Working for us: application advice

This easy read gives you advice about how to apply for a job with Nottinghamshire County Council.

Our vacancies
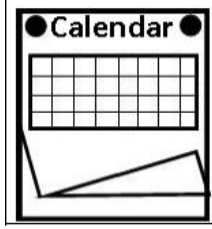
When we have a job that we want people to apply for, we call it a **vacancy**

We list our vacancies on our website.

Each vacancy gives details about the job, including:

- the job title

- the location

- the salary or hourly rate

- the hours of work

- a job description

- the skills or experience we are looking for

We also list a **closing date**. This is the last day you can apply for that job.

How to apply

To apply for a job with us, you will need to complete an online application form.

You can do this by clicking on the "Apply" button at the top and bottom of the page with information about the job.

If it's your first visit, you will need to make an account on the website.
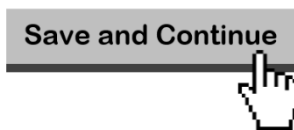
There are 2 ways to apply:

The first way is to upload your CV. Details from your CV will be copied into your application.

You will then be asked for some more information.

The second way is to complete a full application form.

You do not have to complete the form in one go. Details on each page will be saved when you click the "Save and Continue" button.
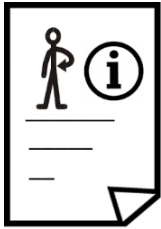
Once you have sent your application, you will be sent updates at the email address you gave.

You can also login to your account to check what's happening and look at any information that's been sent to you.

You can also ask for help in the Help Centre or ask for a Password Reminder.

If you are picked for the job, we will keep copies of your documents.

If you are not picked for the job, we will destroy the copies of your documents.

If you can't complete the online application form and need to use a different kind of form, you can contact the recruitment team by email: recruitment@nottscc.gov.uk.

How to complete your application

Read the information about the job carefully, as well as these notes and any other information you've been given before you start your application.
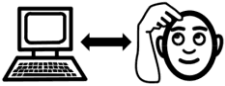
You can apply to be a **Shared Lives Carer** through our website, but Shared Lives Carers are not employed by the council. Shared Lives Carers are self-employed.

The application form asks you to provide information in support of your application.

This is a very important part of your application, It is where you can tell us why you want the job, and why you're the best person for the job.

we suggest you think about what you want to say before completing the form.

You can type your answers into a Word document and then copy and paste it into the form.

There is also a section which asks you about the **person specification.**
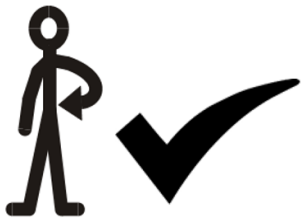
This is where you can show us you have the skills and experience that we have said is necessary to be able to do the job.
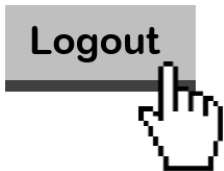
We use this information to decide who to shortlist for the job.

When filling in this part of the application form, think about how your skills knowledge and experience match the "job description" and "Person Specification" part of the job information.
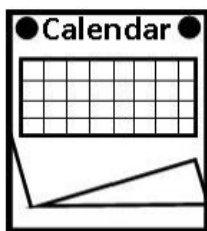
Use this part of the form to tell us how you are a good fit for the job. Give specific examples of how you have done the things listed.

You can pause your application and return to it later. Use the "Logout" button in the top-right corner of the page.

Remember your username and password so you can log on again and return to your application form. You might want to write it down in a safe place.

But remember: you must return to the form and complete it before the closing date. We cannot consider applications received after this date.
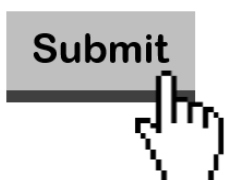
To return to your application to complete it, login and select "Your applications", then the vacancy you want to continue with.
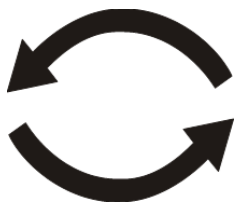
IMPORTANT NOTE: If you already work for Nottinghamshire County Council you can apply on the **internal** website (intranet) or the **external** website.

If you begin an application on one of these websites, you will have to complete it on the same website. You will not be able to access it on the other website.

You need to click "Submit" to complete your application. We cannot consider applications until you press "Submit", even if you have saved your application on the website.

You can change or edit your application at any time until the closing date or you press "Submit".

If your personal details, like your address, email address or telephone number, change, you can change these at any time.

The application form will let you know whether any parts are completed by symbols next to a list of parts, or sections, on the left-hand side of the screen.

- **Green tick**

  A green tick means all questions in this part have been answered.

- **Orange tick**

  An orange tick means you have answered all the questions you MUST answer; but have not answered all voluntary questions. You should review the section to make sure you are happy with it.

- **Red Cross**

  A red cross means you have not answered some questions that must be answered.

- **Red Star**

  A red star shows you that a question is **Mandatory**.

  Mandatory means that you **MUST** answer this question.
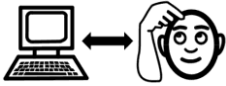
Dos and Don'ts:

Do:

- Write down your username and password and keep them safe.

- Enter the information as accurately as possible. This is especially important for your contact details.
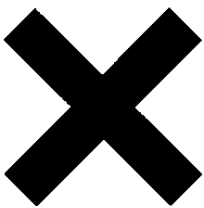
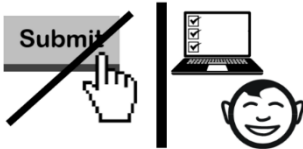- Be open and honest in your answers.

- Think about your answers offline, as you might get timed out of the website.

- Some parts of the application form have "help text", or additional information. Read the help text by hovering over the **i** icon.

Don't:

- Don't submit your application until you're completely happy with it and have answered all the questions you need to.

- Don't use your browser's "Back" and "Forward" buttons. You can move to different parts of the form using the menu links.

We wish you every success with your application**.**

Links in this document

Nottinghamshire County Council – list of vacancies

nottinghamshire.gov.uk/vacancies

For plain English web page version of this information, go to:

[Application advice (Nottinghamshire County Council)](nottinghamshire.gov.uk/applicationadvice)

nottinghamshire.gov.uk/applicationadvice

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