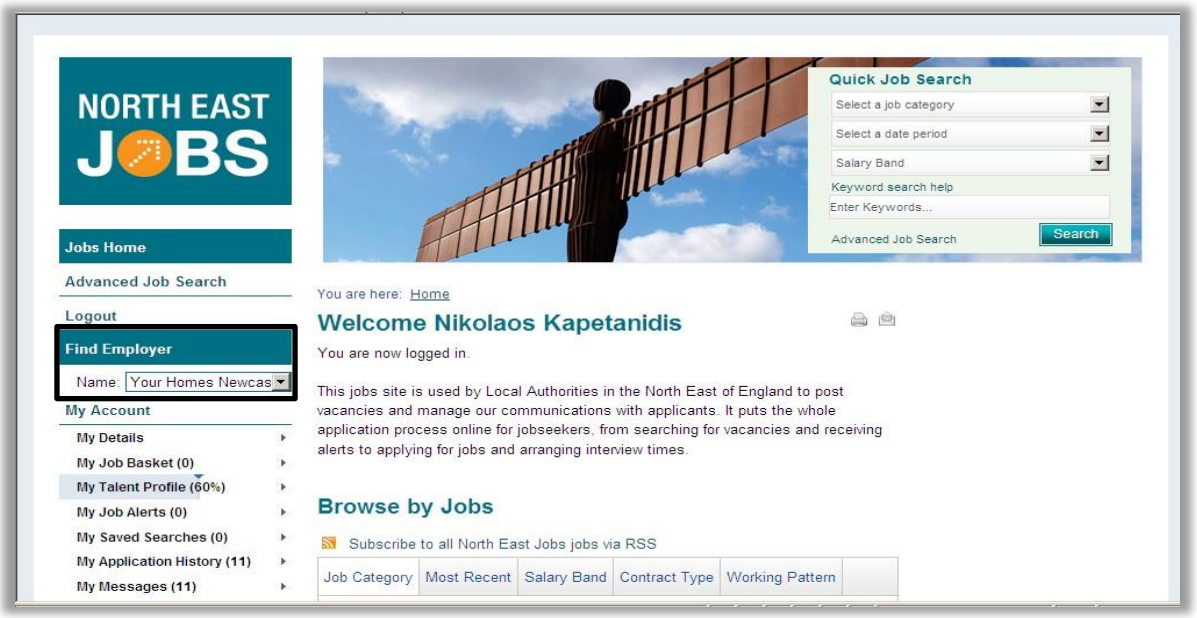
Continue by completing the registration details as per below screenshot:



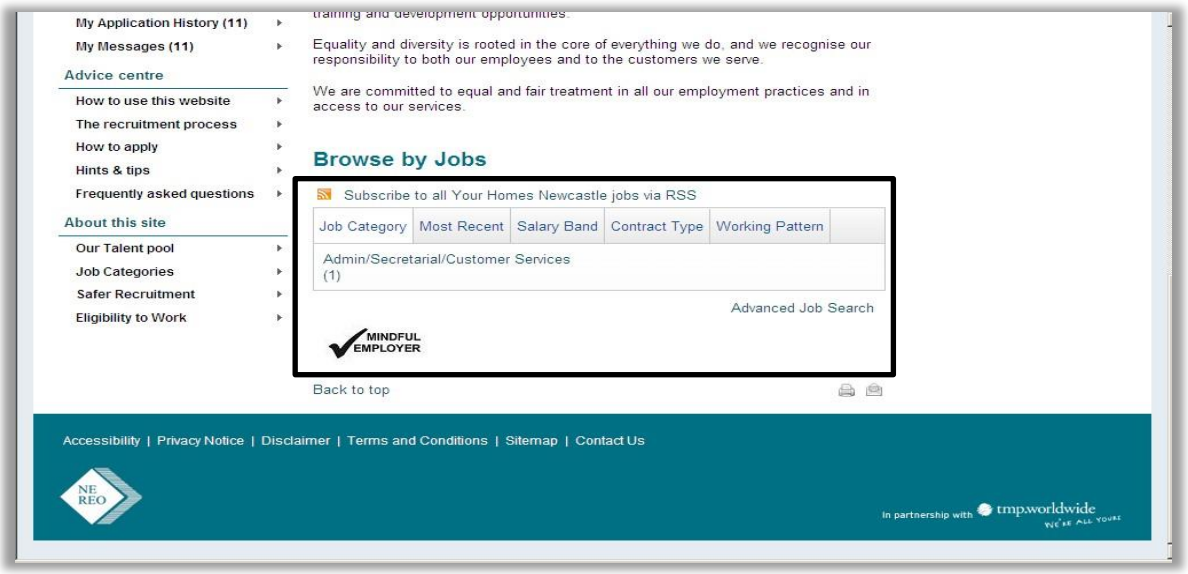
- If you are a YHN employee please indicate this by selecting 'Your Homes Newcastle' in the **Organisation** field
- Once you have completed all the fields, click on **Submit**

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:

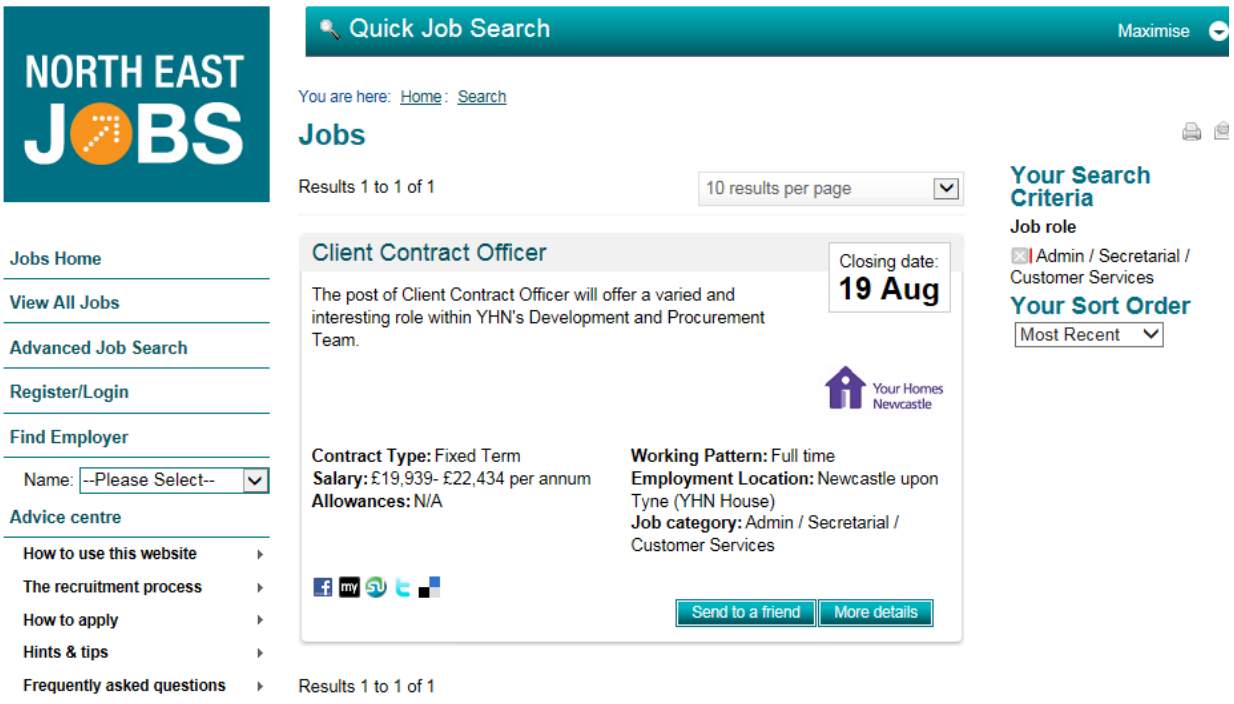


- At the left hand side menu and below the **Find Employer** field, open the drop-down list and click on **Your Homes Newcastle**



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

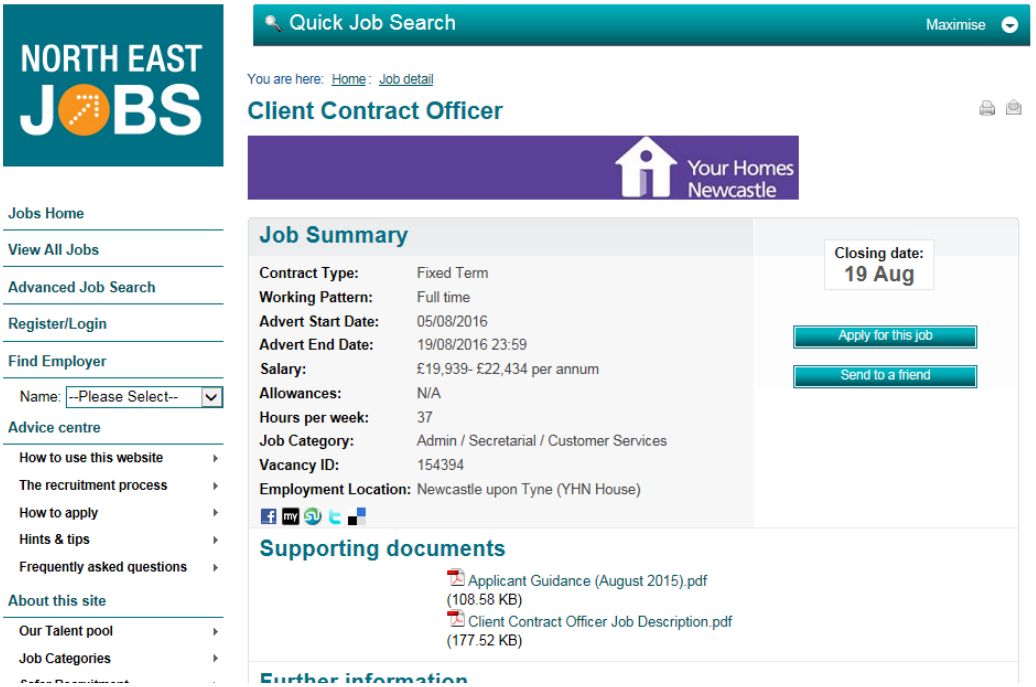
- **Click** on the vacancy you wish to apply for



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:



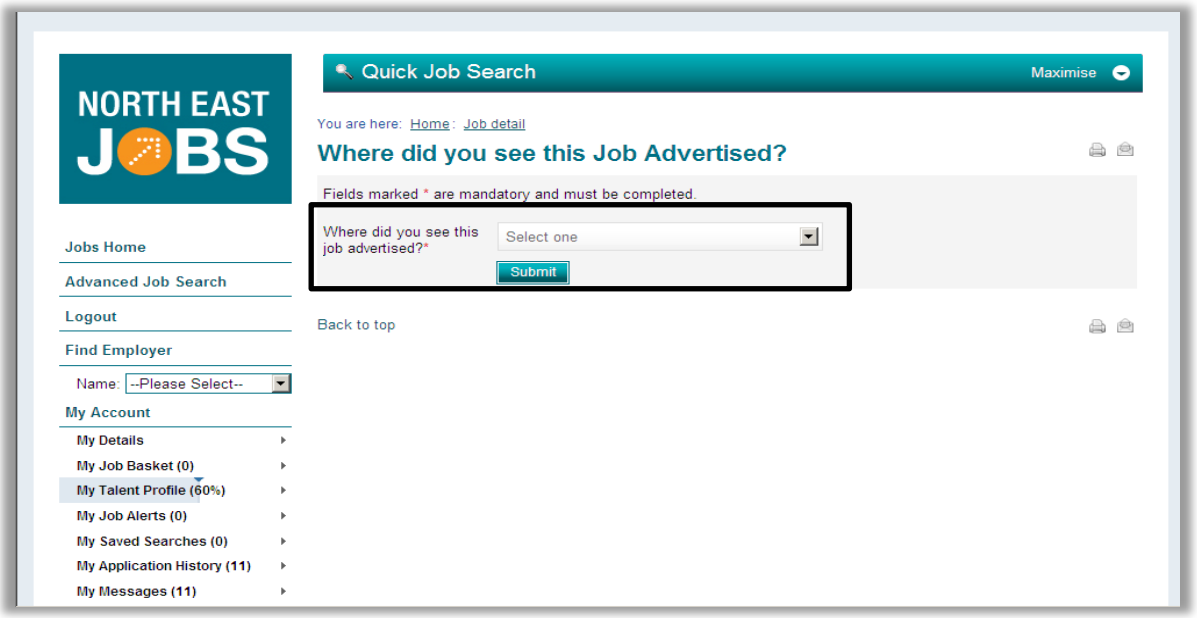
- At the **Supporting Documents** section you can access the role's job description, along with any other relevant documents
- At the **Further information** section you can see the main body of the advert
- To proceed with your application click on **Apply for this job**, either at the bottom of the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

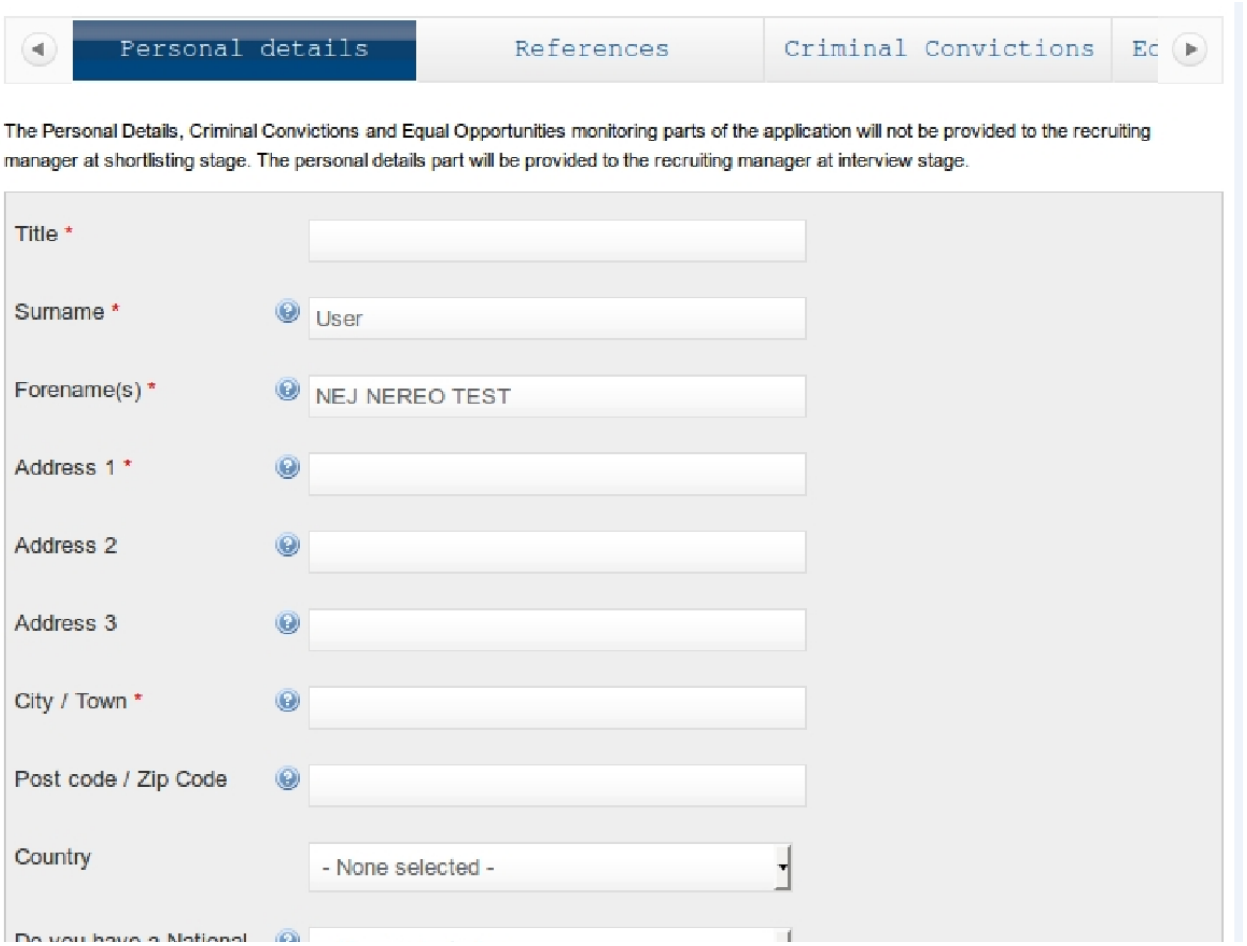


- You will be asked where you saw the job you are applying for being advertised. **Select** one of the options from the drop-down list
- Click on **Submit**

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.

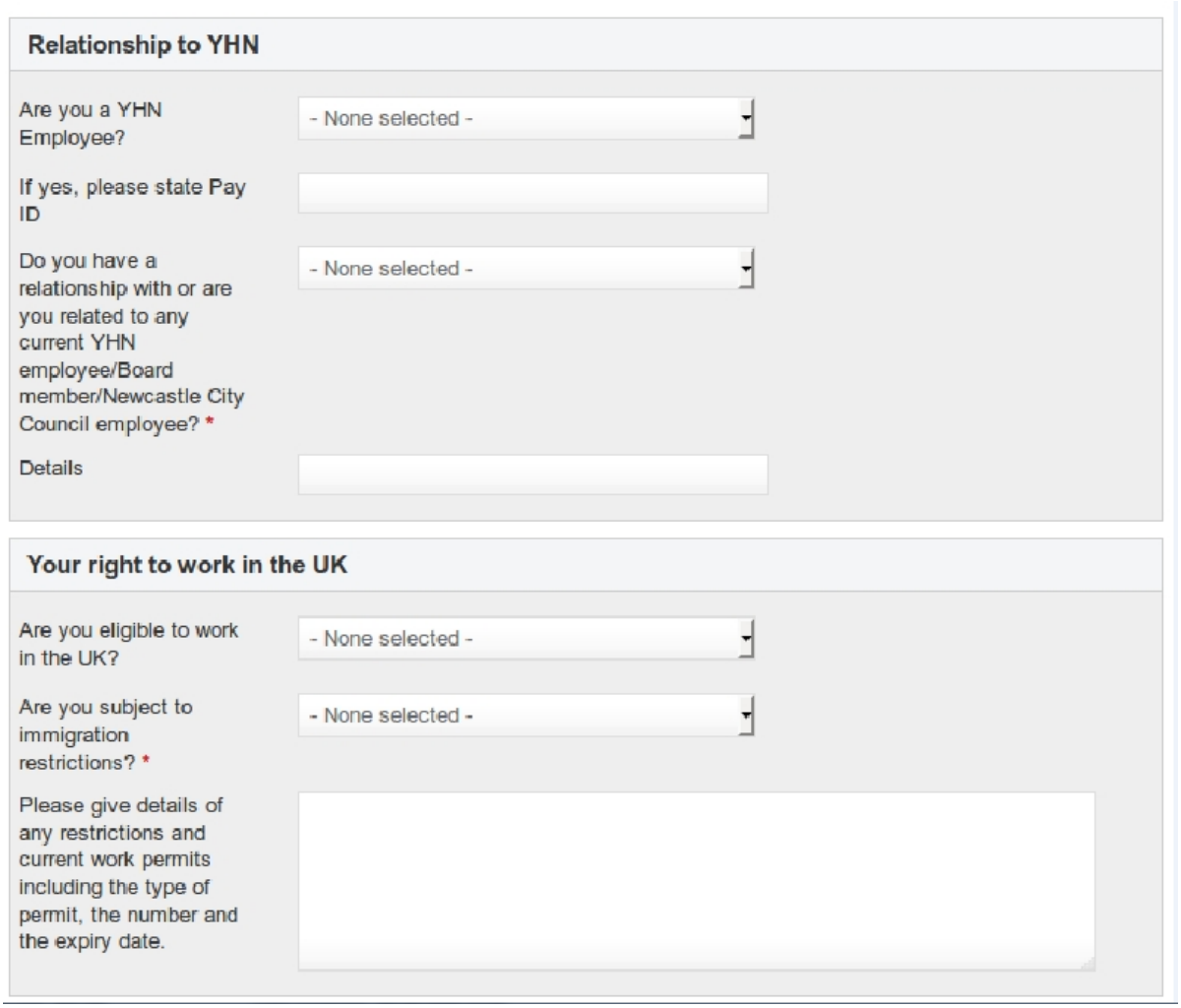
Pre-screening questions will only be selected if they are essential for the role.

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**:



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:



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**

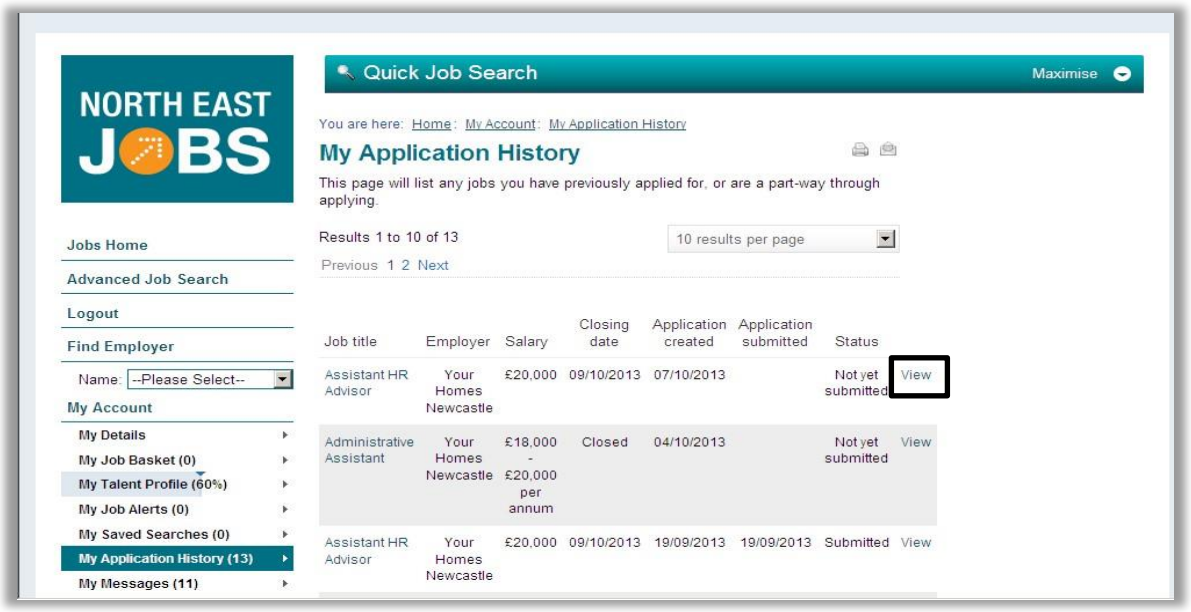
If you have forgotten to complete one of the mandatory fields, the system will not allow you to proceed to the next stage.

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

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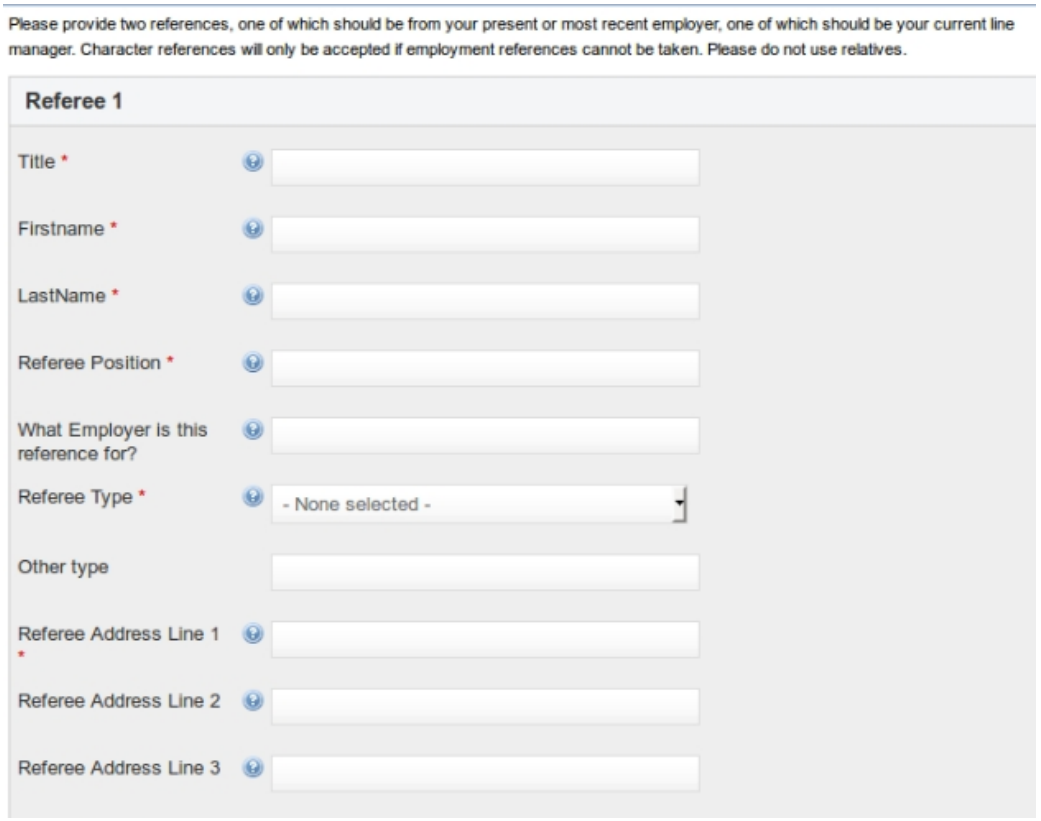
Continue as per below screenshot:



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.

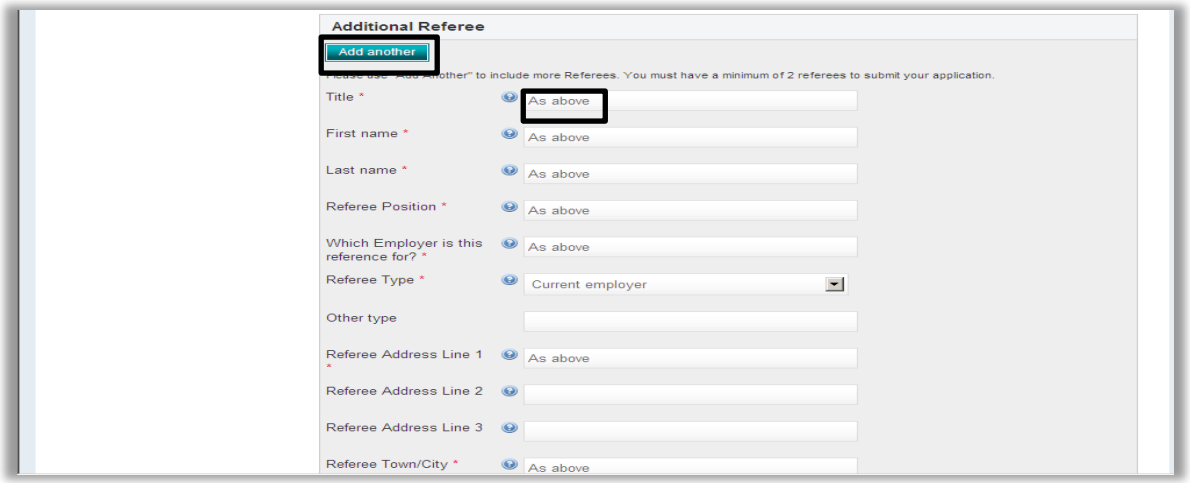
At the next section of the application form you will be required to provide details of employment references:



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

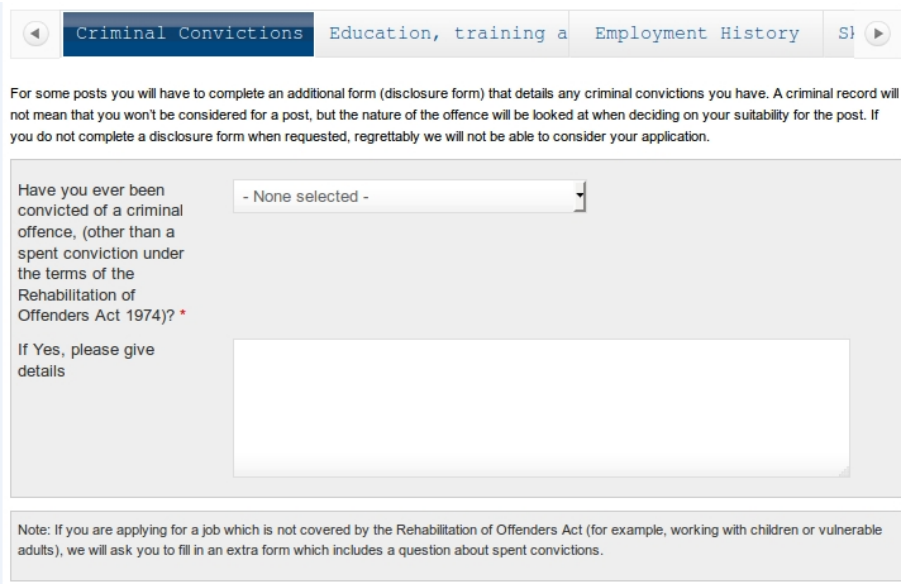
- **Provide the details** of your first referee and additional referee
- At the bottom of each of the referee details sections, please remember to indicate if the referee can be contacted prior to the interview

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:



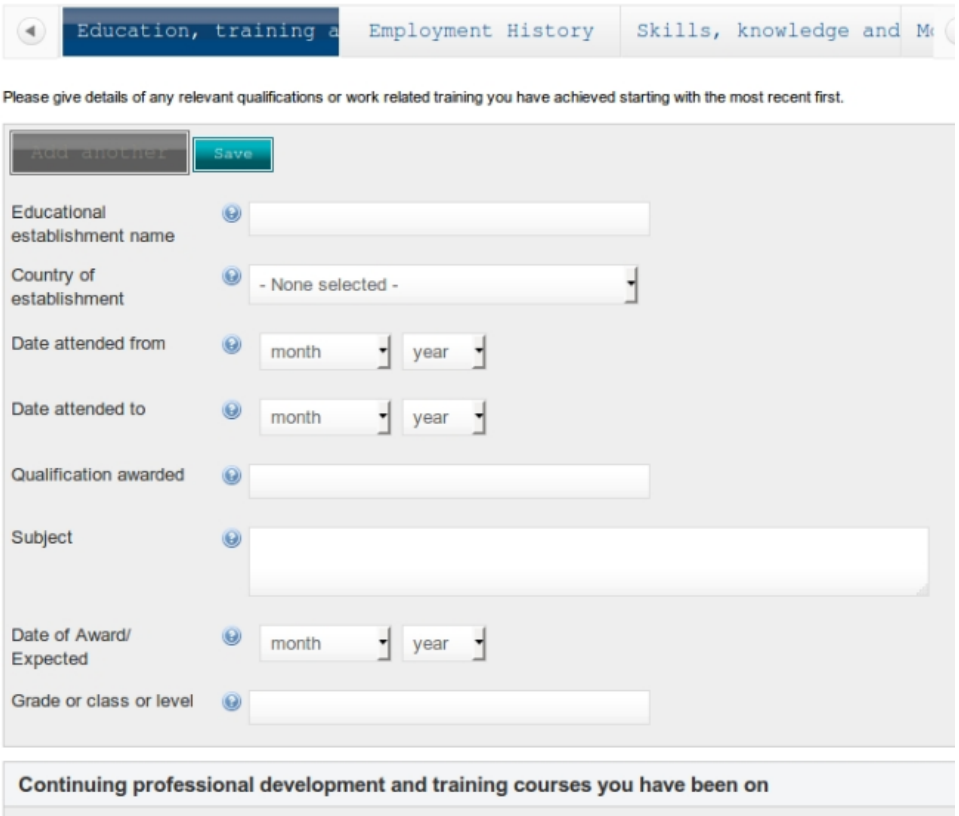
- At the **Additional Referee** section insert **'As above'** (or any other text) in the mandatory fields, if you are an internal candidate who provides the details of one referee only
- Click on the **Add another** icon at the Additional Referee section**,** if you wish to provide the details of more 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:



- 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:

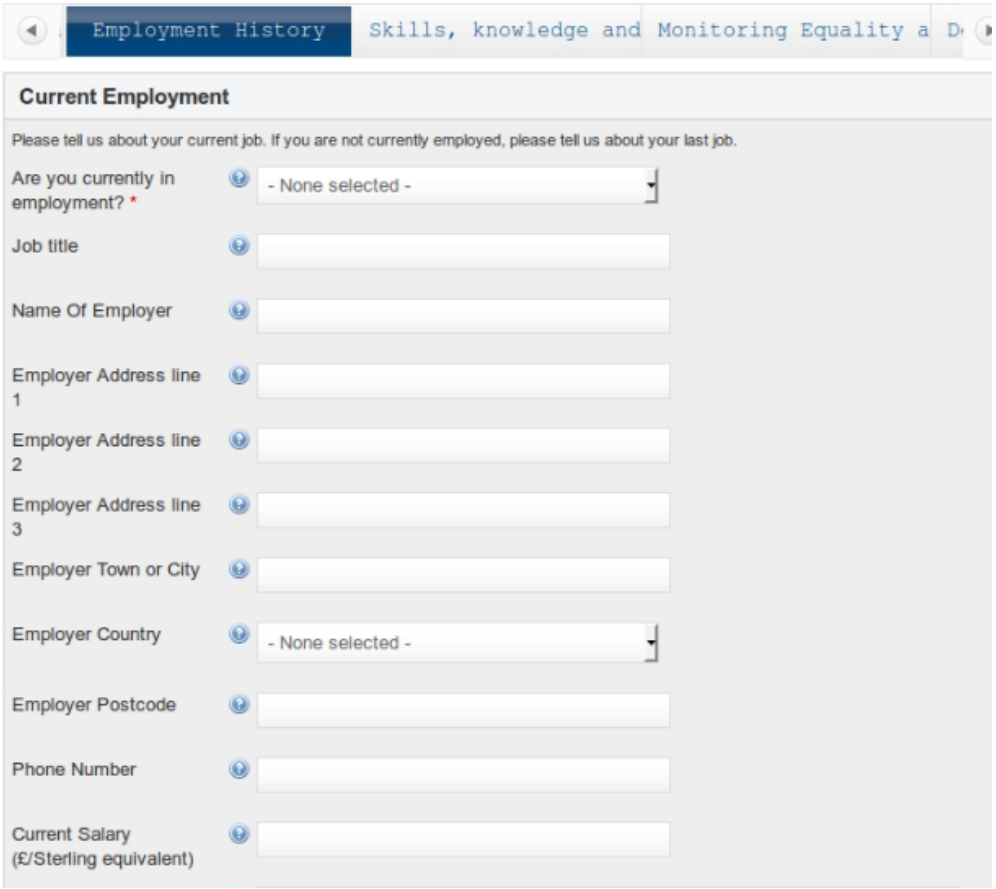


- Within the first section of this stage you can provide details of any qualifications you hold or any training you have attended. To provide details of more than one, click on **Add another**

- 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:



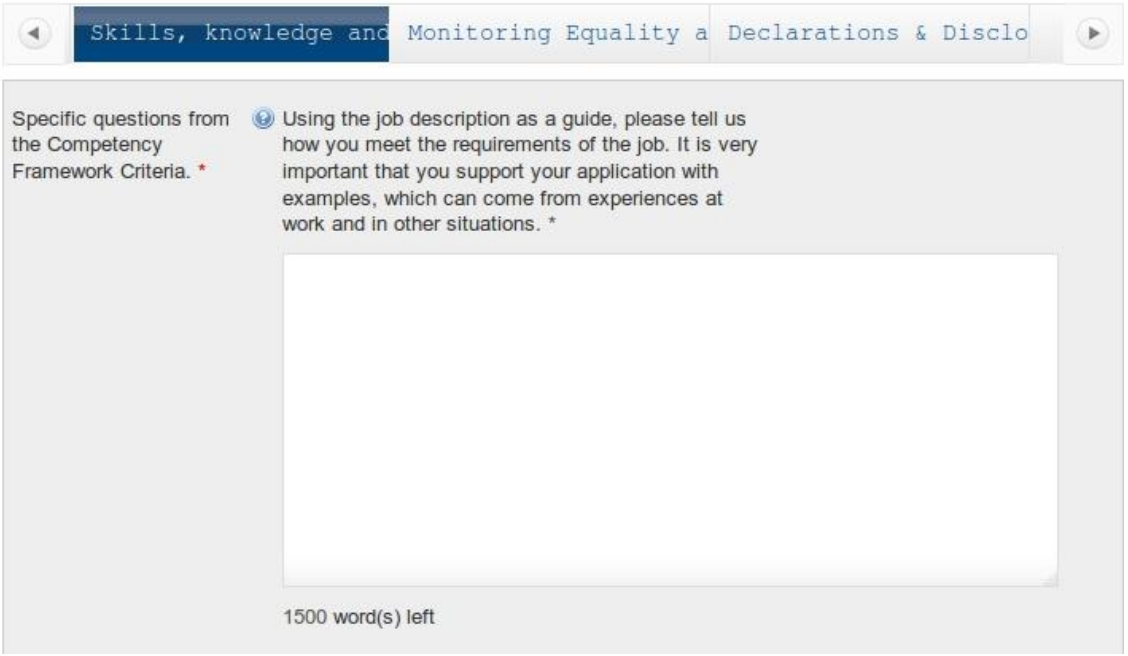
- Provide the details of your current or most recent role within the **Current Employment** section by completing the relevant fields or selecting from the drop-down lists

- 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

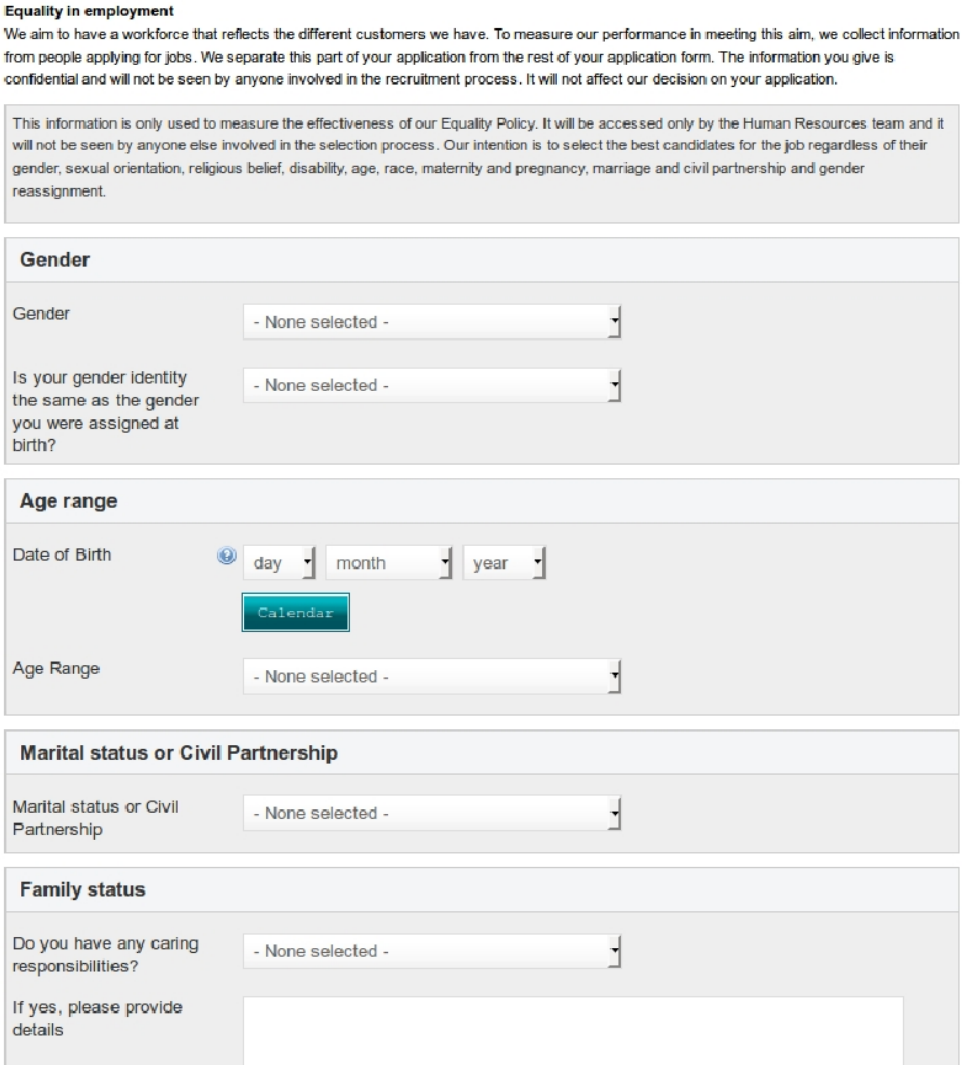
You will continue the completion of your online application form by providing your answer to our skills, knowledge and experience question. This is the section within which you demonstrate to the shortlisting panel how you meet the criteria for the role. Particular attention should be paid to the essential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



- 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.

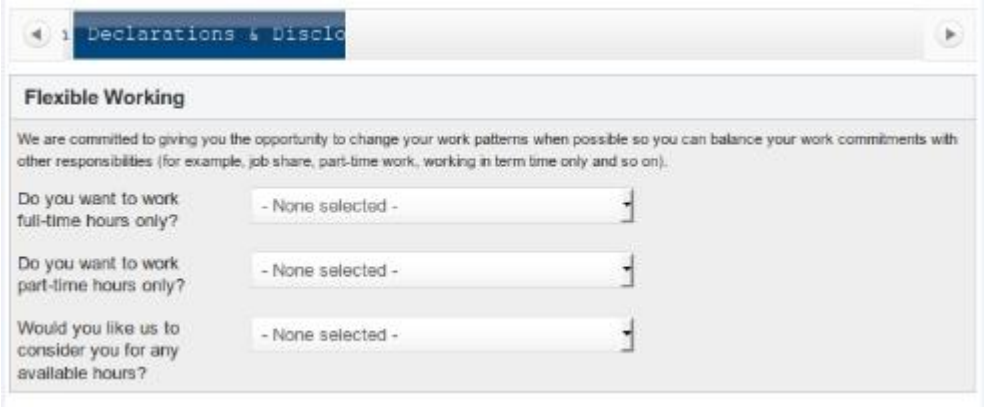
Proceed as follows:



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

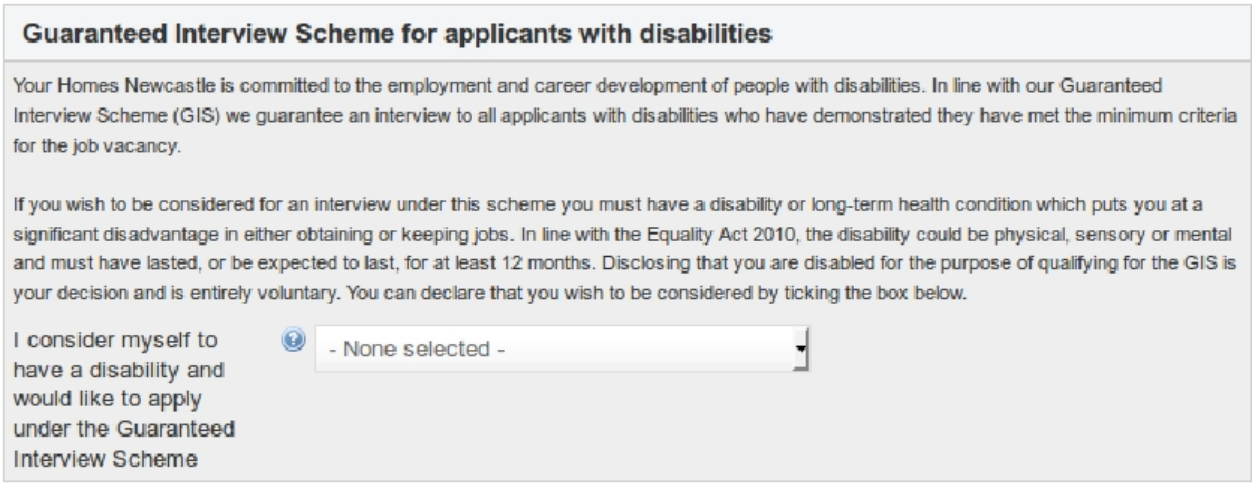
- Complete this section by saving your progress and clicking on **Next page** at the bottom right of the screen

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:



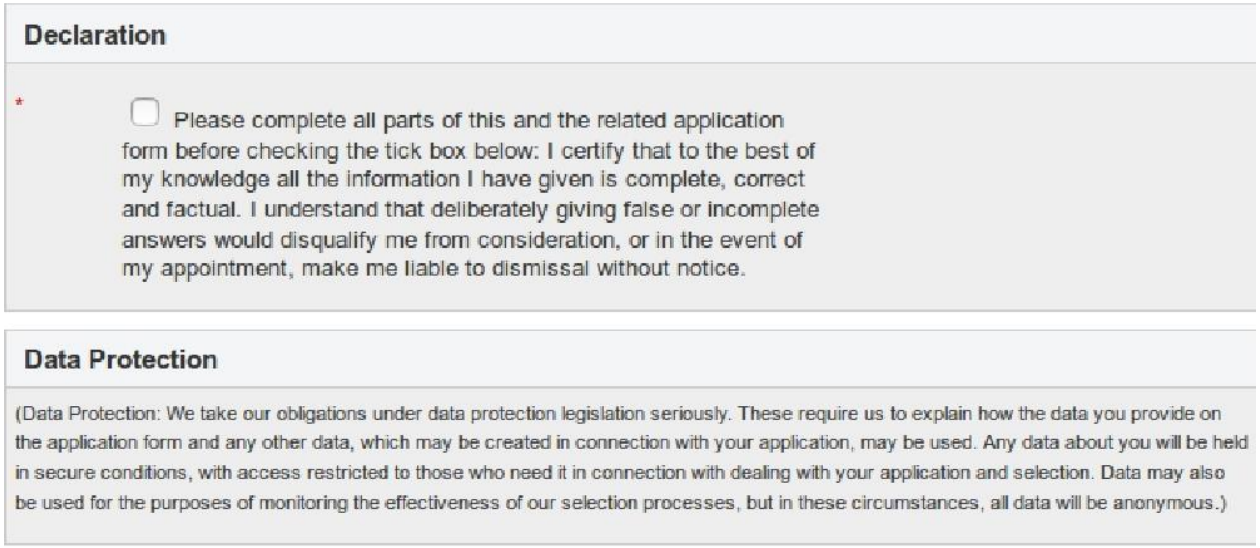
- **At the Flexible Working** section of this stage of the application form, provide details regarding preferred work patterns (full-time, part-time, job share) and other details regarding your availability to work.

Proceed as per below screenshot:



- 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:



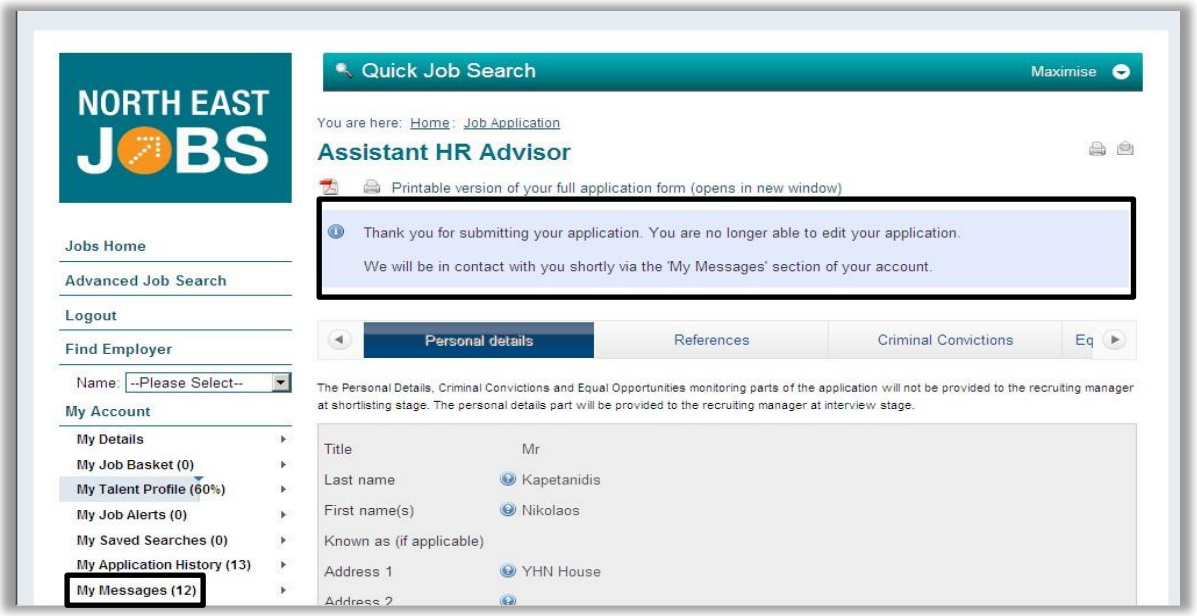
➢ At the **Data Protection Act: Consent and Certification of Details** section, **tick the box** to declare that you agree with the way the information you have provided within your application form will be used by YHN and that all the information you have provided is correct.

➢ **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:

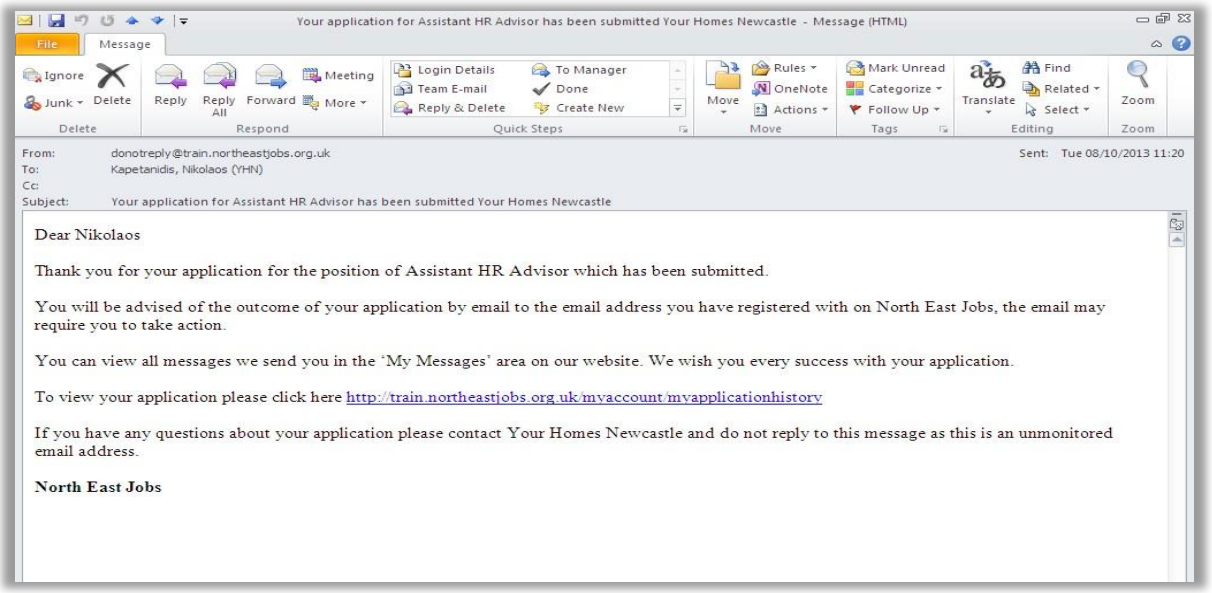


➢ You will see a message at the top of your screen that your application has now been submitted and you are no longer able to edit it.

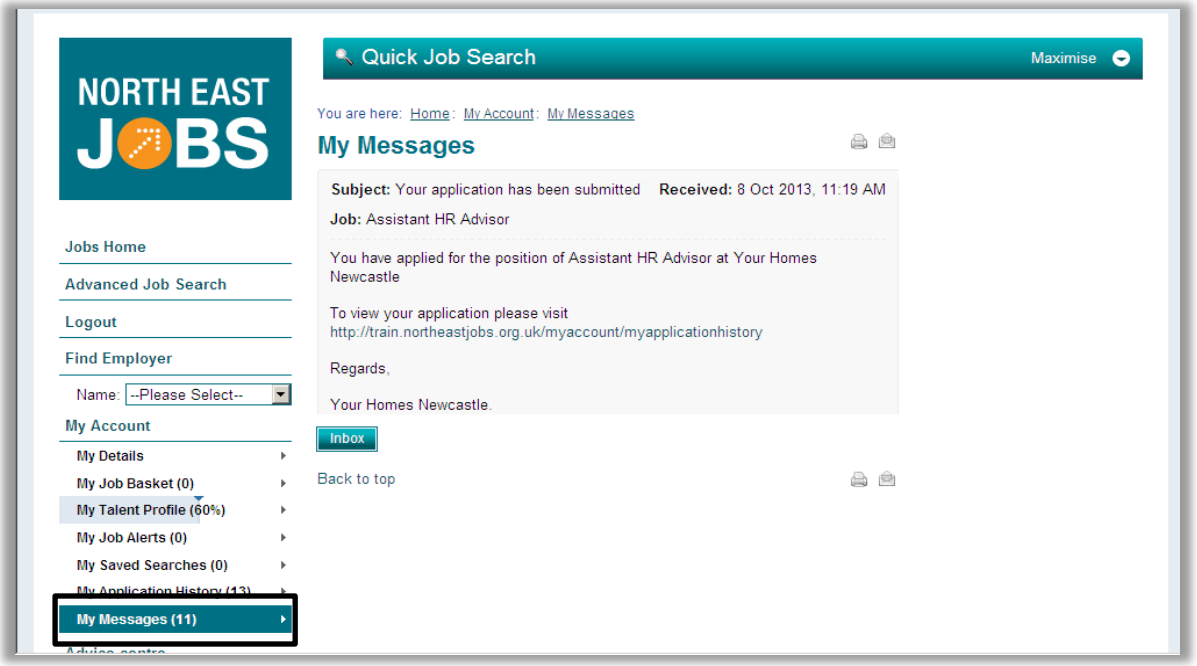
- Any correspondence you receive from the employer via the system can be accessed by clicking on My Messages at the left hand-side menu

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:

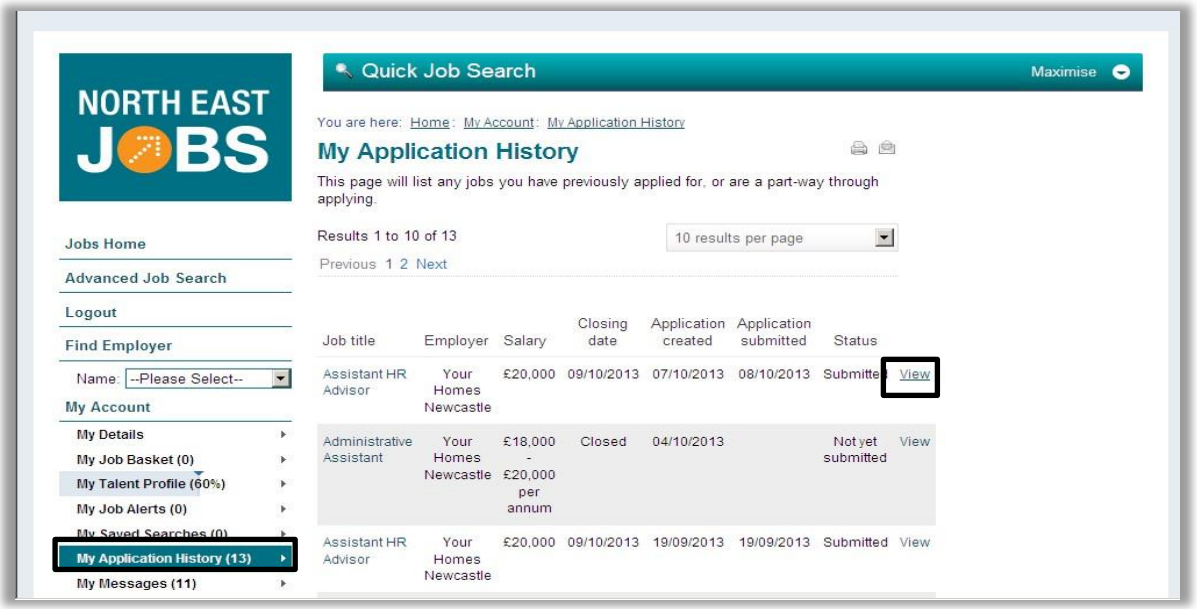


You will also receive a confirmation message at your inbox within your North East Jobs account which can be accessed by clicking on **My Messages** at the left hand-side menu of the homepage, as mentioned previously and as shown at the below screenshot:



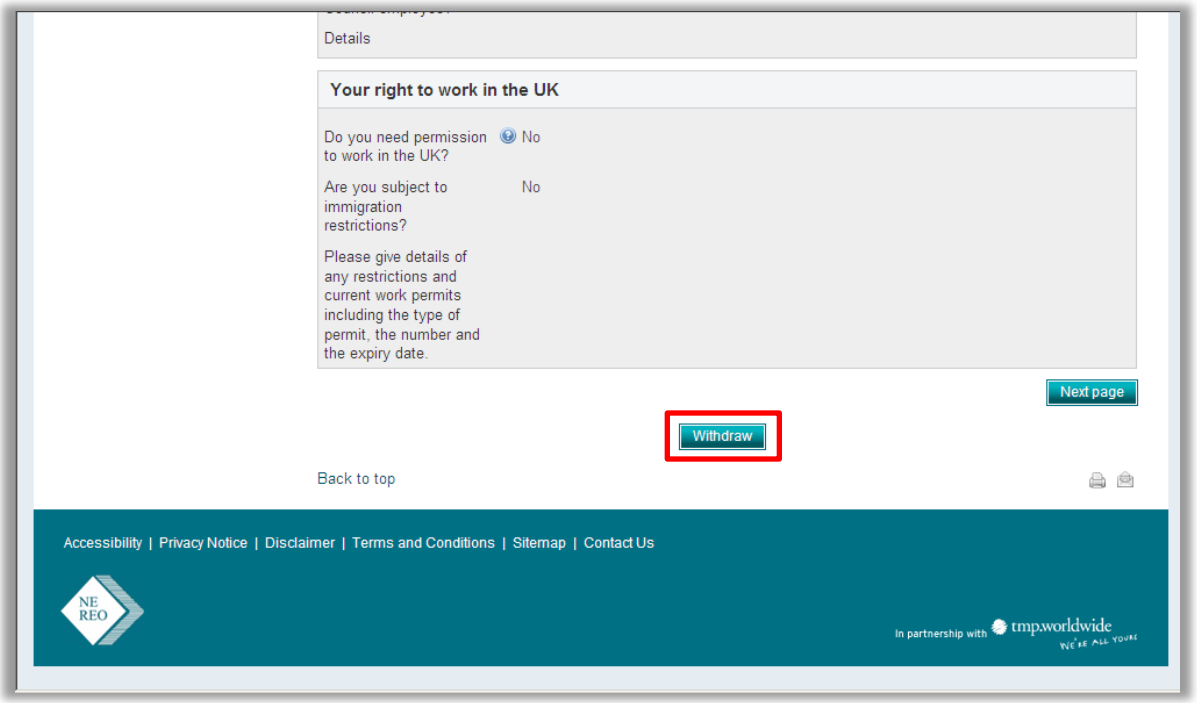
Withdrawing an Application

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



- 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



- 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 yhnjobs@newcastle.gov.uk