

# 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.

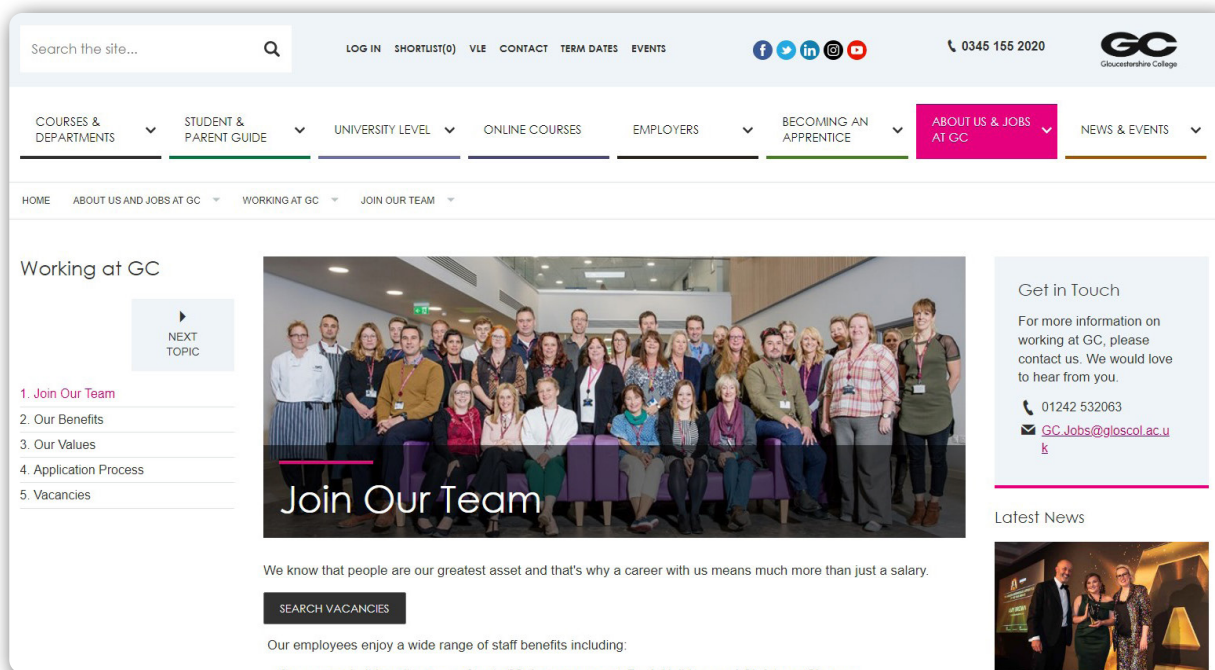
With this in mind, our recruitment process reflects the Gloucestershire College values at every stage, to ensure that we not only recruit the very best talent, but also people who fit the culture of the College and believe in our values.

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.**

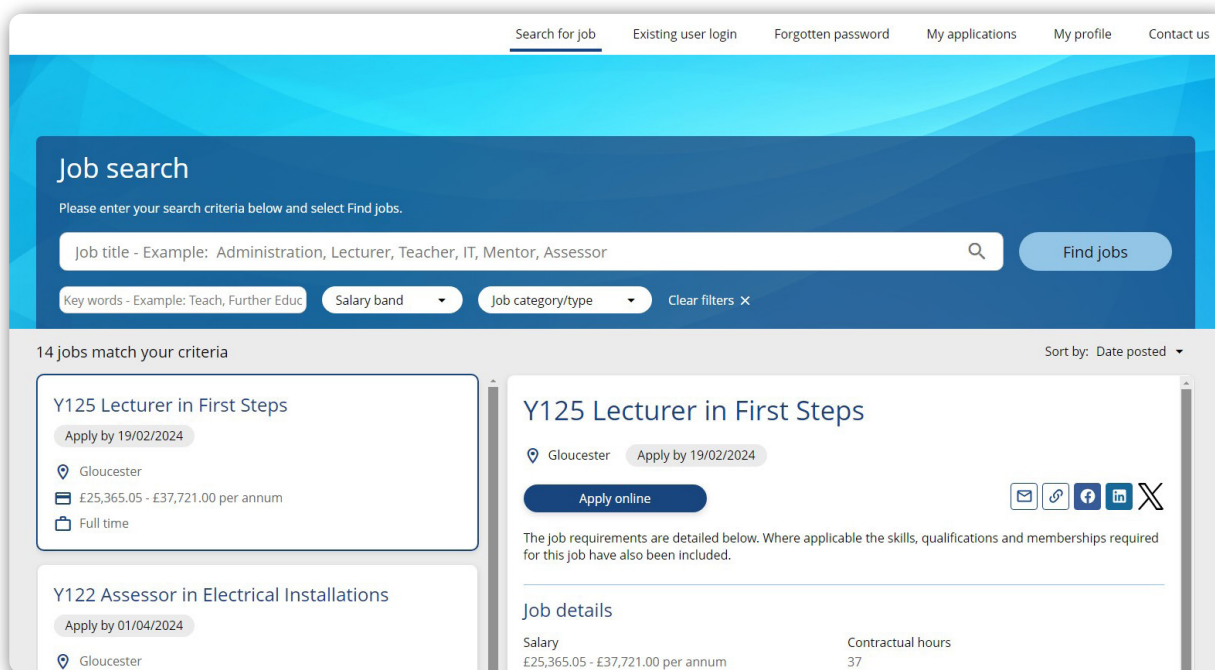
You will find our current job vacancies on our website, [GC Website](#)



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.

Search for job [Existing user login](#) [Forgotten password](#) [My applications](#) [My profile](#) [Contact us](#)

### Existing user login

Please enter your User name and password. If you have forgotten your password, please use the link below.  
Staff Login - Current staff should apply for positions via GC Passport.

User name/email address \* (required)

Password \* (required)

[Log in](#)

[Forgotten your 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 reset your password.

Search for job [Existing user login](#) [Forgotten password](#) [My applications](#) [My profile](#) [Contact us](#)

### Forgotten password

Please enter the details below and select 'Submit'. You should receive an email within the next 15 minutes containing a link that will enable you to reset your password.

Forename \* (required)

Surname \* (required)

Email address \* (required)

User name/email address \* (required)

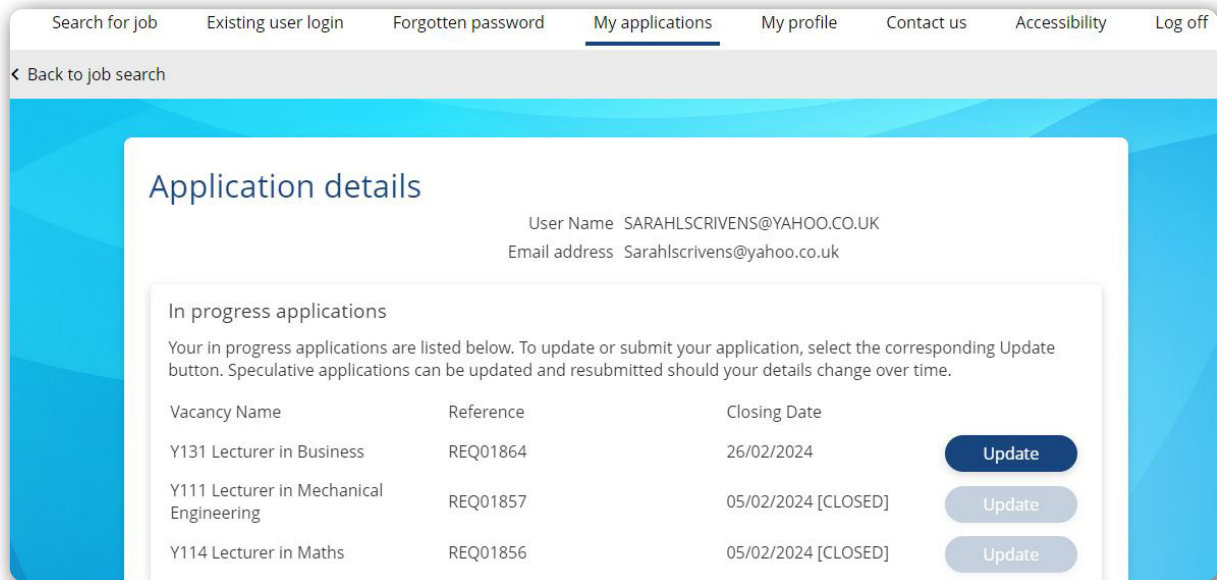
[Submit](#)



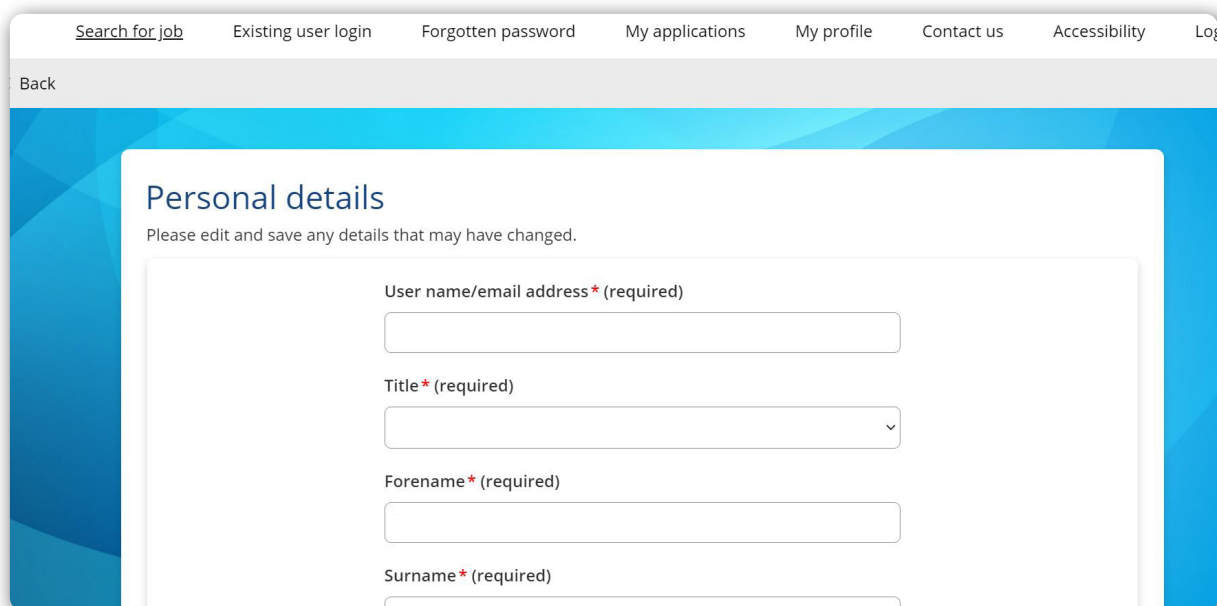
**Learning that works.**



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.

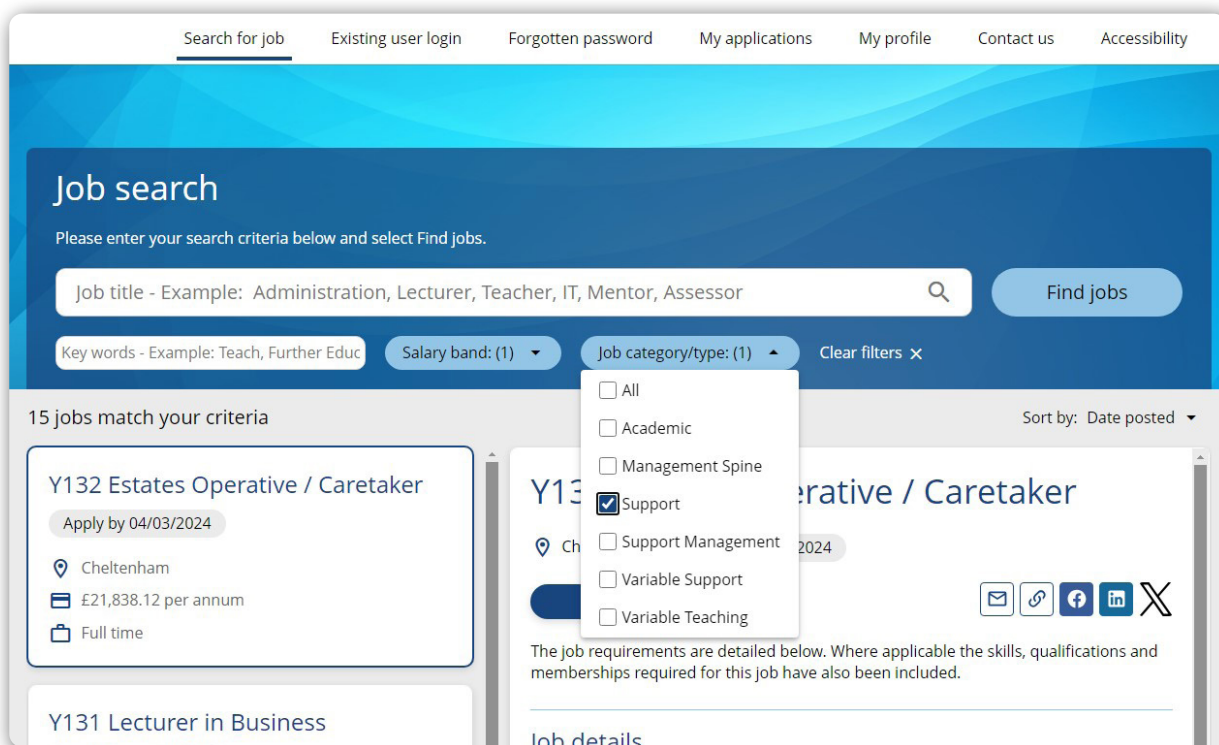


If you click on **My profile** you will see the following screen. By clicking on the link you can update your personal details such as title, forename, surname and email address.



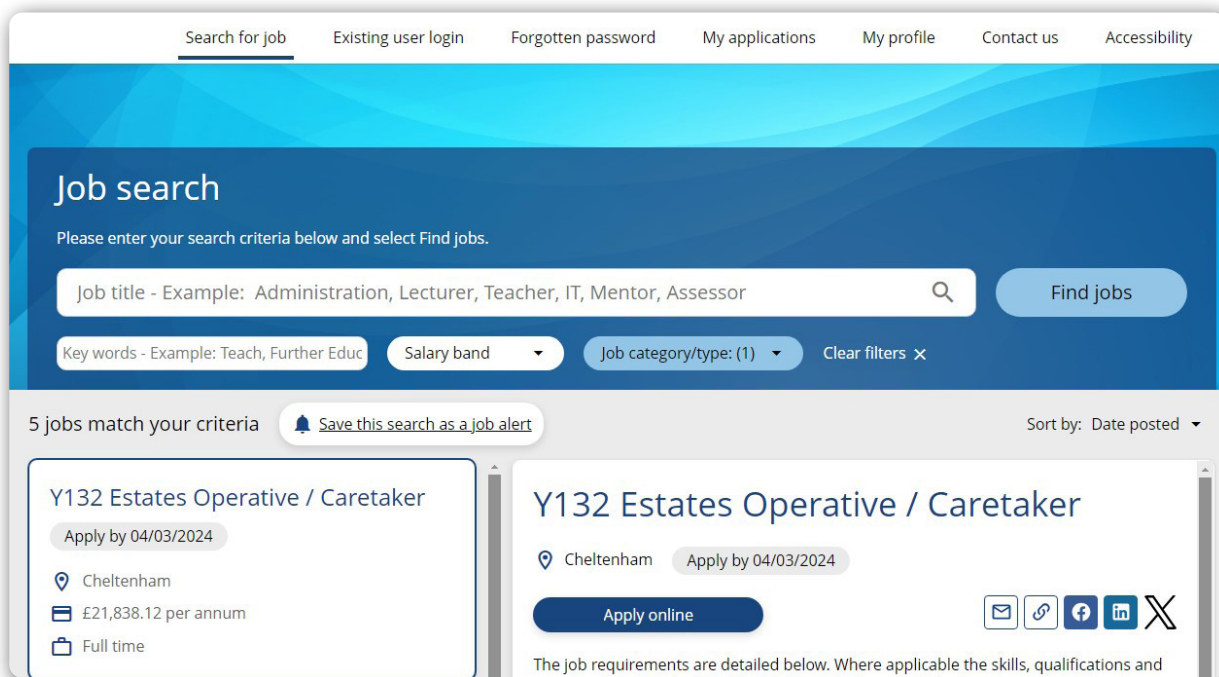
**Learning that works.**

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.

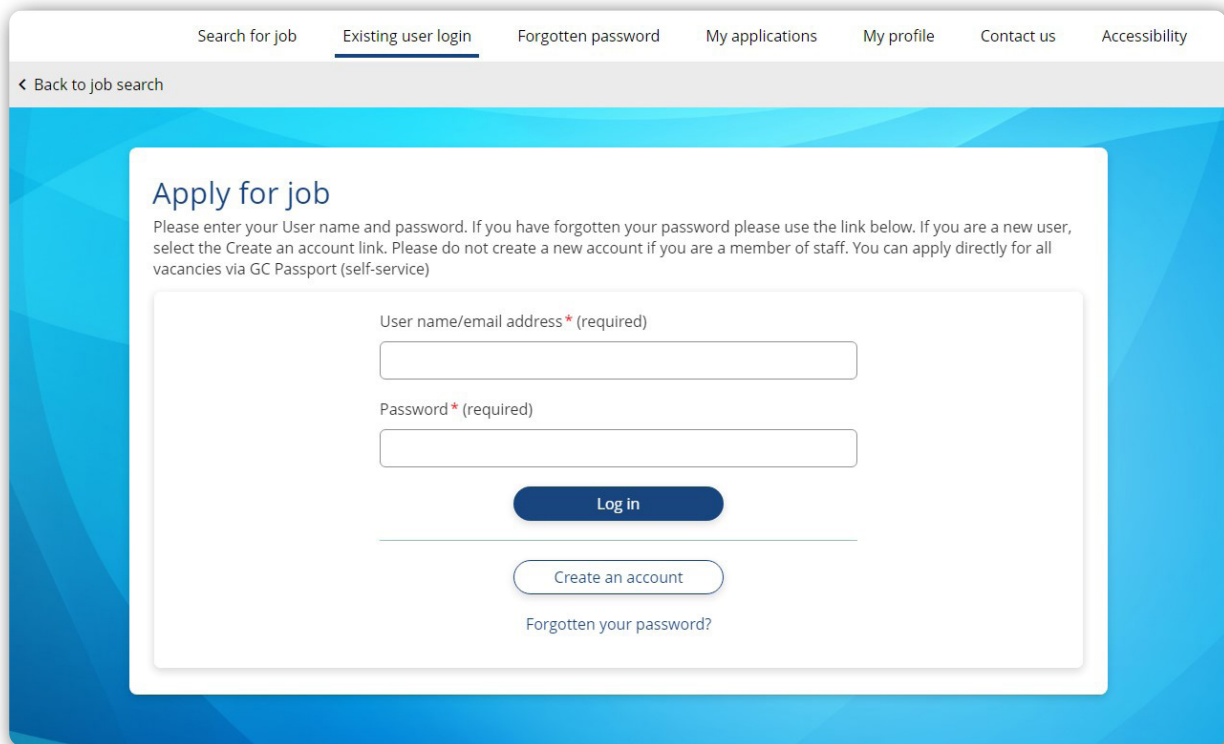


If you see a job you are interested in please click on the **Apply online** button.



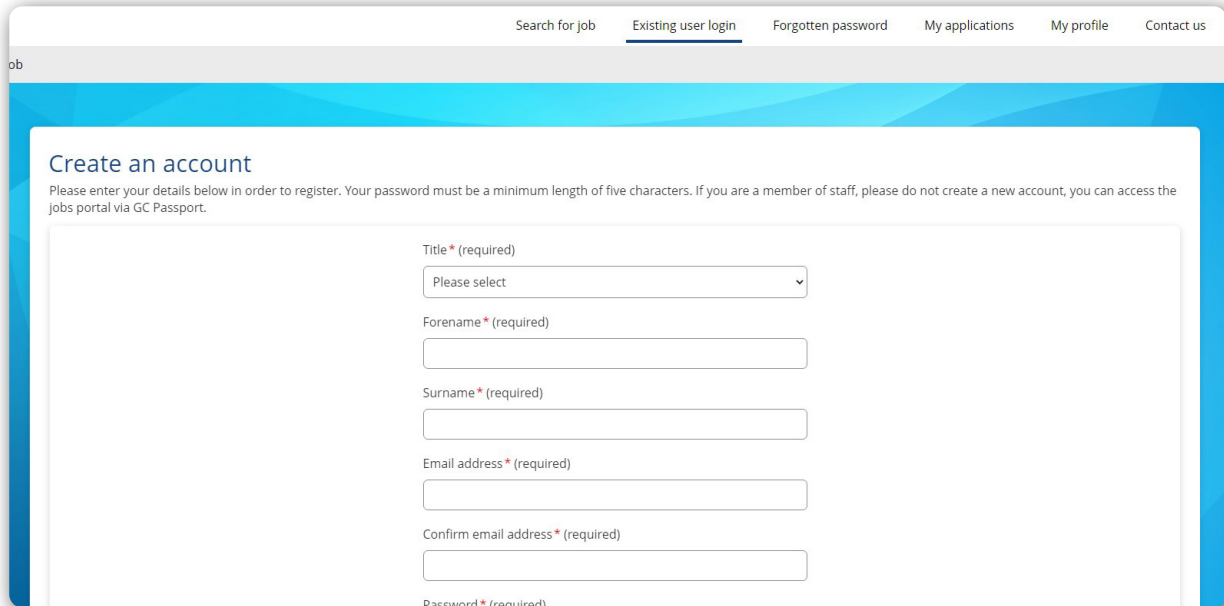
**Learning that works.**

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.



The screenshot shows a web browser window with a navigation bar at the top containing links: Search for job, Existing user login (underlined), Forgotten password, My applications, My profile, Contact us, and Accessibility. Below the navigation bar is a grey bar with a back arrow and the text '< Back to job search'. The main content area has a blue background with a white box containing the heading 'Apply for job'. Below the heading is a paragraph of instructions: 'Please enter your User name and password. If you have forgotten your password please use the link below. If you are a new user, select the Create an account link. Please do not create a new account if you are a member of staff. You can apply directly for all vacancies via GC Passport (self-service)'. The form contains two input fields: 'User name/email address \* (required)' and 'Password \* (required)'. Below these fields is a dark blue 'Log in' button. Underneath the button is a horizontal line, followed by a 'Create an account' button and a 'Forgotten your password?' link.

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



The screenshot shows a web browser window with a navigation bar at the top containing links: Search for job, Existing user login (underlined), Forgotten password, My applications, My profile, and Contact us. Below the navigation bar is a grey bar with the text 'ob'. The main content area has a blue background with a white box containing the heading 'Create an account'. Below the heading is a paragraph of instructions: 'Please enter your details below in order to register. Your password must be a minimum length of five characters. If you are a member of staff, please do not create a new account, you can access the jobs portal via GC Passport.' The form contains several input fields: 'Title \* (required)' (a dropdown menu with 'Please select' and a downward arrow), 'Forename \* (required)', 'Surname \* (required)', 'Email address \* (required)', 'Confirm email address \* (required)', and 'Password \* (required)'.

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

The screenshot shows a job search website with a navigation bar at the top containing links for 'Search for job', 'Existing user login', 'Forgotten password', 'My applications', 'My profile', 'Contact us', and 'Accessibility'. The main section is titled 'Job search' and prompts the user to enter search criteria. A search bar contains the text 'Job title - Example: Administration, Lecturer, Teacher, IT, Mentor, Assessor'. Below it are filters for 'Key words - Example: Teach, Further Educ', 'Salary band', and 'Job category/type: (1)'. A 'Find jobs' button is on the right. Below the search bar, it says '5 jobs match your criteria' and 'Save this search as a job alert'. A job listing for 'Y132 Estates Operative / Caretaker' is shown, with details like 'Apply by 04/03/2024', 'Cheltenham', and '£21,838.12 per annum'. An 'Apply online' button and social sharing icons (envelope, chain, Facebook, LinkedIn, X) are also visible.

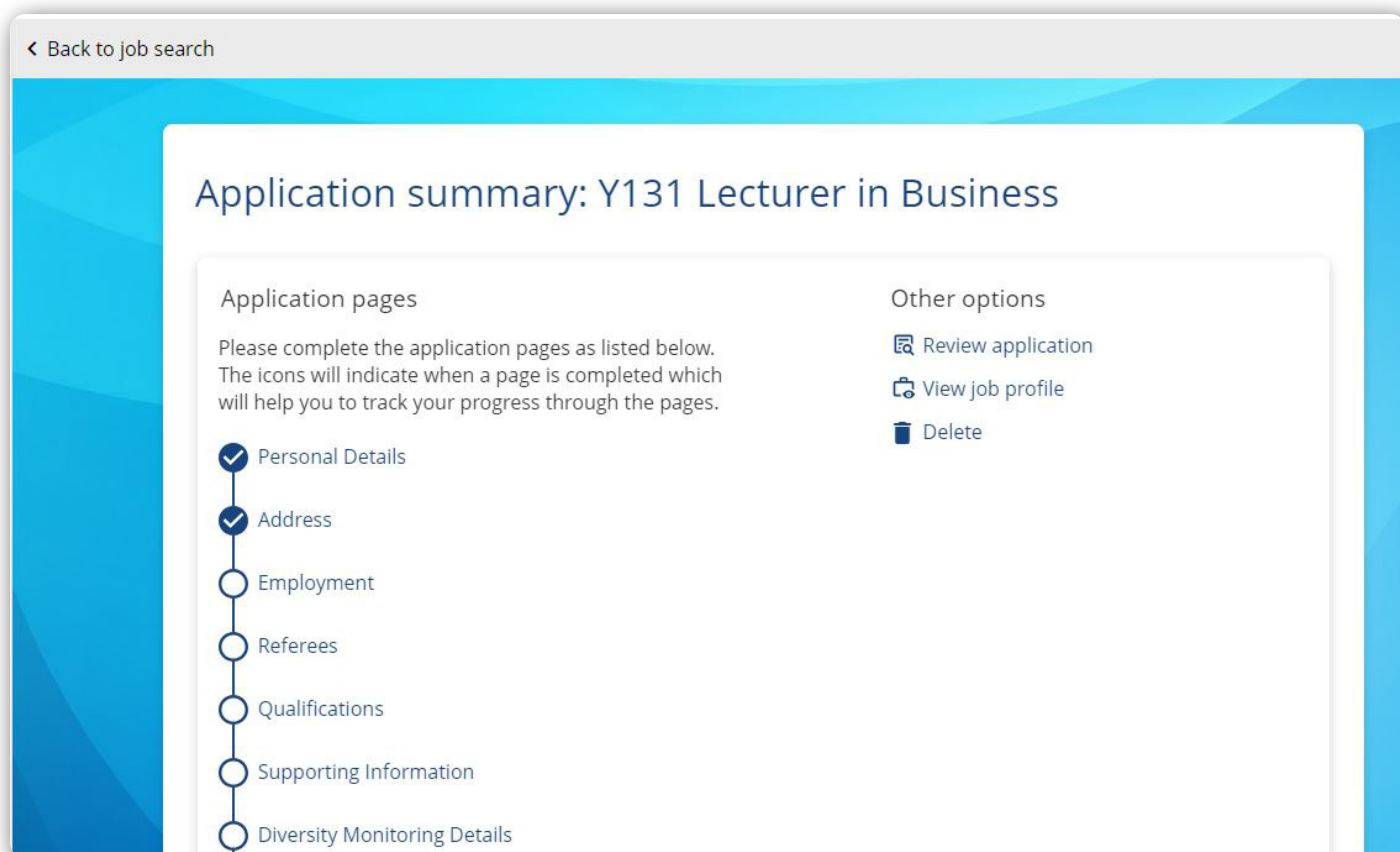
If you click on the envelope icon button it will generate an email with the job details that you can send to your friend. You can also click the chain icon and this will generate a URL that you can also send directly to your friend.



**Learning that works.**

# Application Form

Please complete all pages in the application form.



The screenshot shows a web interface for an application form. At the top left, there is a link '< Back to job search'. The main heading is 'Application summary: Y131 Lecturer in Business'. Below this, there are two columns: 'Application pages' and 'Other options'. The 'Application pages' section contains a list of seven items, each with a circular icon: 'Personal Details' (checked), 'Address' (checked), 'Employment' (unchecked), 'Referees' (unchecked), 'Qualifications' (unchecked), 'Supporting Information' (unchecked), and 'Diversity Monitoring Details' (unchecked). The 'Other options' section contains three items: 'Review application' (with a magnifying glass icon), 'View job profile' (with a person icon), and 'Delete' (with a trash can icon).

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.

The screenshot shows a web interface for an application summary. At the top left, there is a link '< Back to job search'. The main heading is 'Application summary: Y131 Lecturer in Business'. Below this, there are two columns: 'Application pages' and 'Other options'. The 'Application pages' column lists eight items, each with a blue checkmark icon: Personal Details, Address, Employment, Referees, Qualifications, Supporting Information, Diversity Monitoring Details, and Declaration. The 'Other options' column lists three items: 'Review application' with a magnifying glass icon, 'View job profile' with a person icon, and 'Delete' with a trash can icon. At the bottom of the page, there is a message: 'Good luck with your application.'



**Learning** that works.