

# External Job Application Process



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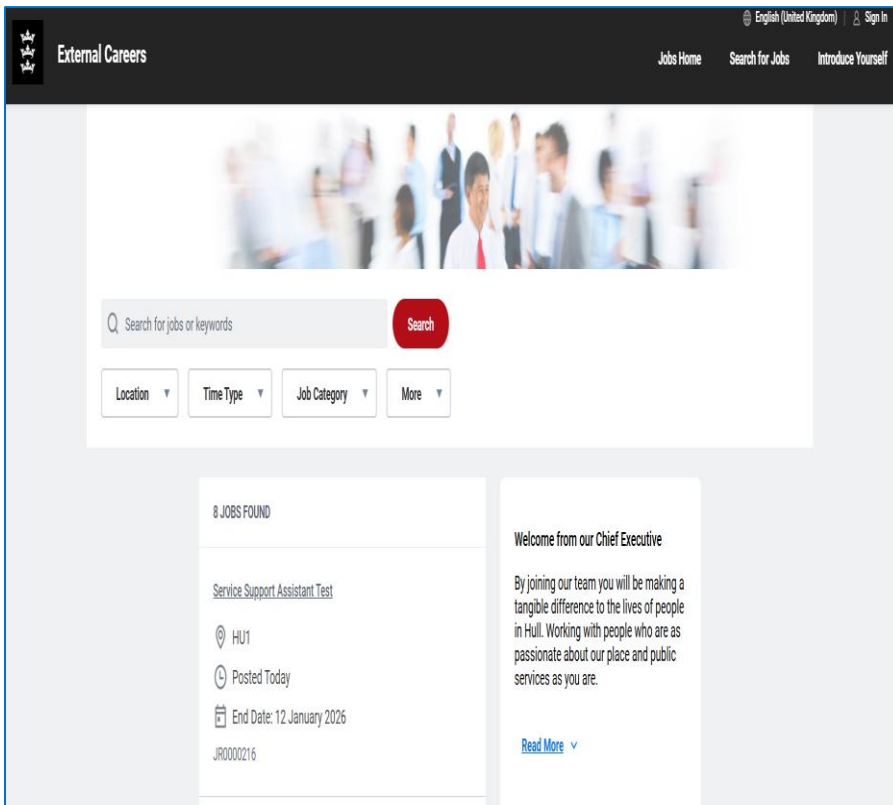
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## Job Application Process

Candidates can go to the external career site and view all live vacancies.

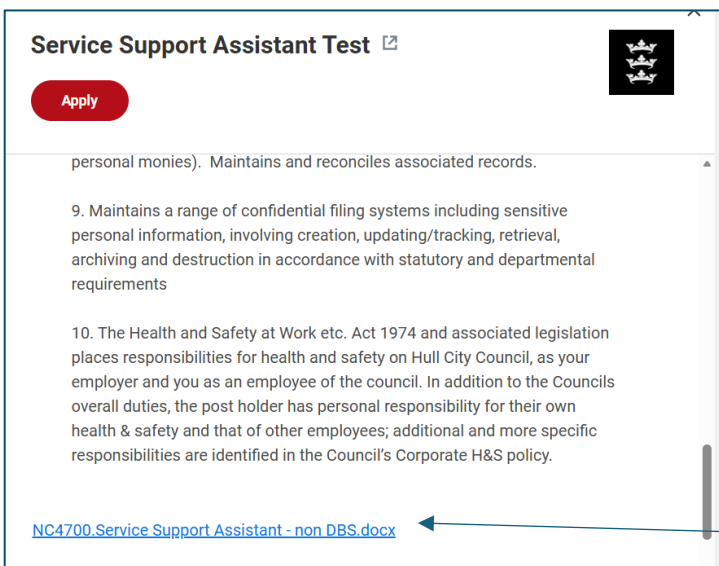


Candidates can search by location, time type, job category and job type.

Selecting the title of the job posting will bring up the more detailed view, which will show;

- Hours of work
- Hiring manager and contact details
- Job Description Summary
- Principal Accountabilities including a link to the job description
- Compensation Grade
- Pay Range
- Job Classifications
- Benefits

When applying for the role, please ensure you have downloaded a copy of the relevant job description (see below). The job description will provide a list of the principal accountabilities associated with the role along with the person specification. The person specification is used to assess your ability to perform the role. Ensure your answers in your application align with the essential and desirable criteria stated in the person specification.



Link to the job description will be below the principal accountabilities.

Candidates can select apply and can either apply manually or use their last application if they have applied for a position before. All personal information will be pre-populated from previous job applications if you have applied for our organisation through Workday previously, with the exception

## OFFICIAL

of the person specification which you are assessed against, as this should be checked and completed for each individual application.

Applying manually will ask candidates to create an account.

### Create Account

Please create an account to check your application status, manage in-progress applications and quickly apply to future jobs.

Password Requirements:

- A lowercase character
- An uppercase character
- A minimum of 8 characters
- A numeric character
- An alphabetic character
- A special character

**Email Address \***

**Password \***

**Verify New Password \***

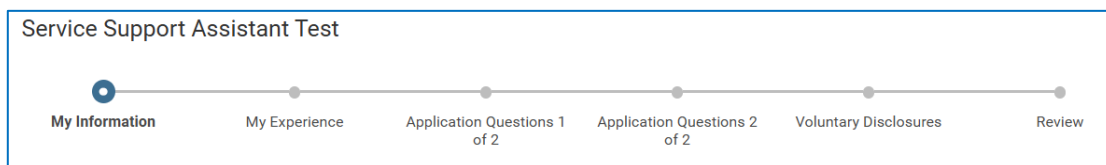
  

For details on how we processes your personal data, please see our [Recruiting Privacy Statement](#).

I agree to creating this account to allow me to apply for positions with this Organization.

**Create Account**

There are six sections in total which require completion. All questions or boxes with a red asterisk are mandatory.



## My Information

My Information will ask the following questions which are required as part of the recruitment process;

1. How did you hear about us?
2. Have you previously worked for Hull City Council?
3. Country – will automatically default to your current location.
4. Legal Name - If you have a preferred name please tick this option.
5. Address
6. Email Address – this will populate from the email you used to create your account.
7. Phone Number

\* Indicates a required field

How Did You Hear About Us? \*

Have you previously worked for Hull City Council? \*

Yes

No

Country \*

**Legal Name**

Title \*

First Name \*

Last Name \*

I have a preferred name

## My Experience

My Experience will ask you for the following information;

**Employment History.** Please enter your employment history. If unemployed for a period, please provide reasons and cover all periods of employment or unemployment.

**Education.** This section is only applicable to **University Degrees only**. If required, please enter your School or University, level of Degree, field of study, overall result and dates of attendance.

**Education**

Education 1

School or University \*

Degree \*

Field of Study

 ?
 

Overall Result (GPA)

From To (Actual or Expected)

YYYY YYYY

**Certifications.** In this section, please enter any GCSE's, A-Levels or other applicable certifications achieved. Please check against the person specification what mandatory qualifications are required.

**Certifications**

**Certifications 1**

Certification\*

Certification Number

Exam Date

Exam Score

Issued Date

Expiration Date

**Languages.** If proficient in other languages please enter this information here.

**Languages**

**Languages 1**

Language\*

I am fluent in this language.

Overall\*

**Skills.** Add any skills you wish to state which are relevant to the post you are applying for.

**Skills**

Type to Add Skills

Application Questions 1 of 2



**Important:** Once you submit your application, you will no longer be able to view the information you entered for the application questions. We **strongly recommend** that you save a copy of your application text for your own records before submitting.

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Please answer all mandatory questions as expected. You will be assessed against the essential and desirable requirements of the job description. Therefore, please ensure you complete the following applicable sections fully, Qualifications, Relevant Experience, Skills, and Knowledge. Also complete the mandatory question; Do you have a full driving license.

Please state why you think you are suitable for this job.  
Please describe what relevant qualities you can bring to this job. It is important that you refer to the Person Specification for the position you are applying for, giving both work and non-work examples as appropriate, as to how you meet the requirements of the job.

Qualifications \*

Relevant Experience \*

Skills \*

Knowledge \*

### Application Questions 2 of 2

Please ensure you complete all mandatory sections. If you have any professional registrations, please complete this field.

Please provide your Professional Registration Number (required for regulated activity e.g. Social Work England, Teachers Registration, Health Care Professionals Council)

If you answer yes to any of the following questions, as part of the **Guaranteed Interview Scheme**, and **meet** the essential criteria, you will be automatically shortlisted.

1. Please let us know if you have any disabilities that you would like us to be aware of.
2. Are you in the Care, or a Care Leaver of Hull City Council (aged 16-24)?
3. Are you currently, or have you previously served in the UK Armed Forces (including Regular and Reserve Forces)?

To ensure an inclusive hiring process, please let us know if you have any disabilities that you would like us to be aware of. \*

Select One ▼

Are you in the Care, or a Care Leaver, of Hull City Council (aged 16 - 24)? \*

Select One ▼

Are you currently, or have you previously served in the UK Armed Forces (including Regular and Reserve forces)? \*

Select One ▼

## Voluntary Disclosures


Complete all mandatory sections. It will ask for your personal information which is required as part of the recruiting process.

### Personal Information

*Under the Data Protection Act 2018, this information will be used to create and update computerised records to enable payment of salaries/wages and will be included in manual and electronic personal files. This information may be supplied to the Pensions Provider, Inland Revenue and the Department of Works and Pensions (formerly the DSS). This information will be used within Human Resources and accessibility to the files will be restricted to those with a need and a right to the information. The information will be held securely and disposed of securely no more than 7 years after leaving Council employment. However, if your period of employment with the Council constitutes working with children and/or vulnerable adults the information will be held securely and disposed of securely no more than 30 years after leaving the Council employment. These retention periods follow the nationally agreed guidelines.*

**Gender\***

**Date of Birth\***

**Marital Status\***

**Race/Ethnicity\***

## Review

This will provide an overview of your application form. Please thoroughly check all information to ensure it is accurate. If you wish, save a copy of your full application as you cannot view this later.

### Application Questions 1 of 2

What period of notice are you required to give? AND/OR What is the earliest date could you start, if offered the job?\*

What is your current salary?\*

Are you related to a Councillor, or Manager/Senior Officer of the Council?\*

If you are successful will this be your only job?\*

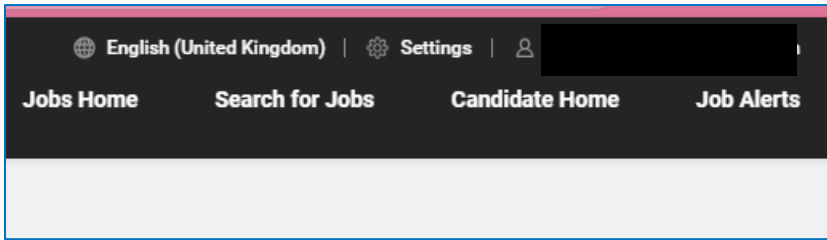
Once complete, submit your application.

Back

Submit

## Candidate Account

In your candidate home account, found in the top right corner of your web browser, you can check the status of your application.

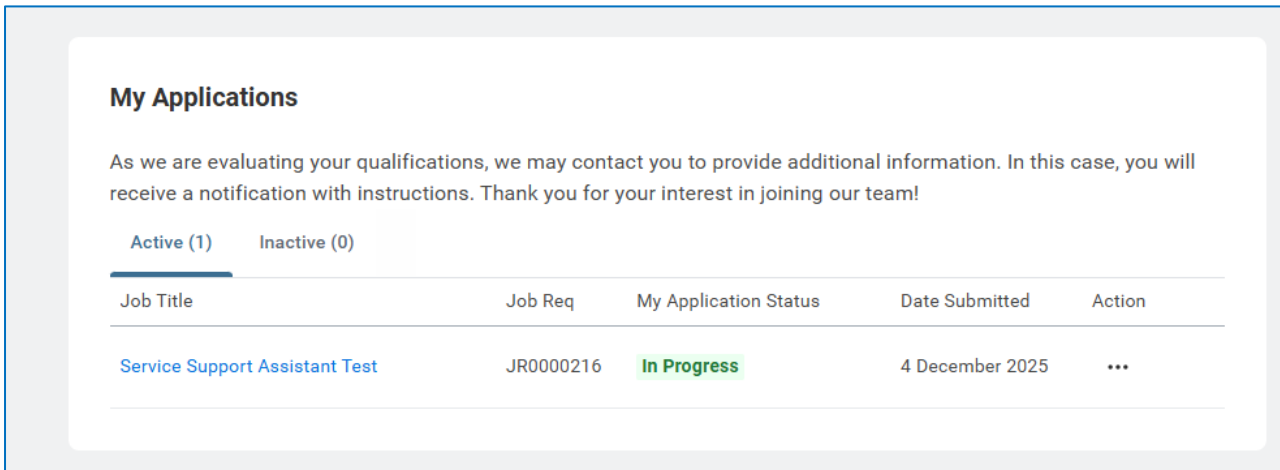


**Jobs Home** will redirect you to the Working for Hull City Council page.

**Search for Jobs** will allow you to search all available vacancies at the Council.

**Job Alerts** allows you to register for alerts to new vacancies.

In the **Candidate Home**, under **My Applications**, you can view all active and inactive jobs applications.



The **Candidate Home** will also suggest jobs based on previously submitted applications.

