

# **Online Application**

## **User Guide**



Should you require support with your application, please phone our Human Resources Team on 01442 228000 or email [recruitment@dacorum.gov.uk](mailto:recruitment@dacorum.gov.uk)

## Introduction

This document is guidance for applicants on completing Dacorum Borough Council's online application form. Our Recruitment section has been refreshed and if you've previously applied for jobs with the council and have registered your details, you will need to re-register as of 2 August 2021.

Should you need any further help or feel anything needs changing or expanding within this document please contact HR on 01442 228000 or [Recruitment@dacorum.gov.uk](mailto:Recruitment@dacorum.gov.uk)

### 1. Getting Started

To find our job website use the link <https://www.dacorum.gov.uk/home/recruitment>. The page will look as below.

Careers at Dacorum Borough Council

Home About us Benefits Apprenticeships **Latest Vacancies**

The Forum

Local Government Pension Scheme with employer contributions of 18.5 per cent

Flexible working, including home working, to give a great work-life balance

Up to 32 days' annual leave, plus bank holidays, and the option to purchase an additional week

See all our benefits

This page has useful information about working at the council as well as different opportunities we offer. To navigate to the jobs page, click '**Latest vacancies**'. To view more details of the vacancy, please click on 'Job profile'.

Search for job Existing user login Forgotten password My applications My profile Contact us Log off

Welcome back Donna

Search results

Results - 7 matches found

Save this search as a job alert

**Human Resource Adviser**  
Fixed term contract for 2 years  
Part Time 18.5 Hours per week  
Ref: H2100

The opportunity has arisen for this vacancy within the Human Resources Team. You will provide a high quality front line specialist service.

You will be required to successfully manage projects and work with stakeholders. [\(more details\)](#)

**Salary:** £21,611 to £23,082 per annum (inclusive of London Fringe Weighting)

**Job reference:** REQ0000007

**Application closing date:** 28/07/2021

**Package:** Generous holiday entitlement - outstanding 18.5% employer contribution pension scheme - flexible working patterns - car salary sacrifice scheme

Job profile Send to a friend Apply online

From here you will see a link to download a Job Description and Person Specification (circled below). This can be a great source of information when applying for a role as it tells you all the essential and desirable criteria the role requires. Keep hold of this as you can reference each criteria when filling out the covering statement section of the application form.

The screenshot shows a job advertisement for a 'Human Resource Adviser'. At the top, there are links for 'Search for job', 'Existing user login', 'Forgotten password', 'My applications', 'My profile', and 'Contact us'. Below this is a 'Job profile' section. The job title is 'Human Resource Adviser'. The 'Job details' section includes: Job reference REQ0000007, Application closing date 28/07/2021, Salary £21,611 to £23,082 per annum (Inclusive of London Fringe Weighting), Package Generous holiday entitlement - outstanding 18.5% employer contribution pension scheme - flexible working patterns - salary sacrifice scheme, and Attachments: Human Resources Adviser - Job Description.docx and Human Resources Adviser - Person Specification.docx. The 'Job description' section states: 'The opportunity has arisen for this vacancy within the Human Resources Team. You will provide a high quality front line specialist service.' It also mentions: 'You will be required to successfully manage projects and work with stakeholders to ensure work is being completed to a satisfactory standard. You will have excellent written and oral communication skills and the ability to achieve defined performance targets.' Below this, it says: 'Applicants must have a driving licence that is valid in the UK. A Standard/Enhanced check will be undertaken with the Disclosure and Barring Service to ensure that the successful candidate has no relevant convictions.' At the bottom, there is a note: 'The deadline for applications will be midnight on the closing date shown in the advert details.' Below this are buttons for 'Back to search results', 'Apply online' (which is circled in orange), 'Send to a friend', and social media links for Facebook, LinkedIn, and Twitter.

If you see something of interest you can apply by clicking 'Apply online' as circled above. This will direct you to the 'Apply for job' login page.

#### Apply for job

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 New user registration link.

The screenshot shows the 'Apply for job' login page. It has fields for 'User name' and 'Password', both marked with a red asterisk indicating they are required. Below these fields are links for 'New user registration' (which is circled in orange) and 'Forgotten your password?'. At the bottom are two buttons: 'Log in' (which is circled in orange) and 'Back to search results'.

- **New users:** Please select 'New user registration' link
- **Existing users:** Please use your user name (email address) and password. If you have forgotten your password, you can request a new password by selecting the link 'Forgotten your password'.
- **Log in:** You will then be directed to the online application form

All candidates are required to re-register from the 2 August 2021.

## 1.1 Creating an account

After clicking the ‘New user registration link’ you will be directed to the ‘New user registration’ page

### New user registration

Please enter your details below in order to register. Your password must be a minimum length of five characters.

The screenshot shows a registration form with the following fields:

- Title: Please select ▾
- Forename: \_\_\_\_\_
- Surname: \_\_\_\_\_
- Email address: \_\_\_\_\_
- Confirm email address: \_\_\_\_\_
- Password: \_\_\_\_\_
- Confirm password: \_\_\_\_\_

At the bottom left is a green 'Submit' button, which is circled in red. To its right is a grey 'Back to apply for job' button.

The new user registration form requires you to complete the following:

**Title** - you can select this from the drop down menu

**Forename** - fill in your first name

**Surname** - fill in your surname

**Email address** - this is the email address we will use to send correspondence relating to your job application.

**Password** - fill in a password (must be a minimum of five characters)

Once completed, click the ‘Submit’ button (circled above). An email will then be sent to the email address you registered with confirming your registration details. Your username for the system will be your email address.

## 2. Completing the Online Application Form

### 2.1. Application Summary Page

After logging in you will be directed to the 'Application summary' page

Search for job | Existing user login | Forgotten password | My applications | My profile | Contact us | Alternative languages

**Application summary -**

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.

Supporting text is provided throughout the application pages to provide you with guidance on completing the form so please read this carefully.

Your application form will be saved as you move through the application pages e.g. clicking on the buttons Next, Previous or Summary will save your application details.

The information you provide in this job application will determine whether you are shortlisted for interview.

Please upload your CV when asked to do so and please provide a full covering letter which demonstrates how you meet the essential criteria detailed on the Person Specification form. Questions with a blue icon are mandatory and therefore must be completed.

If you do not understand anything on the pages of the application or need help in completing it please contact Human Resources on recruitment@dacorum.gov.uk or 01442 228000.

Application pages	When you can apply
<a href="#">① Personal Information</a>	The apply button will be activated when all mandatory fields have been completed. <a href="#">Apply</a>
<a href="#">② Cover Letter &amp; CV</a>	
<a href="#">③ References</a>	Selecting delete will permanently remove your application. <a href="#">Delete</a>
<a href="#">④ Diversity in Employment</a>	

**Other options**

For reference, the application closing date and job details are shown below.

**Job details**

Job title  
Job reference

**Icon guide**

- Mandatory field
- ? Help icon
- ✓ Mandatory fields complete
- ① Mandatory fields incomplete

Above is a breakdown of the application form listed under 'Application pages'. You will need to complete each section before your application can be submitted. Once completed, they will show a tick next to them.

Under the 'Icon guide' section is a list of the different signs you will see when completing this application form. It is worth making note of these. You can return to this screen at any point during your application.

## 2.2 Personal Information

Please ensure you complete all sections with a blue circle with the correct details as these will be used to contact you regarding your application.

Search for job | Existing user login | Forgotten password | My applications | My profile | Contact us | Alternative languages

Personal Information

Page 1 of 4

Remember you can check how you are progressing with your application form by referring to the icons on the summary page.

**Personal Information**

Title \* Please select ▾  
Forename \_\_\_\_\_  
Surname \_\_\_\_\_  
Preferred name \_\_\_\_\_  
National Insurance number \_\_\_\_\_ ⓘ  
National Insurance legislation type Please select ▾ ⓘ

**Contact Details**

Contact type \* Please select ▾  
Contact detail \_\_\_\_\_  
**Add** **Remove**

No details have been added yet.

Email address \* \_\_\_\_\_  
No details have been added yet.

**Address Details**

Address type Please select ▾ ⓘ  
Mailing address   
House Name \_\_\_\_\_  
Number/Street \_\_\_\_\_  
Local Area \_\_\_\_\_  
Town \_\_\_\_\_  
County \_\_\_\_\_  
Postcode \_\_\_\_\_  
Country Please select ▾  
**Add** **Remove**

No details have been added yet.

**Relationship Details**

Are you a partner of or related to any Councillor or employee of this Council? \* Please select ▾  
If yes, please give details: \_\_\_\_\_

**Vehicle Details**

Do you currently hold a full driving licence that is valid in the UK? \* Please select ▾  
Do you have the use of a car? \* Please select ▾

**Source Details**

Where did you see this vacancy? \* Please select ▾  
If other, please specify \_\_\_\_\_

**Summary** **Next >>**

You will see add and remove buttons (circled above) which allows you to input multiple pieces of information which is helpful for the recruitment and selection process.

Please click 'next' to continue to the next section (circled above).

## 2.3 Cover Letter & CV

You will need to provide us with details of your relevant experience, skills and knowledge. When the recruiting manager starts to shortlist applications, you need to demonstrate that you meet all the **essential criteria** on the **Person Specification**.

If you have little or no work experience then tell us about the things that you have done where you can transfer skills used at school/college, e.g. planning a project/coursework.

You may also have domestic responsibilities such as household budgeting, or you may organise social or community activities. Any of these skills may be relevant to the post.

### Cover Letter & CV

Page 2 of 4

#### Cover Letter

You will need to provide us with details of your relevant experience, skills and knowledge. To be shortlisted for the job you need to demonstrate that you meet the essential criteria on the Person Specification.

If you have little or no work experience then tell us about the things that you have done where you can transfer skills used at school/college, e.g. planning a project/coursework.

You may also have domestic responsibilities such as household budgeting, or you may organise social or community activities. Any of these skills may be relevant to the post.

Please type your cover letter or alternatively attach it below in the CV section.

Supporting statement

#### CV Attachment

Please upload your CV.

 \* Upload file

<< Previous  Summary  Next >>

Please upload your CV as this is a mandatory element of the application form

Please click 'next' to access the next section.

## 2.4 References

Please provide two referees in this section. Please note all reference requests will be followed up and employment history verified through our Human Resources department so please ensure that you provide the referees full contact details.

### References

Page 3 of 4

#### References

Please insert your two most recent employers (e.g. Line Manager or someone in a position of responsibility who can comment on your work experience, competence, personal qualities and suitability for the post).

If you are a student, please provide the contact details of a teacher or lecturer at your school, college or university. If you have undergone training to return to work, then the academic institution should be listed as your referee.

Please note all reference requests will be followed up and employment history verified through our Human Resources department so please ensure that you provide the referees full contact details.

We are unable to accept personal references such as from friends and relatives.

**Please note, you will not be able to submit your application until two referees have been provided.**

Can we contact your references?

Reference type  ⓘ

Referee name  ⓘ

Referee job title

Email address

Referee contact type  ⓘ

Referee contact number  ⓘ

**Add** **Remove**

No details have been added yet.

<< Previous **Summary** Next >>

Please click 'next' to access the next section.

## 2.5 Diversity in Employment

This information is only seen by Human Resources.

Diversity in Employment

Page 4 of 4

**Sensitive Information**

Gender  Please select ▾

Ethnic origin  Please select ▾

Religion  Please select ▾

If other, please give details:

Marital status  Please select ▾

Nationality  Please select ▾

**Disability Information**

Disability is defined in the Equality Act 2010 as "a physical or mental impairment, which has a substantial and long term adverse effect on a person's ability to carry out day to day activities". Do you have a disability as defined above?

Disability  Please select ▾

Disability description

**Equality of Opportunity**

We actively promote equality of opportunity for all and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience. Having a criminal record will not necessarily bar you from working with us. This will depend on the position and the circumstances and background of your offence.

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of 'spent' convictions. However, for certain jobs, employers are allowed to ask about these offences. You will have been informed if this applies to this job.

Having a criminal record will not necessarily bar someone from working with us; this will depend on the position, the circumstances and the background of the applicant's offence. A Disclosure and Barring Service (DBS) check is only requested after a thorough risk assessment of the job has indicated that one is both appropriate and relevant to the job.

**Standard check**  
The standard check will be carried out for certain specified occupations, licences and entry into certain specified professions. These are listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

It contains details of all spent and unspent convictions, cautions, reprimands and final warnings from the Police National Computer (PNC).

**Enhanced check**  
The enhanced check will be carried out for those carrying out certain activities or working in regulated activity with children or adults. These are listed in Part V of the Police Act 1997.

It contains the same PNC information as the standard check but also includes a check of police records held locally.

Failure to reveal information to any convictions could lead to withdrawal of an offer of employment.

**Criminal Record Declaration**  
Please answer the below questions ensuring that you provide dates and full details, if applicable.

Please provide details of all convictions, cautions, reprimands and warnings

Please provide details of any pending criminal proceedings or investigations

**Declaration**

Has someone else completed this form on your behalf?  Please select ▾

I declare that the information given is correct and that giving false information may lead to my dismissal if appointed.

Name

Date (dd/mm/yyyy)  

<< Previous **Summary**

**Please click 'Summary' to go back to the first screen and submit your application.**

### 3. Submitting your Application Form

Once you have completed all the sections you will be returned to the application summary. All the sections should now have ticks against them. If a section does not have a tick then it is incomplete. You can now click on it and to finish this.

The screenshot shows the 'Application pages' section with four items checked: Personal Information, Cover Letter & CV, References, and Diversity in Employment. Below this is an 'Other options' section containing a 'Print preview (Opens in new window)' link, which is circled in orange. To the right is a 'When you can apply' section with an 'Apply' button (circled in orange), a 'Delete' button, and an 'Icon guide' link.

Once you have completed all the sections you will be returned to the application summary. All the sections should now have ticks against them. If a section does not have a tick then it is incomplete. You can now click on it and finish this.

There are three options on this screen you will see. The first is to 'print' your application. The second is to 'apply' and the third is to 'delete' it.

To submit your form, click '**Apply**'. This will bring up the message shown below. Please click '**Continue**'.

### Application submission

Your application will be submitted, please select Continue to proceed or Cancel to return to the Application summary.

The screenshot shows a confirmation message: 'Your application will be submitted, please select Continue to proceed or Cancel to return to the Application summary.' Below this are two buttons: 'Continue' (circled in orange) and 'Cancel'.

This will then show a message confirming your application has been submitted (below).

### Application successfully submitted

Your application has been successfully submitted.

[Job search](#)

Please note you **cannot** make any further changes to your application once it has been submitted.

## **4. FAQ's**

### **Q. How do I sign up to job alerts?**

A. When you search for a job at the top of the page, there is a grey button saying 'Save this search as a job alert'. If you click this on this it will set up a job alert. This will mean you will receive an email when a job is advertised that matches your search

### **Q. I'm trying to fill out an application but cannot get past the personal details screen?**

A. This happens when there is a duplicate entry. Unfortunately, the only way to solve this is to delete all the information and start again.

### **Q. I have forgotten my password, what do I need to do?**

A. Click on 'Forgotten password' and fill in your email address, username, forename and surname and then select 'Submit'. You should receive an email within 15 minutes containing a link that will enable you to reset your password. **Please note:** Your user name is the same as your email address

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.

The form consists of four text input fields arranged vertically. Each field has a blue circular bullet point to its left, indicating it is a required field. The first field is labeled 'Forename' and the second is 'Surname'. The third field is labeled 'Email address' and the fourth is 'User name'. Below these fields are two buttons: a green 'Submit' button on the left and a grey 'Back to login' button on the right.

### **Q. Where can I view my account details?**

A. If you have created a user account you can view your account details by clicking on the 'My Profile' tab at the top of the page.

### **Q. Can I submit a C.V. in place of an application form?**

A. No, to give all candidates the same opportunity and to ensure we have all the information we need for the shortlisting process, we require all applicants to complete an application form.

### **Q. Will my email address be used for other purposes?**

A. No. It will only be used to contact you about your application.

### **Q. Do you accept application forms after the closing date?**

A. No.

### **Q. Can I print my application form once submitted?**

A. Yes, you can print your application form by clicking 'My applications', ticking the 'select' box and pressing the 'Send email' button. You will be emailed a copy of the application form which you then can print.

### **Q. What if I decide to withdraw my application?**

A. You will need to email [Recruitment@dacorum.gov.uk](mailto:Recruitment@dacorum.gov.uk) giving your name, the position title and reference number of the job for which you wish to withdraw your application.

**Q: How will I be notified if I have been shortlisted for an interview?**

A: All correspondence will be by email. Please ensure you regularly check your email account (also Junk).

These will be from

- [Recruitment@dacorum.gov.uk](mailto:Recruitment@dacorum.gov.uk)
- [Noreply.dacbc@webitrent.com](mailto:Noreply.dacbc@webitrent.com)