Recruitment User Guide
for Applicants

All GC staff are experts in their subject area and a number have worked in industry too.

We recruit based on our core values and believe that trust, respect and civility bring out the best in people. We work to promote a culture of working collaboratively across the College, utilising the different knowledge, skills and experiences we each have, to continuously improve everything we do for the benefit of our learners.

With this in mind, our recruitment process reflects the Gloucestershire College values at every stage, to ensure that we not only recruit the very best talent, but also people who fit the culture of the College and believe in our values.

We are always interested to hear from enthusiastic, committed people. Below are some guidance notes on how to apply. We look forward to receiving your application.
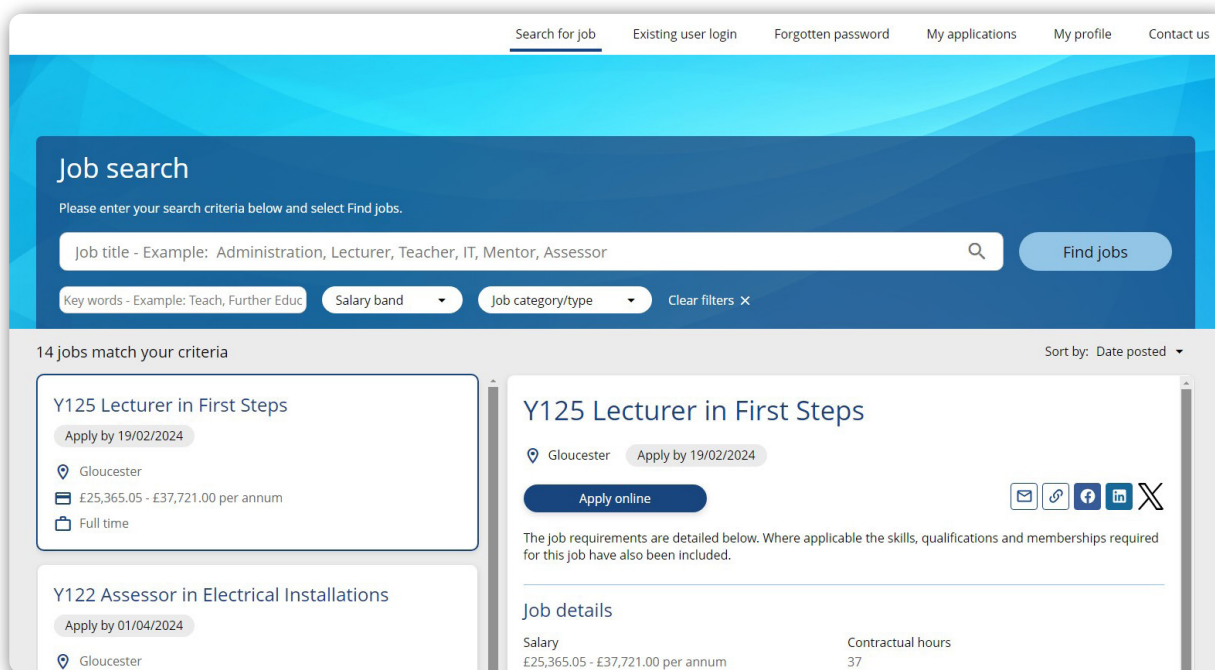

Learning that works.

You will find our current job vacancies on our website, **GC Website**
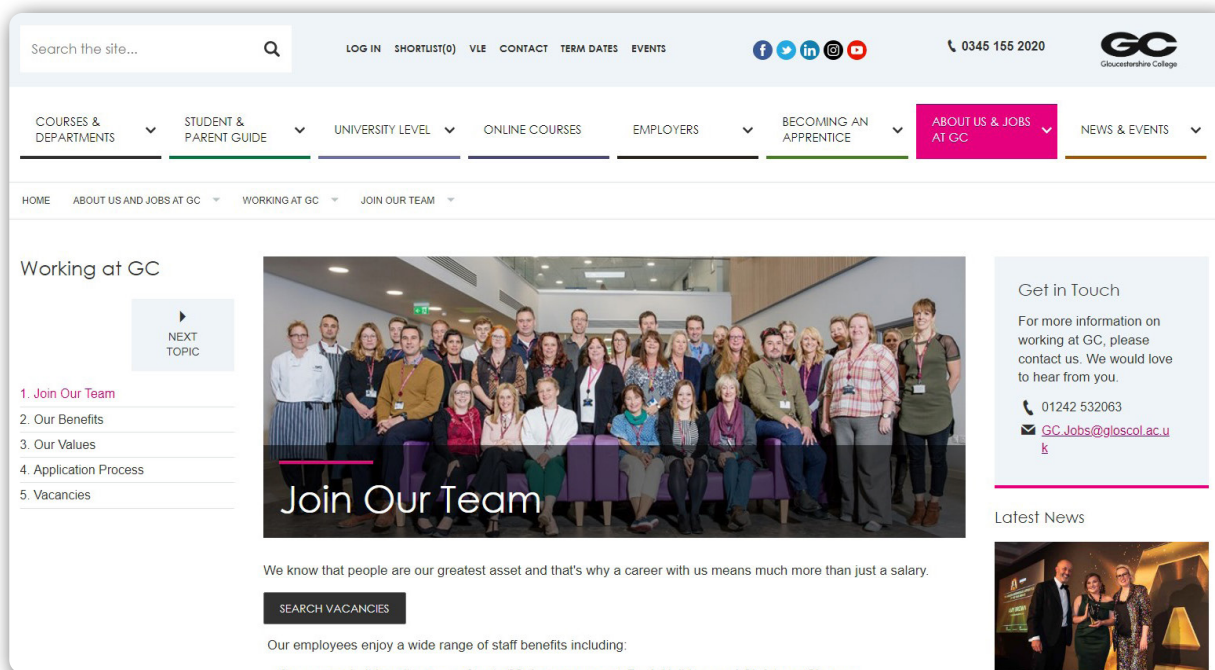
Please click on the **Search vacancies** link on the same page to view our current vacancies.

The navigation links are located across the top of the screen. From here you can search for a job via the **Search for a job** link.

Learning that works.

Existing users can login by clicking on the **Existing user login** link where they can login using their user name and password.

If you have forgotten your password click on the link, you will then need to enter your email address, forename, surname and user name and you will receive an email with a link which will enable you to rest your password.
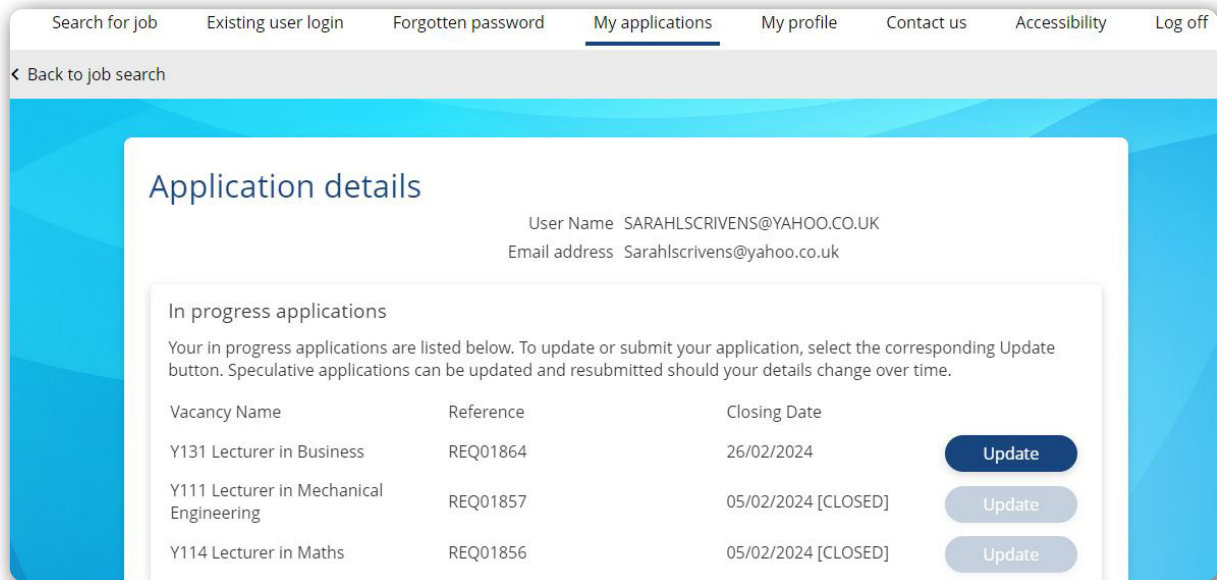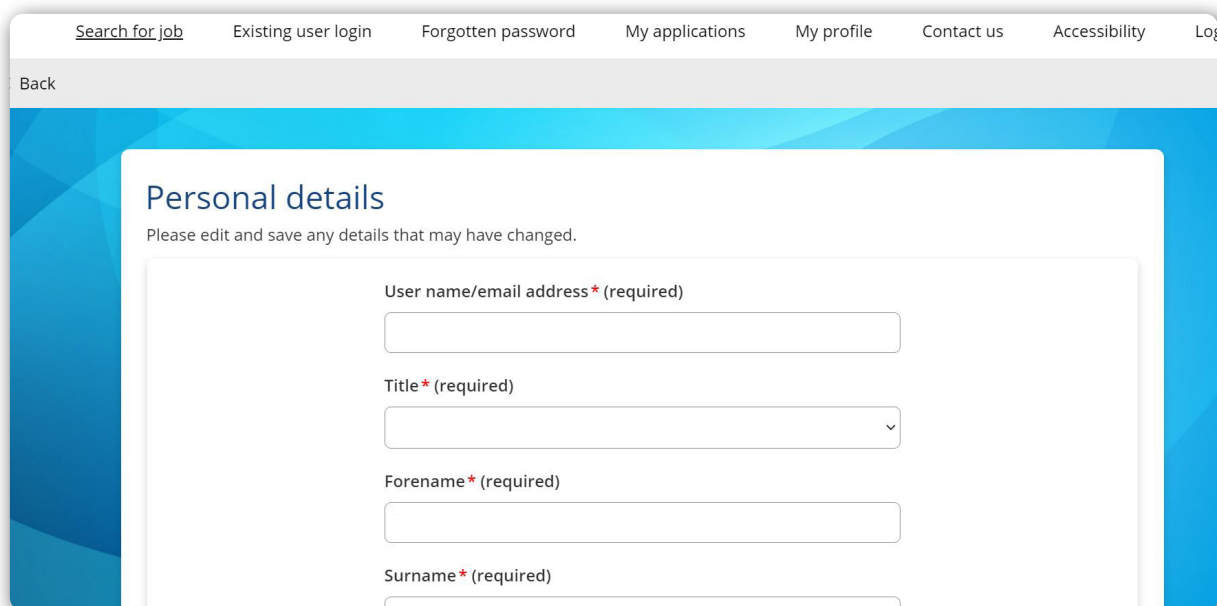

Learning that works.

If you click on the **My applications** link you will be prompted to login, you will then see a list of any applications you have in progress and any applications that you have submitted. You can continue with an application by clicking on the **Update** button. You can also receive a copy of your completed application form by email by clicking on the tick box on the right hand side under submitted applications. This will send a PDF copy of your completed application form to your registered email address.
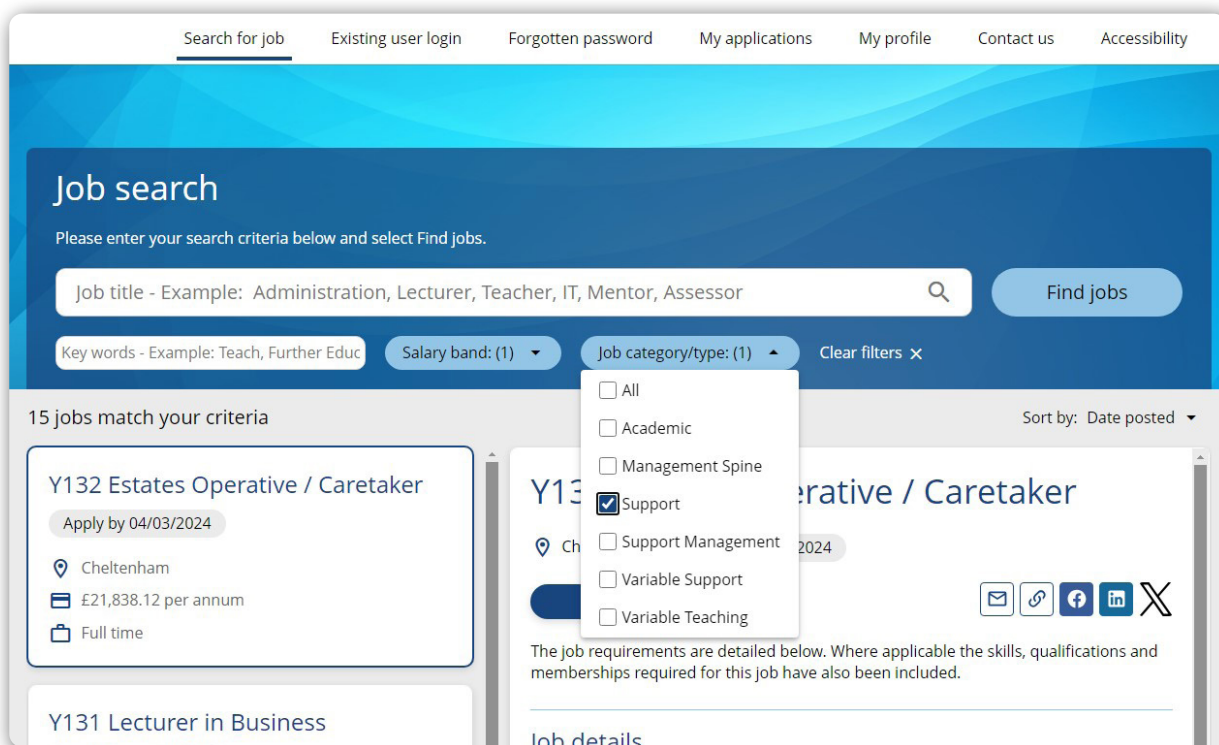

If you click on **My profile** you will see the following screen. By clicking on the link you can update your personal details such as title, forename, surname and email address.
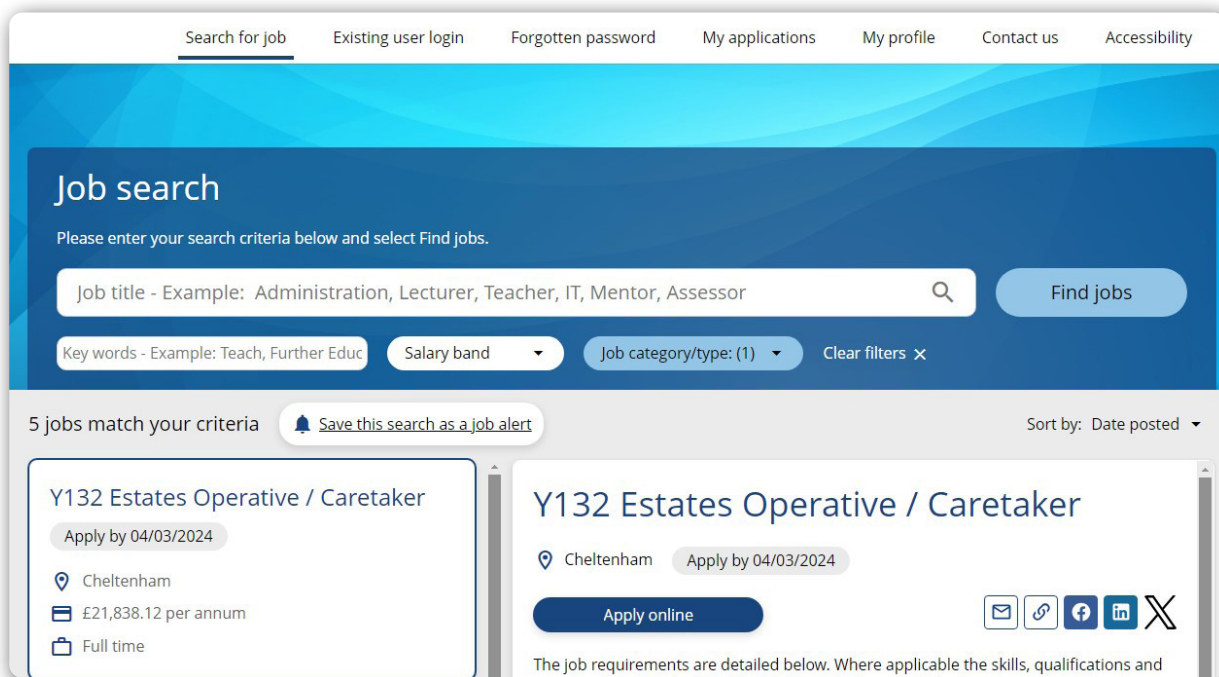

Learning that works.

If you know the specific job title you can enter this here to only give you results with this job title. You can also search by key words, salary band, job type.

When you click on the **Find jobs** button, jobs matching your criteria will be produced.

You can save this search as a job alert so any vacancy matching the criteria you entered on the job search will be sent to you by email. The email will contain a link to the subsequent job details. When you click on this link you will be prompted to login. You will then see this job alert saved in your profile information.
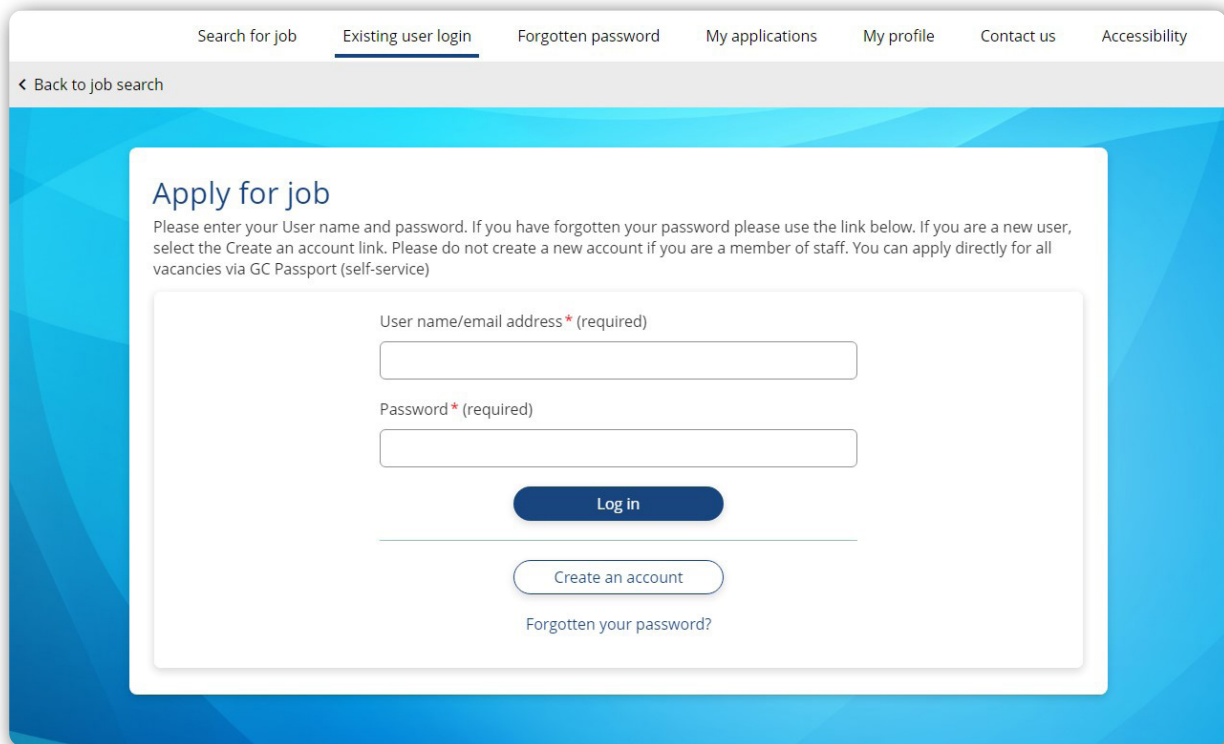
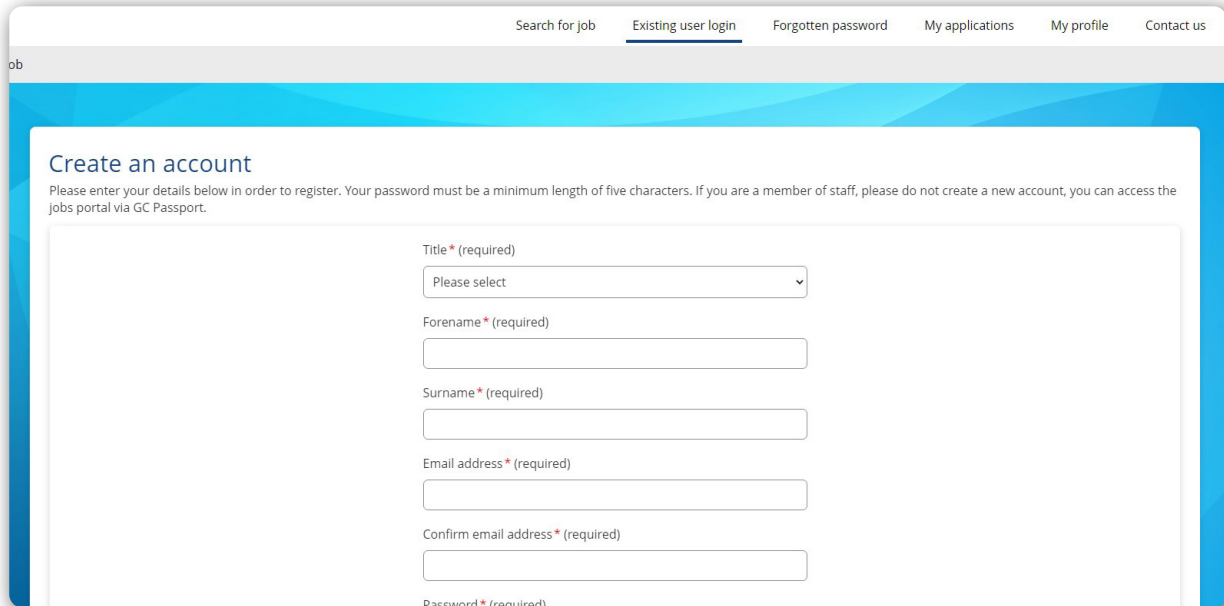If you see a job you are interested in please click on the **Apply online** button.

Learning that works.

If you are an internal applicant you should login via Employee Self Service using your college user name and password. If you have already registered an account with us then please enter your user name and password and you will be taken to the application form.

If you are a new user please click on the **Create an account** button.

All of the fields are mandatory so fill in your title, forename, surname, email address, user name and password.

The information entered here will be transferred into your application form and your user details so ensure these are entered correctly. The email address used will be used to send updates on your application, such as acknowledgement of application.

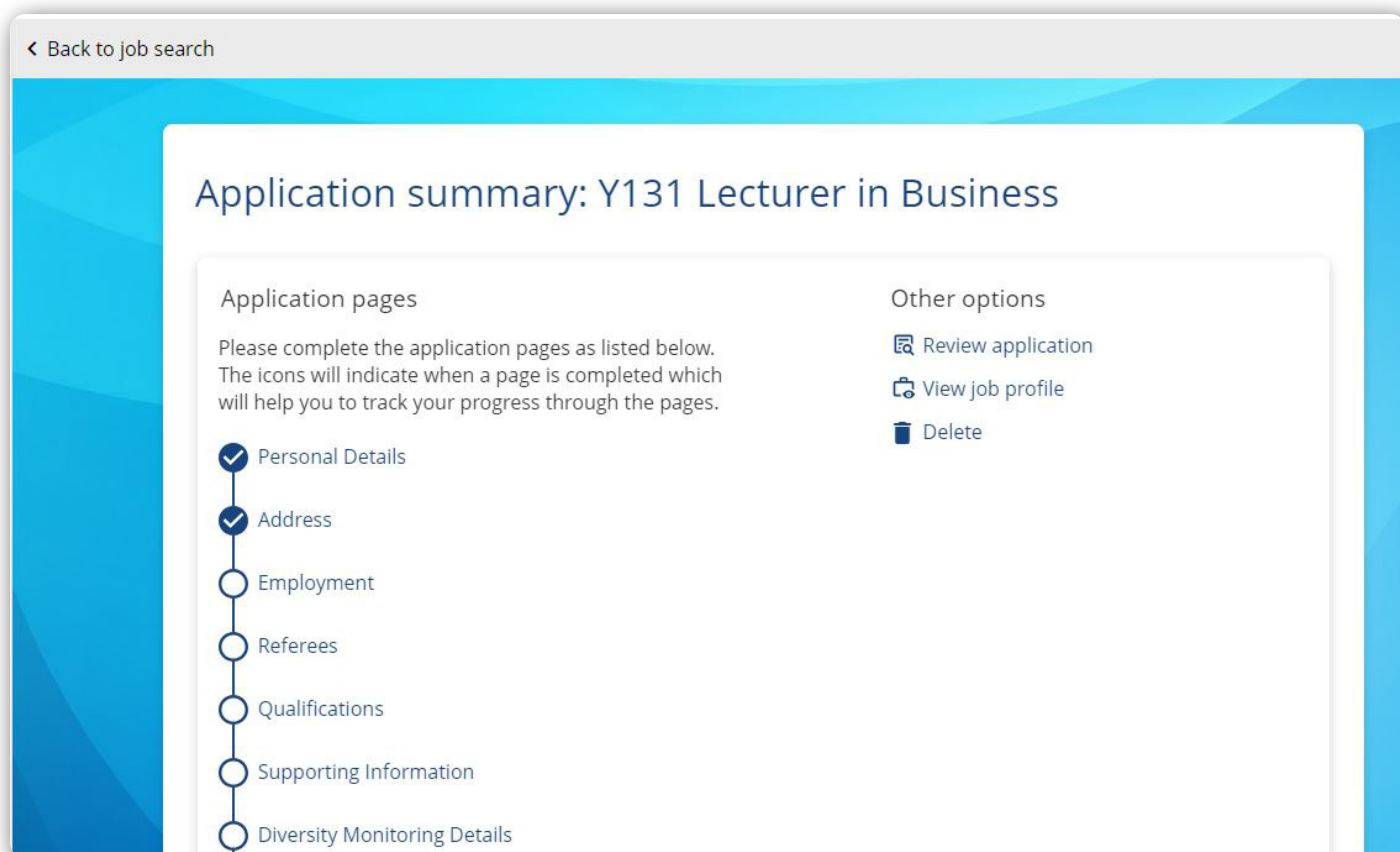
Learning that works.

Send to a Friend

If you click on the envelope icon button it will generate an email with the job details that you can send to your friend. You can also click the chain icon and this will generate a URL that you can also send directly to your friend.

Learning that works.

Application Form

Please complete all pages in the application form.

All fields marked with * are mandatory fields; these do not need to be completed before moving to a new page, but must be completed before you can submit the application form.

The application summary page shows the progress of your application, sections marked without a tick indicates an incomplete page. You will see this tick symbol when the page is complete. When all sections have this symbol you will be able to submit your application form.

Click on the Personal Details page to begin, you can return to the summary page at any time to check on your progress. Complete all sections of the application form, at the end you can return to the summary page.

Learning that works.

Summary Page

All of the pages should have the completed tick icon next to them . If all sections are completed and you are happy with your application please click on the **Apply** buton, this buton is greyed out until all sections of the form are complete.

< Back to job search

Application summary: Y131 Lecturer in Business

Application pages

Please complete the application pages as listed below. The icons will indicate when a page is completed which will help you to track your progress through the pages.

- ✔ Personal Details
- ✔ Address
- ✔ Employment
- ✔ Referees
- ✔ Qualifications
- ✔ Supporting Information
- ✔ Diversity Monitoring Details
- ✔ Declaration

Other options

- 🔍 Review application
- 💼 View job profile
- 🗑 Delete

Good luck with your application.

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