

# How to Apply Online



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## Introduction

The purpose of this user guide is to provide both internal and external applicants with guidance on how to apply for jobs at St Andrew's Healthcare (SAH) via the online application system.

From the St Andrew's Healthcare homepage, you can apply for jobs by visiting the careers page.

The screenshot shows the St Andrew's Healthcare homepage. At the top, there is a blue header with the logo on the left, a referral number '0800 434 6690' and a 'Download referral form' button in the center, and a search bar on the right. Below the header is a green navigation bar with links for Home, About Us, Commissioners, Referrals, Research, Services, **Careers** (highlighted with a red circle and a mouse cursor), and Life at St Andrews. The main content area is divided into several sections: a 'Services' sidebar on the left with a list of categories; a central 'NEW Young Adult Transitional Mental Health Service' banner featuring a photo of a young man; a 'Latest News' section with three articles; and a 'Quick Nav' section on the right with dropdown menus for Specialisms, Location, and Services, a map of the UK under 'Locations', and buttons for 'Careers' and 'Latest Events'.



## The Careers Page

Once you have clicked on this link, you will be taken directly to the careers page:

home > careers > careers

### Careers

#### Exciting Careers in Healthcare

St Andrew's Healthcare employs over 3000 staff across our sites in Northampton, Essex, Birmingham and Nottinghamshire and we recognise that they are our single most valuable asset. We are committed to ensure that staff are supported and developed so that they can be enabled to truly make a difference within an environment that supports our values of **innovation, excellence and empowerment**.

We offer careers that are challenging, rewarding and varied. With an excellent reputation for first class training, development and support our staff have the opportunity to receive training and development to deliver an excellent service as well as to progress throughout the charity and pursue a range of exciting and rewarding career options.

To find out more about our current opportunities, click on the current vacancies tab in the left hand menu. If you are interested in gaining a greater insight into the charity and how we operate, we host regular visitor sessions to give you a taste of life working at St Andrew's Healthcare. Please contact us for more details.

#### Equal Opportunities

It is our policy as an employer that St Andrew's Healthcare will treat all people equally irrespective of race, ethnic origin, sex, disability, sexual orientation, age, religion or belief.

**Quick Nav**

- Specialisms
- Location
- Services

**How To Apply**

- Online
- Downloadable Word Document
- Downloadable PDF
- Email completed applications to recruitment@standrew.co.uk
- BSL supporting notes for applicants

This section provides you with useful information in relation to working at St Andrew's Healthcare, the services we provide and will help you gain an understanding of our organisation values.

**Quick Nav**

- Specialisms
- Specialisms
- Brain Injury
- Huntingtons Disease
- Learning Disabilities
- Mental Health
- Specialist Dementia
- Autistic Spectrum Disorder
- Deaf Services
- Consultancy Service

On the right-hand side of the page there is a quick navigation box which will take you to further information about the services we provide to our service users.



home > services > mental health

## Mental Health

Our secure mental health services at St Andrew's are committed to care in the most appropriate environment for safety and rehabilitation needs to ensure that the journey through the care pathway is facilitated and supported as much as possible.



Our services provide a range of specialised treatment facilities that cater for adults and adolescents with mental health needs and who present with complex and challenging behaviour and/or a history of dangerous or offending behaviour. This includes a medium Secure Forensic Admission Unit for men and a Women's Admission Unit for service users who require detention within secure conditions.

We also offer a Dialectical Behaviour Therapy (DBT) Unit, admitting women suffering from Borderline Personality Disorder.

Our mental health services are available at Northampton, Essex and Birmingham.

We support a variety of mental health conditions, including:

- Developmental deficit
- Acquired deficit
- Psychosis

On the left hand side of the page, you can find further navigation links:

Careers

Current Vacancies

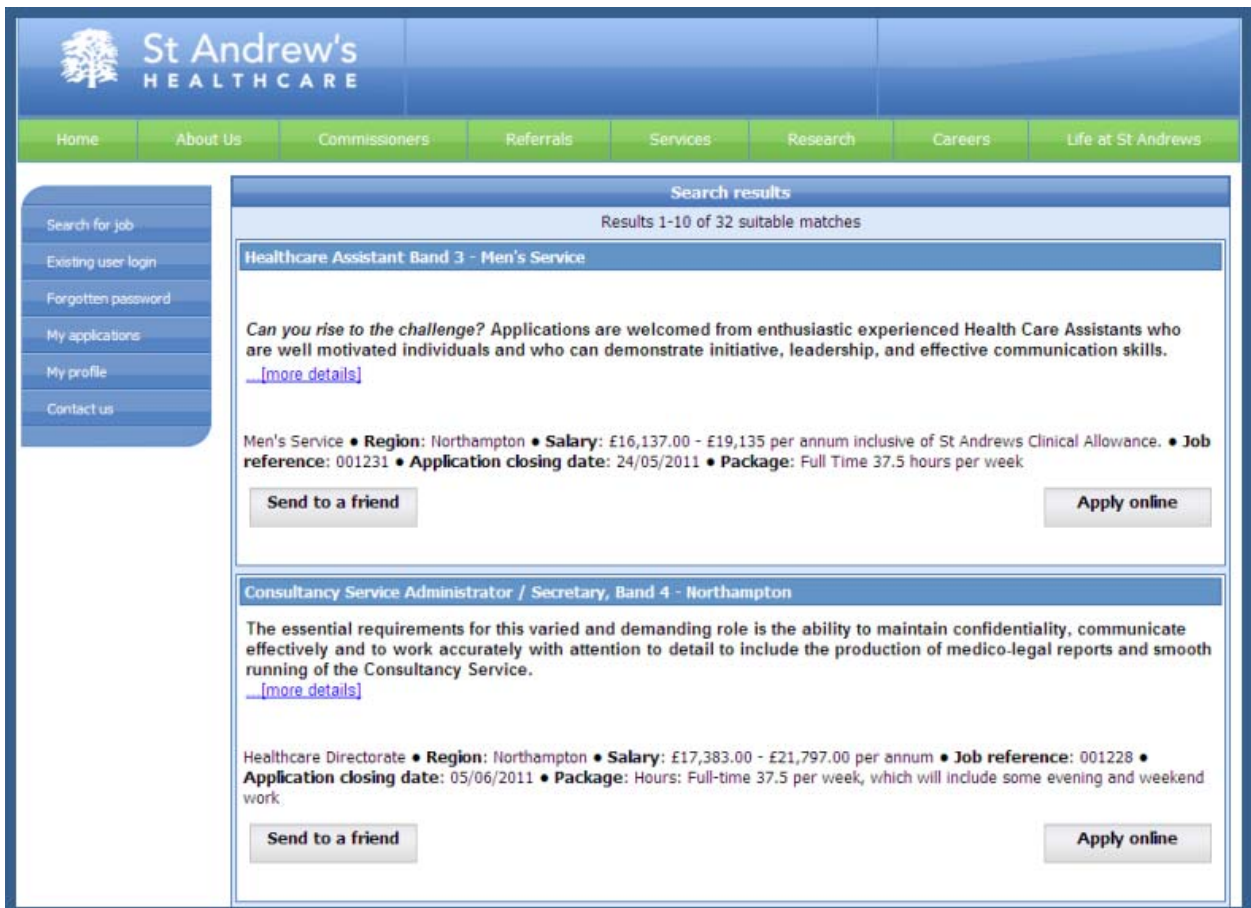
Working At St Andrew's

FAQs

To search for a vacancy, click on the 'Current vacancies' link. This will then direct you to our current vacancies.

## The Current Vacancy List

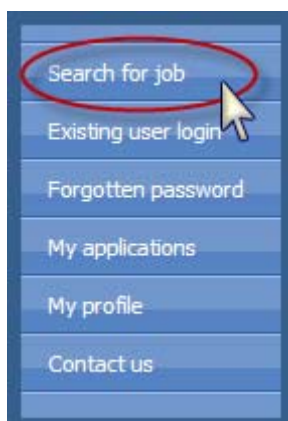
Once you have clicked on the current jobs link you will be presented with the current vacancy list for St Andrews Healthcare.



The screenshot shows the St Andrew's Healthcare website's careers section. At the top, there is a navigation menu with links for Home, About Us, Commissioners, Referrals, Services, Research, Careers, and Life at St Andrews. On the left side, there is a vertical menu with options: Search for job, Existing user login, Forgotten password, My applications, My profile, and Contact us. The main content area displays search results for 'Healthcare Assistant Band 3 - Men's Service' and 'Consultancy Service Administrator / Secretary, Band 4 - Northampton'. Each job listing includes a brief description, a 'more details' link, and key information such as region, salary, job reference, and application closing date. There are also buttons for 'Send to a friend' and 'Apply online' for each job.

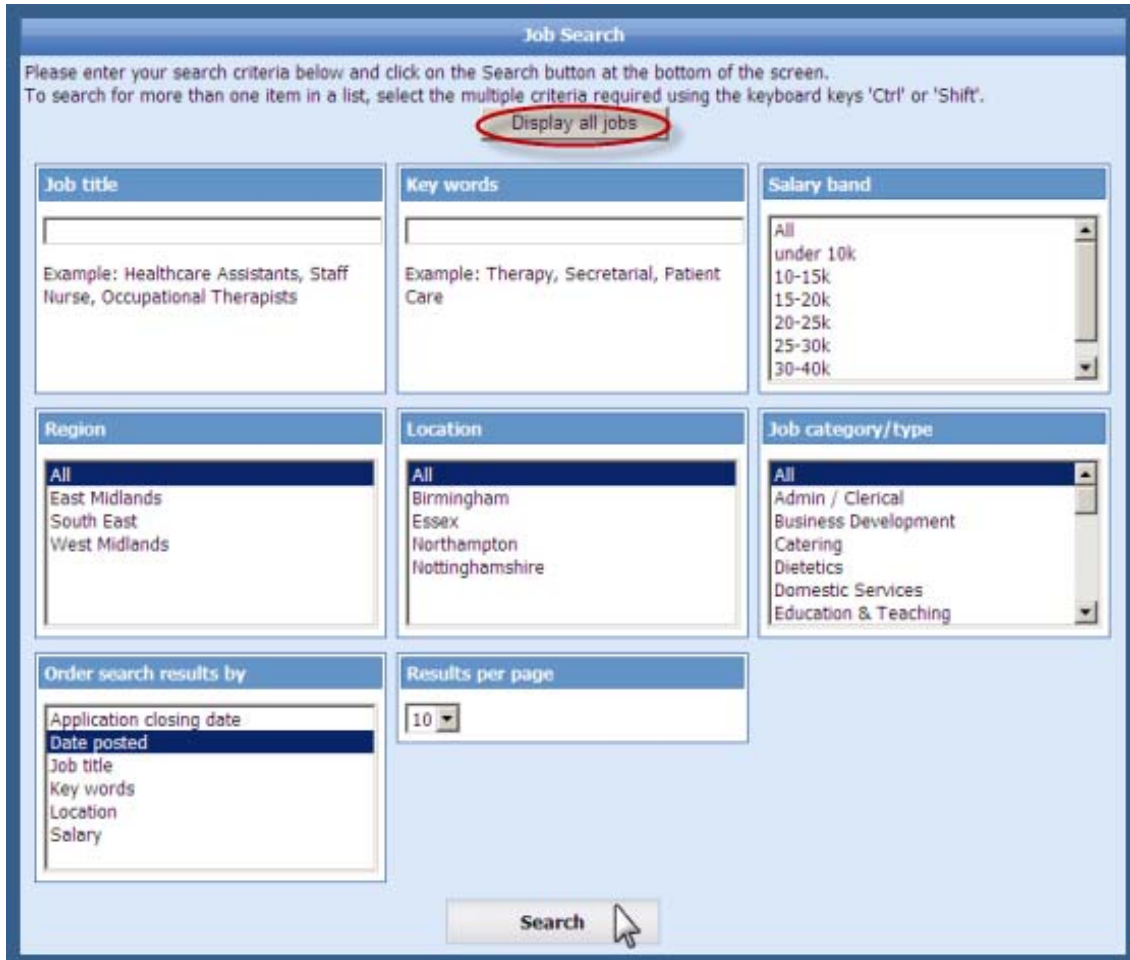
On the left hand side of the page you will find a menu bar which details the different options that you can select.

To conduct a job search you can click on the 'Search for job' link.



## Searching for a Job

From the left hand menu, click on 'Search for job'. The job search form will be displayed:



The screenshot shows a 'Job Search' form with the following sections:

- Job title:** Text input field with example: Healthcare Assistants, Staff Nurse, Occupational Therapists.
- Key words:** Text input field with example: Therapy, Secretarial, Patient Care.
- Salary band:** Dropdown menu with options: All, under 10k, 10-15k, 15-20k, 20-25k, 25-30k, 30-40k.
- Region:** Dropdown menu with options: All, East Midlands, South East, West Midlands.
- Location:** Dropdown menu with options: All, Birmingham, Essex, Northampton, Nottinghamshire.
- Job category/type:** Dropdown menu with options: All, Admin / Clerical, Business Development, Catering, Dietetics, Domestic Services, Education & Teaching.
- Order search results by:** Dropdown menu with options: Application closing date, Date posted, Job title, Key words, Location, Salary.
- Results per page:** Input field with a dropdown arrow, currently set to 10.
- Display all jobs:** A link at the top of the form, circled in red in the image.
- Search:** A button at the bottom of the form.

\*If you would like to see all the vacancies that are available at St Andrew's Healthcare then you can click on '**Display all jobs**' at the top of the page which will provide you with a list of all current vacancies.

If you would like to refine your job search criteria, you can use the search options available:

Please note that a job search criteria can include any combination of the criteria detailed below:

- **Job Title** - Input a job title - please note that only exact matches will be returned
- **Key words** - Type in specific key words in relation to the job you are searching for
- **Salary Band** – Select a salary range from the list
- **Region** - Specify the region you would like to work in
- **Location** - Select the location you would like to work at

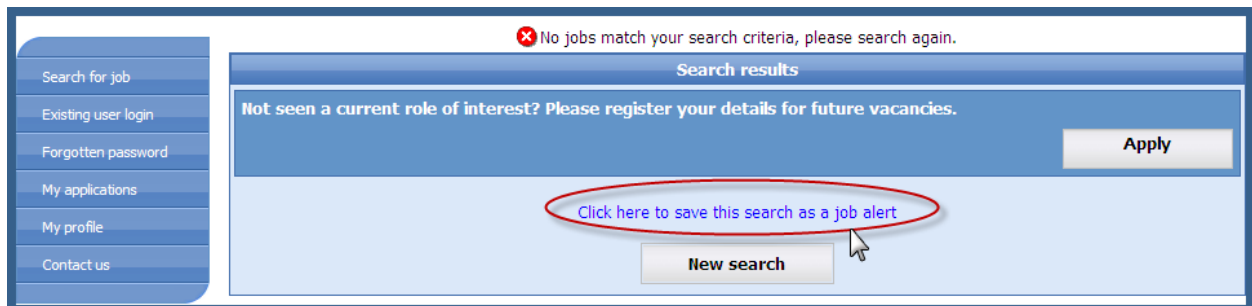
- **Job category/type** – Select the type of job you are interested in
- **Order search results by** – Select the order of your search results
- **Results per page** - Specify the number of search results by page

Please note that where search criteria are selected from a list, multiple criteria can be selected by holding down the 'ctrl' button and selecting multiple options.

Once you have specified your search criteria, click on the 'Search' button at the bottom of the page.

### **No Search Results**

If your job search returns no matching job results, you can save a job alert by clicking on the link below:



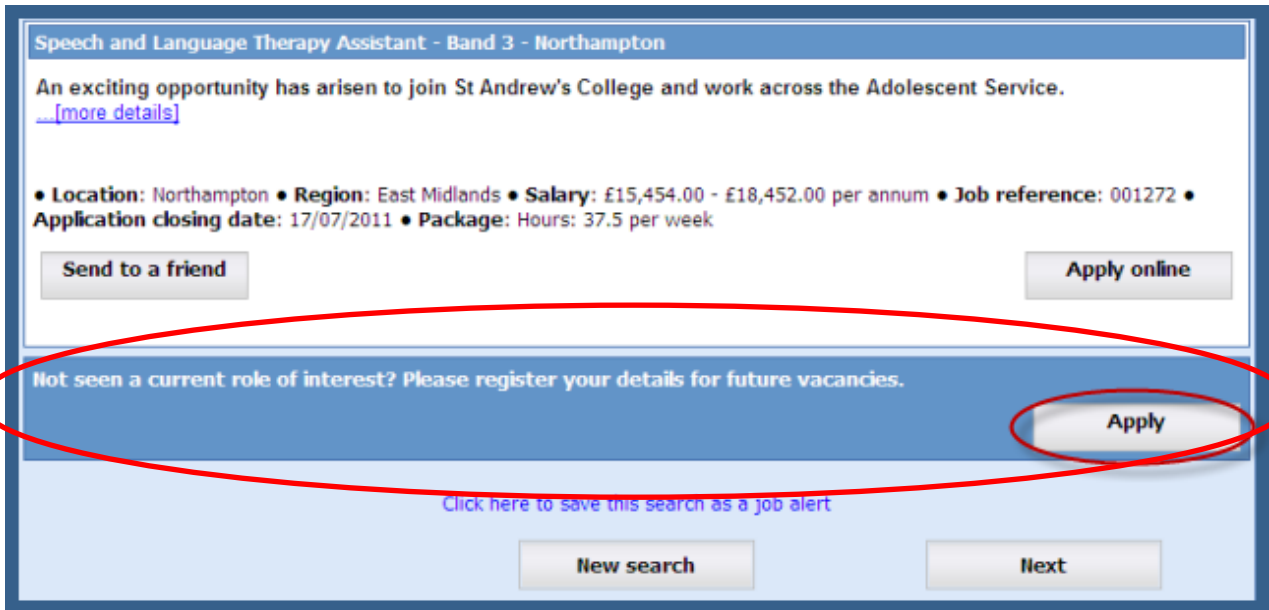
By saving a search as a job alert, once a job is posted that matches your search criteria, you will receive an email. The email will include a direct link to the relevant job details.

To edit your job alerts where appropriate, please refer to page 31.

Please remember that if you are a new user of the St Andrew's Healthcare careers page, then you will need to register your details to use the job alerts facility. Please see page 16 for full instructions on how to create a new user account.

## Speculative Applications

If you have not seen a job advertised that you would like to apply for, you can register your details for future vacancies by clicking the 'Apply' button in the blue box at the bottom of the search page:



Speech and Language Therapy Assistant - Band 3 - Northampton

An exciting opportunity has arisen to join St Andrew's College and work across the Adolescent Service.  
[...\[more details\]](#)

• **Location:** Northampton • **Region:** East Midlands • **Salary:** £15,454.00 - £18,452.00 per annum • **Job reference:** 001272 •  
**Application closing date:** 17/07/2011 • **Package:** Hours: 37.5 per week

[Send to a friend](#) [Apply online](#)

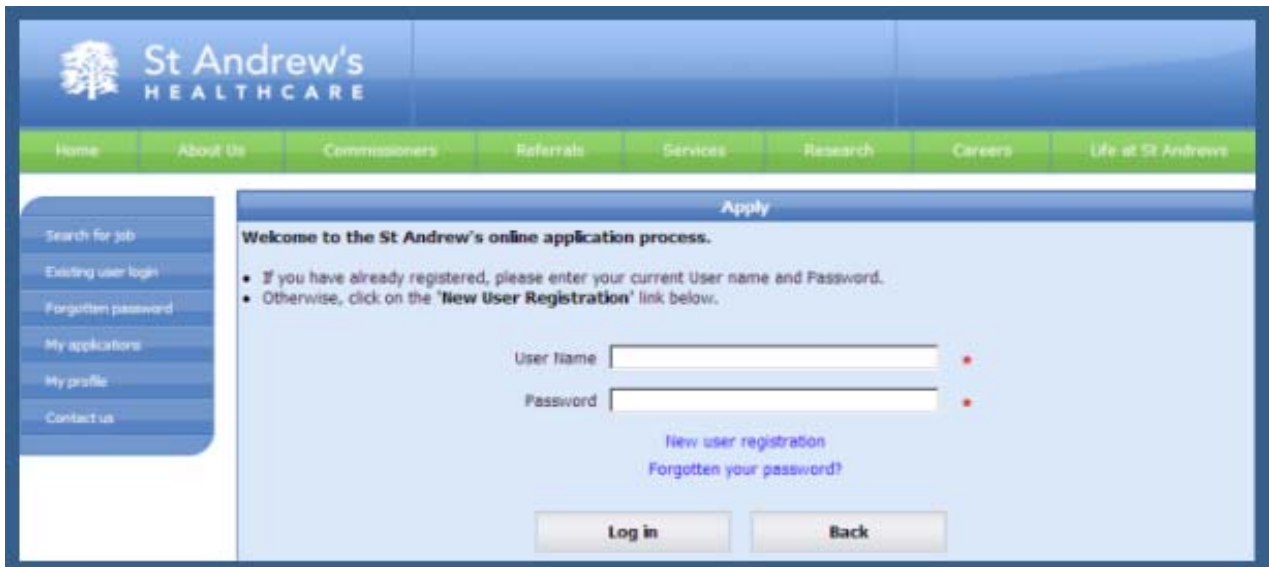
Not seen a current role of interest? Please register your details for future vacancies.

[Click here to save this search as a job alert](#)

[New search](#) [Next](#)

**Apply**

You will be asked to login:



St Andrew's  
HEALTHCARE

Home About Us Commissioners Referrals Services Research Careers Life at St Andrews

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

Apply

Welcome to the St Andrew's online application process.

- If you have already registered, please enter your current User name and Password.
- Otherwise, click on the 'New User Registration' link below.

User Name

Password

[New user registration](#)  
[Forgotten your password?](#)

[Log in](#) [Back](#)

You will be required to complete a short application form. To find out further information on how to complete this form, please see page 34.



## Search Results

If any current jobs match your search criteria, they will be displayed on the screen:

St Andrew's  
HEALTHCARE

Home About Us Commissioners Referrals Services Research Careers Life at St Andrews

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

Search results  
Results 1-10 of 30 suitable matches

Healthcare Assistant Band 3 - Men's Service

Can you rise to the challenge? Applications are welcomed from enthusiastic experienced Health Care Assistants who are well motivated individuals and who can demonstrate initiative, leadership, and effective communication skills.  
[\[more details\]](#)

Men's Service • Region: Northampton • Salary: £16,137.00 - £19,135 per annum inclusive of St Andrews Clinical Allowance. • Job reference: 001231 • Application closing date: 24/05/2011 • Package: Full Time 37.5 hours per week

Send to a friend Apply online

## Viewing Job Details

Under the job title is a brief summary of the job. If you would like further details regarding the job vacancy then:

1. Read the text and click on the 'more details' link for further information:

Secretary / Administrative Assistant, Band 3 - Northampton

St Andrew's growing and busy marketing department is now looking to recruit a part time administrator to its team.  
[\[more details\]](#)

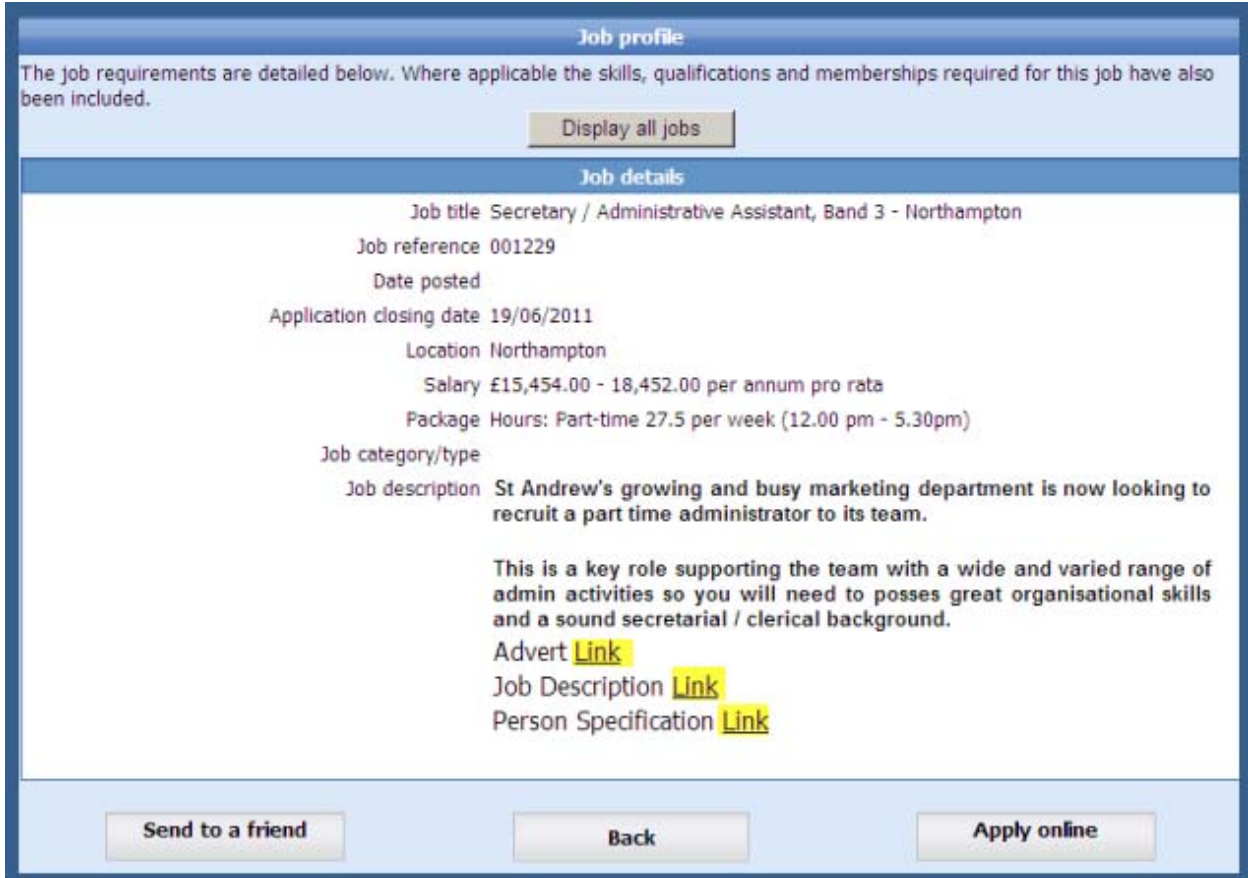
• Location: Northampton • Region: East Midlands • Salary: £15,454.00 - 18,452.00 per annum pro rata • Job reference: 001229 • Application closing date: 19/06/2011 • Package: Hours: Part-time 27.5 per week (12.00 pm - 5.30pm)

Send to a friend Apply online

2. Or click on the job title as shown in the example below:

Secretary / Administrative Assistant, Band 3 Northampton

Once you have clicked on 'more details' or the job title, the following page will be displayed:



**Job profile**

The job requirements are detailed below. Where applicable the skills, qualifications and memberships required for this job have also been included.

[Display all jobs](#)

**Job details**

Job title Secretary / Administrative Assistant, Band 3 - Northampton  
Job reference 001229  
Date posted  
Application closing date 19/06/2011  
Location Northampton  
Salary £15,454.00 - 18,452.00 per annum pro rata  
Package Hours: Part-time 27.5 per week (12.00 pm - 5.30pm)  
Job category/type  
Job description St Andrew's growing and busy marketing department is now looking to recruit a part time administrator to its team.

This is a key role supporting the team with a wide and varied range of admin activities so you will need to possess great organisational skills and a sound secretarial / clerical background.

Advert [Link](#)  
Job Description [Link](#)  
Person Specification [Link](#)

[Send to a friend](#) [Back](#) [Apply online](#)

Further information in relation to the current vacancy you have searched for will be displayed on this page.

- 1. Advert Link:** A new window will open on screen which will have the 'advert' that has been advertised to agencies, newspapers and/or internally.
- 2. Job Description Link:** This link will open the job description in a new window.
- 3. Person Specification Link:** The person specification is an extension of the job description and once clicked on the link, will open in a new window. This will provide you with a profile of the type of person needed to do the job.



## Sending Job Details to a Friend

You can send job details to a friend by clicking on the 'Send to a friend' button:

**Job profile**

The job requirements are detailed below. Where applicable the skills, qualifications and memberships required for this job have also been included.

[Display all jobs](#)

**Job details**

Job title Secretary / Administrative Assistant, Band 3 - Northampton  
Job reference 001229  
Date posted  
Application closing date 19/06/2011  
Location Northampton  
Salary £15,454.00 - 18,452.00 per annum pro rata  
Package Hours: Part-time 27.5 per week (12.00 pm - 5.30pm)  
Job category/type  
Job description **St Andrew's growing and busy marketing department is now looking to recruit a part time administrator to its team.**

This is a key role supporting the team with a wide and varied range of admin activities so you will need to possess great organisational skills and a sound secretarial / clerical background.

Advert [Link](#)  
Job Description [Link](#)  
Person Specification [Link](#)

[Send to a friend](#) [Back](#) [Apply online](#)

The following page will be displayed:

**Send to a friend**

Complete the criteria below and select Send to forward the details to a friend.

Your name  \*

Your email address  \*

Friend's name  \*

Friend's email address  \*

Message

Job title Healthcare Assistant Band 3 - Men's Service  
Job reference 001231  
Date posted  
Application closing date 24/05/2011  
Location  
Salary £16,137.00 - £19,135 per annum inclusive of St Andrews Clinical Allowance.  
Package Full Time 37.5 hours per week  
Job category/type Nursing  
Job description

**Can you rise to the challenge?** Applications are welcomed from enthusiastic experienced Health Care Assistants who are well motivated individuals and who can demonstrate initiative, leadership, and effective communication skills.

Advert [Link](#)  
Job Description [Link](#)  
Person Specification [Link](#)

[Send email](#) [Back](#)

If there is a vacancy that you feel that your friends or family members maybe interested in, you can fill in the relevant details on this page. Please note that all fields marked with a red asterisk (\*) are mandatory fields.

To send the advert, job description and person specification to friends or family members, click on the 'Send email' button.

**Back:** By clicking the 'back' button, you will be taken directly back to the previous page.



## Applying for a Job

To apply for a vacancy, click on the 'Apply online' button as shown below:

The screenshot shows a job profile page with the following details:

- Job title:** Healthcare Assistant Band 3 - Men's Service
- Job reference:** 001231
- Date posted:** (blank)
- Application closing date:** 24/05/2011
- Location:** (blank)
- Salary:** £16,137.00 - £19,135 per annum inclusive of St Andrews Clinical Allowance.
- Package:** Full Time 37.5 hours per week
- Job category/type:** (blank)
- Job description:** *Can you rise to the challenge? Applications are welcomed from enthusiastic experienced Health Care Assistants who are well motivated individuals and who can demonstrate initiative, leadership, and effective communication skills.*

At the bottom of the page, there are three buttons: "Send to a friend", "Back", and "Apply online". The "Apply online" button is circled in red, and a mouse cursor is pointing at it.

Once you have clicked on this button, you will be asked to login:

The screenshot shows the login page for the St Andrew's online application process. The page features the St Andrew's Healthcare logo and a navigation menu with links to Home, About Us, Commissioners, Referrals, Services, Research, Careers, and Life at St Andrews. The main content area is titled "Apply for job" and includes the following text:

Welcome to the St Andrew's online application process.

- If you have already registered, please enter your current User name and Password.
- Otherwise, click on the 'New User Registration' link below.

There are two input fields: "User Name" and "Password", each with a red asterisk indicating a required field. Below the input fields are links for "New user registration" and "Forgotten your password?". At the bottom, there are "Log in" and "Back" buttons.

If you have previously created a user account then you can enter your user name and password details in the fields available as highlighted in the red circle. The log in screen can also be reached at any time by clicking on the **existing user login** link on the left-hand menu (as highlighted in green). Once you have entered these details click the 'log in' button.



St Andrew's  
HEALTHCARE

Home About Us Commissioners Referrals Services Research Careers Life at St Andrews

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

Apply for job

Welcome to the St Andrew's online application process.

- If you have already registered, please enter your current User name and Password.
- Otherwise, click on the 'New User Registration' link below.

User Name  \*

Password  \*

[New user registration](#)  
[Forgotten your password?](#)

If you have already created a user account and have **forgotten your password** then click on the 'Forgotten your password' link or the 'forgotten password' link on the left-hand menu which will direct you to the following page:



Forgotten password

Please enter your details below and select Submit. A new password will be automatically generated and emailed to you.

Email address  \*

Forename  \*

Surname  \*

Here, you should enter the following details: email address, forename and surname. You will then need to click 'Submit'. Once you have clicked submit you will receive an email with your password details which you can then enter to log on to the application system.

### Creating a New User Account

If you haven't already created a user account, then you will need to click on the new user registration link as highlighted in red:



Once you have clicked on the new user registration link you, the following page will be displayed:



This form requires you to fill in the following information:

- **Title** – Use the drop-down list to enter your 'title' i.e. Miss, Mrs Ms, Mr etc.
- **Forename** - Enter your first name details
- **Surname** - Enter your surname details

- **Email address** - Enter an email address. Please note that this is the address to which you will receive correspondence from the St Andrew's Healthcare Recruitment Team
- **Confirm email address** – Confirm your email address to make sure we have the correct details
- **User Name** - Enter a username for identification
- **Password** – Enter a password for identification
- **Confirm password** – Confirm your password details to make sure we have the correct details

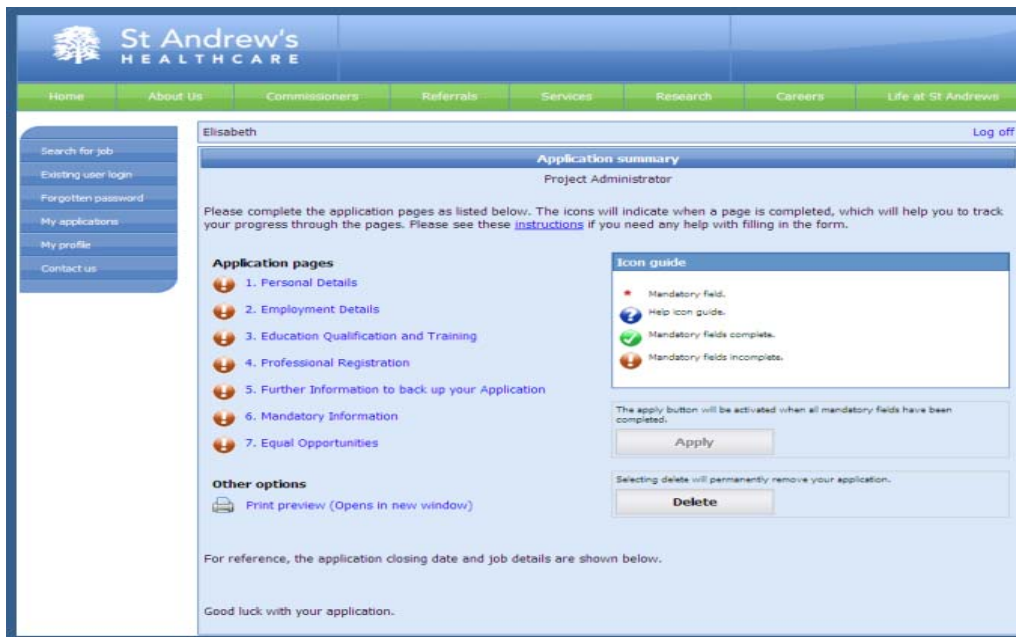
\*Please note that all fields marked with a red asterisk (\*) are mandatory fields.

Once you have entered all your details, click 'Submit'. After submitting your details, you will receive an email confirming your account details.

## Completing the Online Application Form

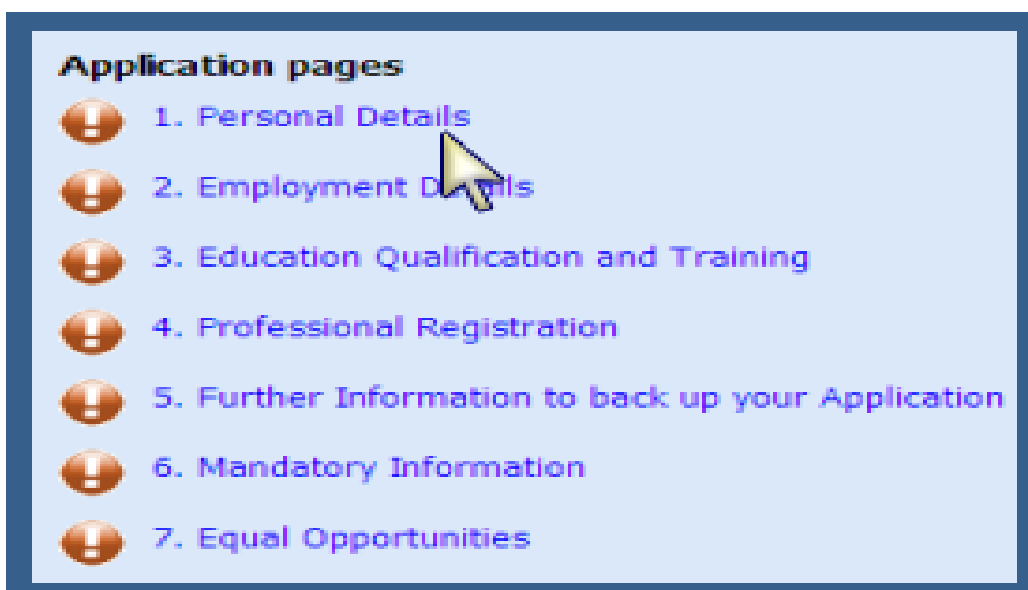
### Applications for an Advertised Vacancy

Once you have registered your user account details you will be taken to the application summary page:



In the **Application pages** section, you will have a list of links that will open different parts of the application form. You can click on each link which will take you to that particular section.

Please note that different vacancies may have a different application form format e.g. for more senior roles, a different application form format will be presented, however the application form is to be completed in the same way as outlined below.





## Page 1- Personal Details

On the Application page, click on the 'Personal Details' link. The **Personal Details** section will be displayed.

Elisabeth Log off

### 1. Personal Details

Page 1 of 6

Use this page to complete Name, address and contact details

#### Name

Title  \*

First Names  \*

Surname  \*

Previous surname (if any)

National Insurance Number

#### Address

Enter the address and then click on the **Add** button to save the details. To add any further addresses, repeat the process.

House/Building Name

Number/Street

Local Area

Post Town

County

Postcode

Address type

Mailing address

#### Contact

Email address  \*

Contact type  \*

Contact detail

Mobile telephone  
07565123456

### IMPORTANT INFORMATION

In some of the sections of the application form you are given the option to 'Add' or 'Remove' details.

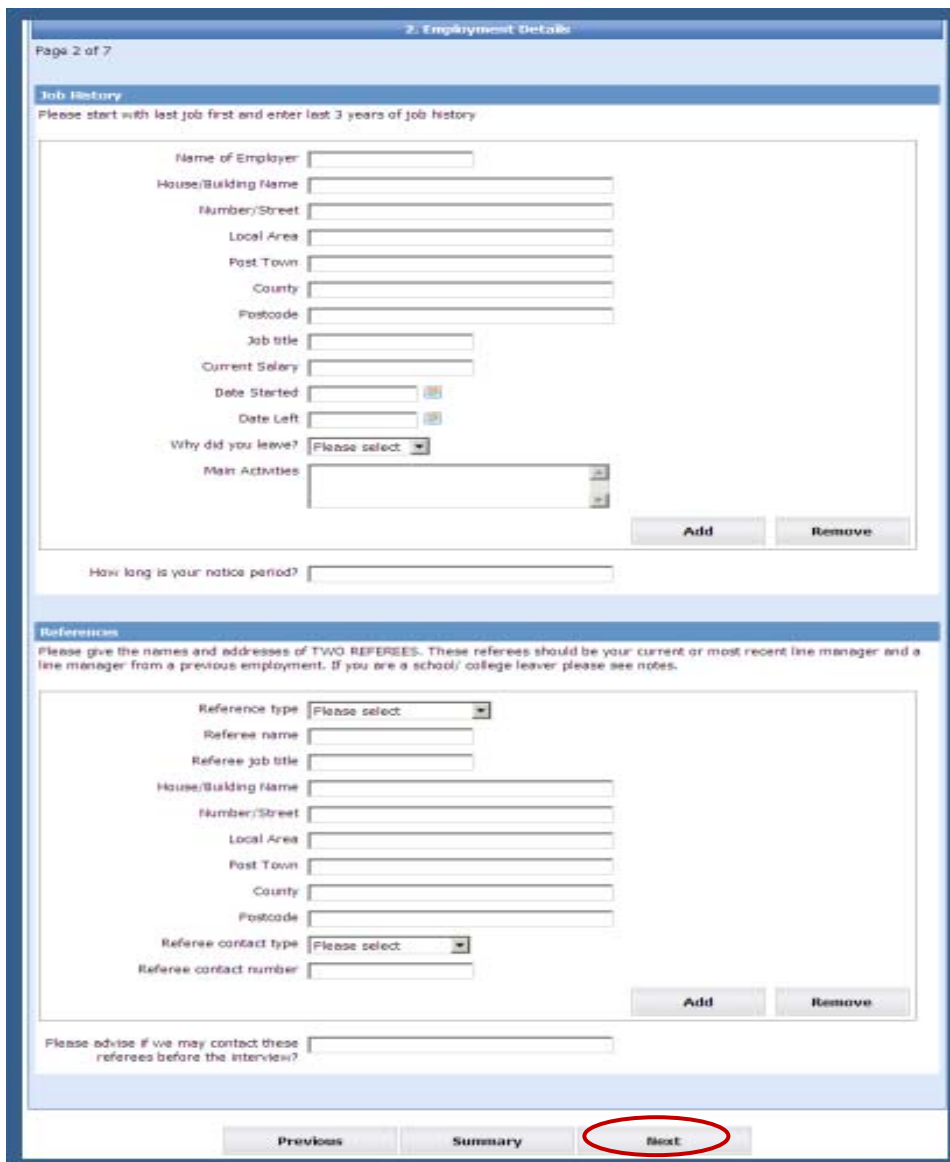
The 'Add' button allows you to add multiple details, for example, in this form you can add multiple address details and/or multiple contact details e.g mobile telephone, home telephone etc.

Please note all fields marked with a red asterisk (\*) are compulsory fields.

Once you have filled out your details on the page you can click on 'Next' button (as highlighted in red) to navigate to the next section of the application form. A 'Summary' button is also available which will take you back to the Application Summary page.

### Page 2 - Employment Details

The **Employment Details** section is displayed as shown below:



Page 2 of 7

2. Employment Details

**Job History**  
Please start with last job first and enter last 3 years of job history

Name of Employer   
House/Building Name   
Number/Street   
Local Area   
Post Town   
County   
Postcode   
Job title   
Current Salary   
Date Started    
Date Left    
Why did you leave?  Please select  
Main Activities

How long is your notice period?

**References**  
Please give the names and addresses of TWO REFEREES. These referees should be your current or most recent line manager and a line manager from a previous employment. If you are a school/ college leaver please see notes.

Reference type  Please select  
Referee name   
Referee job title   
House/Building Name   
Number/Street   
Local Area   
Post Town   
County   
Postcode   
Referee contact type  Please select  
Referee contact number

Please advise if we may contact these referees before the interview?

In the **Job History** section, you will need to provide information in relation to the last 3 years of your job history. You will need to enter the most recent details first.

In the **References** section, you will need to provide two referees. You will need to enter the details of your current or most recent line manager details and a line manager from a previous employment. If you are a school or college leaver please give the name of your head teacher or tutor.

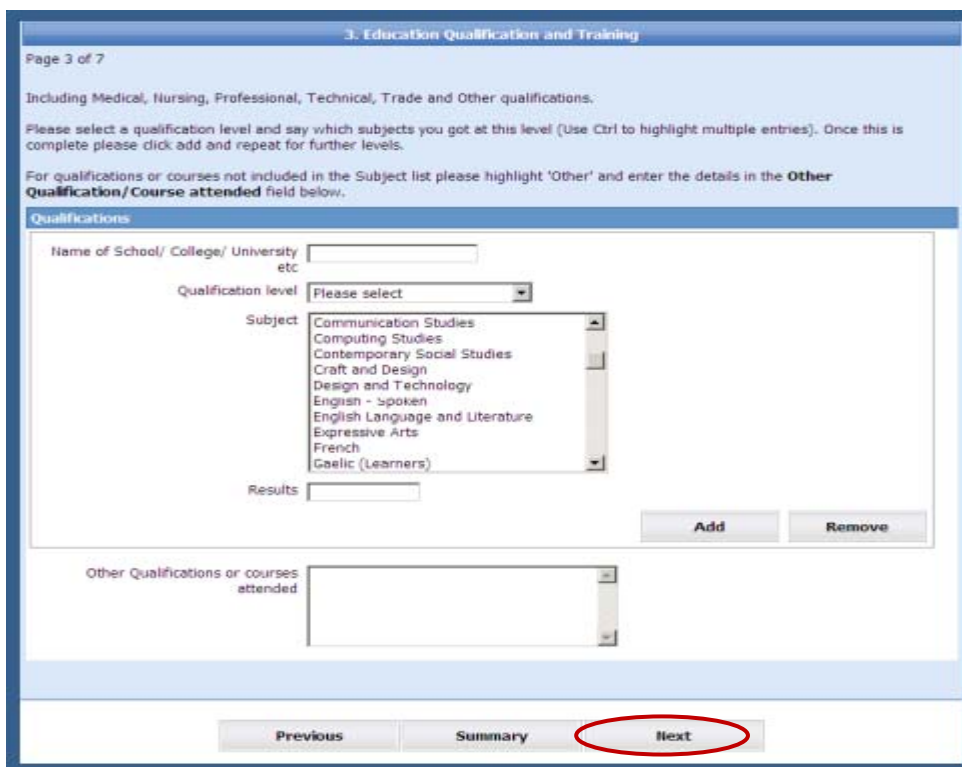
**Your relatives, friends or people that you live with cannot be a referee.** Use someone who knows how well you can do your job and know what you can do. We cannot accept references addressed “to whom it may concern”.

If you have been self employed or employed by an organisation that has closed down, please provide the name of your Accountant or Bank Manager who can confirm your employment for that time.

To go to the next section of the application form, click on the ‘Next’ button. You can use the ‘Previous’ button to return to the previous section of the application form. You can use the ‘Summary’ button to return to the application summary form.

### **Page 3 - Education Qualification and Training**

The **Education Qualification and Training** section is displayed as shown below:



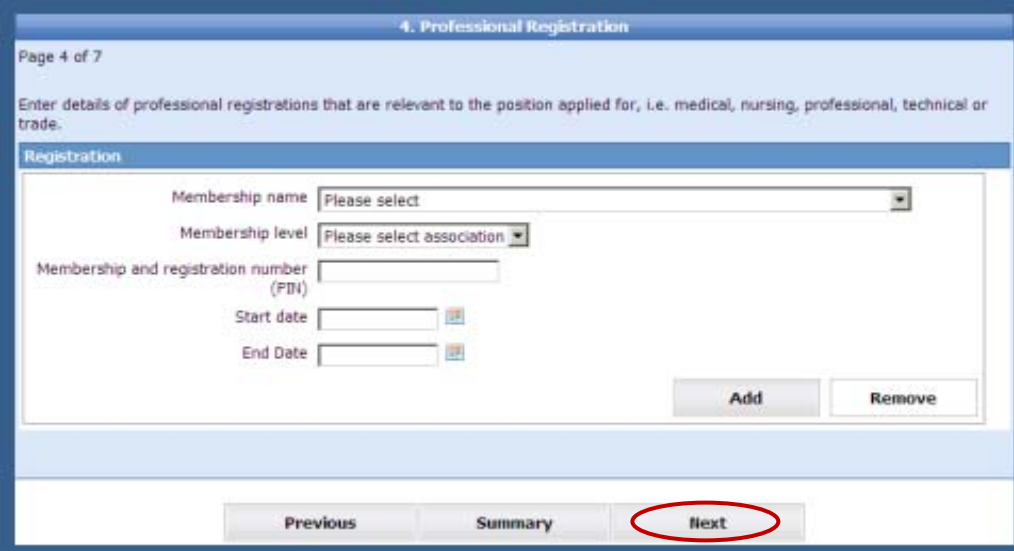
The screenshot shows a web form titled "3: Education Qualification and Training" with a sub-header "Page 3 of 7". The form includes instructions: "Including Medical, Nursing, Professional, Technical, Trade and Other qualifications. Please select a qualification level and say which subjects you got at this level (Use Ctrl to highlight multiple entries). Once this is complete please click add and repeat for further levels. For qualifications or courses not included in the Subject list please highlight 'Other' and enter the details in the Other Qualification/ Course attended field below." The form contains a "Qualifications" section with a table-like structure. It has a text input for "Name of School/ College/ University etc", a dropdown for "Qualification level" (set to "Please select"), a list box for "Subject" with options like "Communication Studies", "Computing Studies", "Contemporary Social Studies", "Craft and Design", "Design and Technology", "English - spoken", "English Language and Literature", "Expressive Arts", "French", and "Gaelic (Learners)", and a text input for "Results". There are "Add" and "Remove" buttons. Below this is a text input for "Other Qualifications or courses attended". At the bottom, there are three buttons: "Previous", "Summary", and "Next", with the "Next" button circled in red.

This section will enable you to enter your education and qualification details. You can add multiple details by clicking on the 'Add' button. There is also the option to 'Remove' any details that have been added incorrectly. Please also enter any other additional qualifications or courses that you have attended e.g. NVQs, Vocational qualifications etc.

Once you have completed this information, click on the 'Next' button.

#### **Page 4 - Professional Registration**

The **Professional Registration** section is displayed as shown below:



The screenshot shows a web form titled "4. Professional Registration" on "Page 4 of 7". The form instructs the user to "Enter details of professional registrations that are relevant to the position applied for, i.e. medical, nursing, professional, technical or trade." The form contains the following fields:

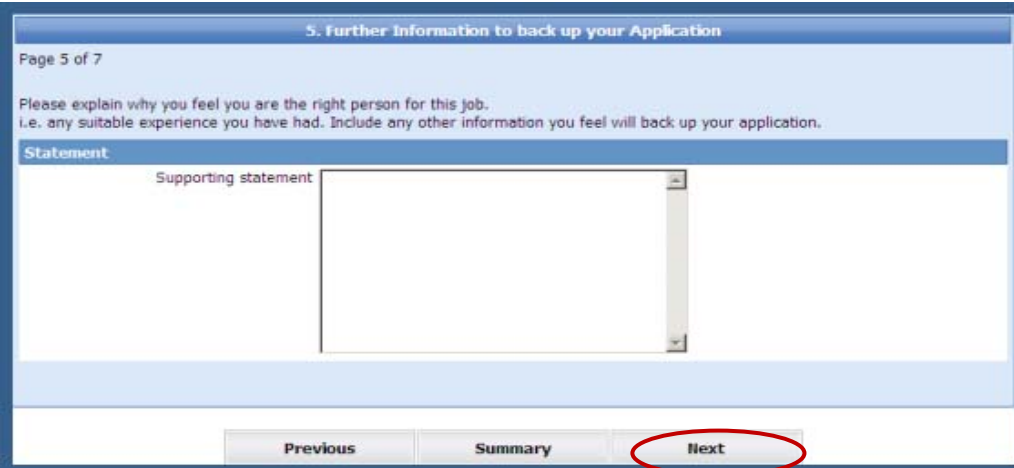
- Membership name: A dropdown menu with "Please select" as the current selection.
- Membership level: A dropdown menu with "Please select association" as the current selection.
- Membership and registration number (FIN): A text input field.
- Start date: A date picker field.
- End Date: A date picker field.

At the bottom right of the form area, there are two buttons: "Add" and "Remove". At the bottom of the page, there are three navigation buttons: "Previous", "Summary", and "Next". The "Next" button is circled in red.

You should enter your professional registration details that are relevant to the job you have applied for. You can also add multiple professional registration details by using the 'Add' button. Once you have entered all your details, click on the 'Next' button.

#### **Page 5 - Further Information to back up your Application**

The **Further Information to back up your Application** section is displayed as shown below:



The screenshot shows a web form titled "5. Further Information to back up your Application" on "Page 5 of 7". The form instructs the user to "Please explain why you feel you are the right person for this job. i.e. any suitable experience you have had. Include any other information you feel will back up your application." The form contains the following field:

- Supporting statement: A large text area for entering a statement.

At the bottom of the page, there are three navigation buttons: "Previous", "Summary", and "Next". The "Next" button is circled in red.

You are strongly advised to enter a supporting statement to back-up your application – this your opportunity to sell your skills and experience to the recruiting manager.

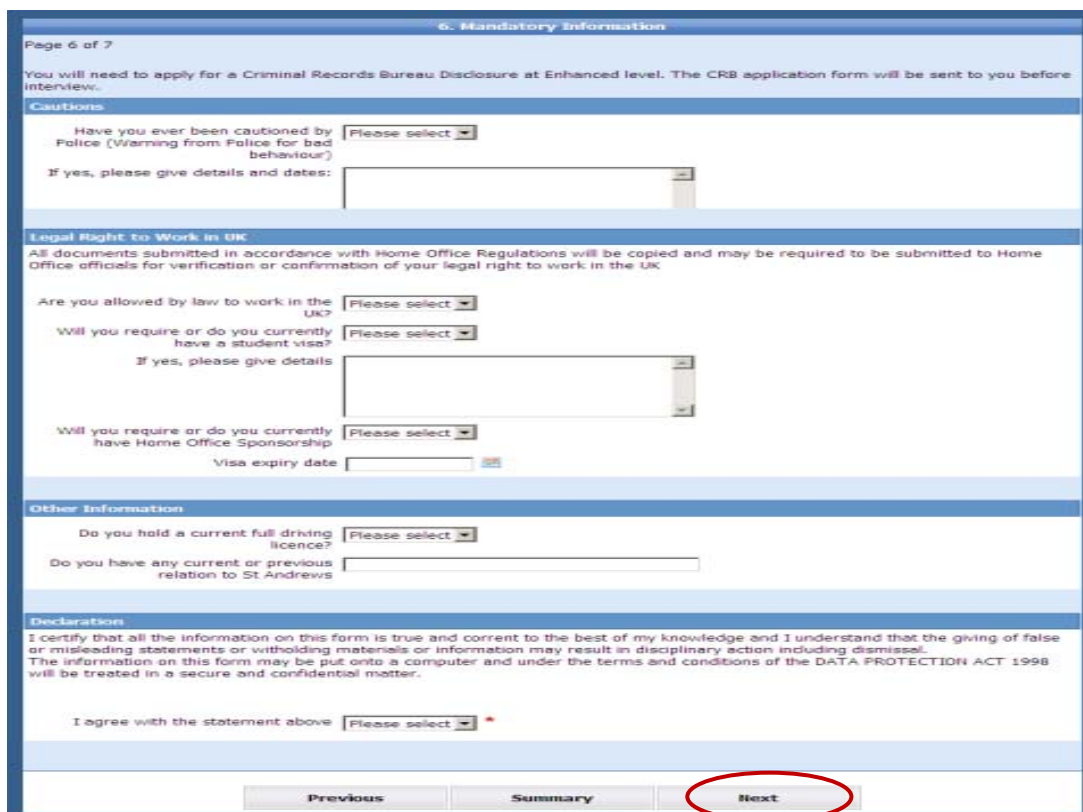
In this section you should include any relevant skills, experience you have and explain why you are the right person for the job. Read the job description and person specification carefully to see what skills and experience are needed for the job.

Think about examples you can give to show all of these. This will help you to structure your statement. Think about what you have done in the past: at home; at college; in paid work; unpaid work or in a hobby.

Once you have entered your supporting statement, click on the 'Next' button.

### Page 6 - Mandatory Information

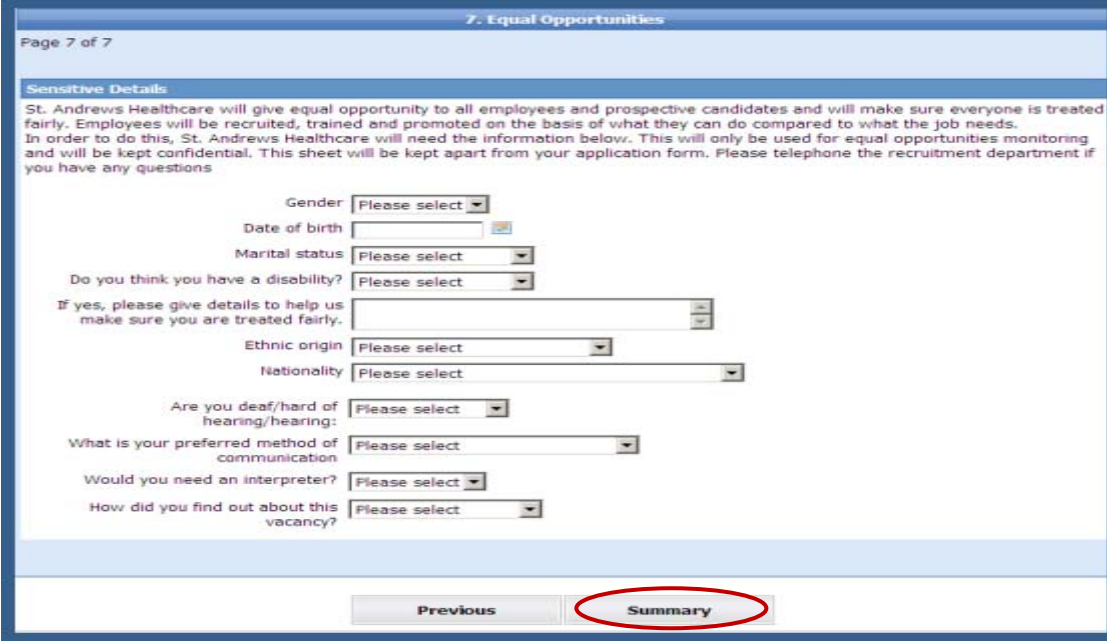
The **Mandatory Information** form is displayed:



Once you have entered the mandatory information, click on the 'Next' button.

## Page 7 - Equal Opportunities

The **Equal Opportunities** form is displayed as shown below:



**7. Equal Opportunities**

Page 7 of 7

**Sensitive Details**

St. Andrews Healthcare will give equal opportunity to all employees and prospective candidates and will make sure everyone is treated fairly. Employees will be recruited, trained and promoted on the basis of what they can do compared to what the job needs. In order to do this, St. Andrews Healthcare will need the information below. This will only be used for equal opportunities monitoring and will be kept confidential. This sheet will be kept apart from your application form. Please telephone the recruitment department if you have any questions

Gender:

Date of birth:

Marital status:

Do you think you have a disability?

If yes, please give details to help us make sure you are treated fairly.

Ethnic origin:

Nationality:

Are you deaf/hard of hearing/hearing?:

What is your preferred method of communication:

Would you need an interpreter?

How did you find out about this vacancy?

This is the final section of the application form.

### **The Security of your Data**

Please be assured that in line with STAH Confidentiality Policy COR24 and the Data Protection Act 1998, the personal information you have provided on this page will be kept securely and completely confidential. Access to the information will be restricted and only disclosed to personnel with a genuine need to view the information such as for equal opportunities monitoring and reporting purposes.

### **Why does the Organisation want this information?**

The information gathered helps tell us what our staff population looks like so we can help make things better for all groups, make sure that things are fair and people from all backgrounds are provided with appropriate support. Details about your disability etc are to enable SAH to ensure that you are being catered for properly.

It is natural to feel protective of this information, but if we don't know who's out there then it is hard to get it right for everybody. If you don't fill in the details, then you may find that no-one's thought about your needs. Be proud of who you are!

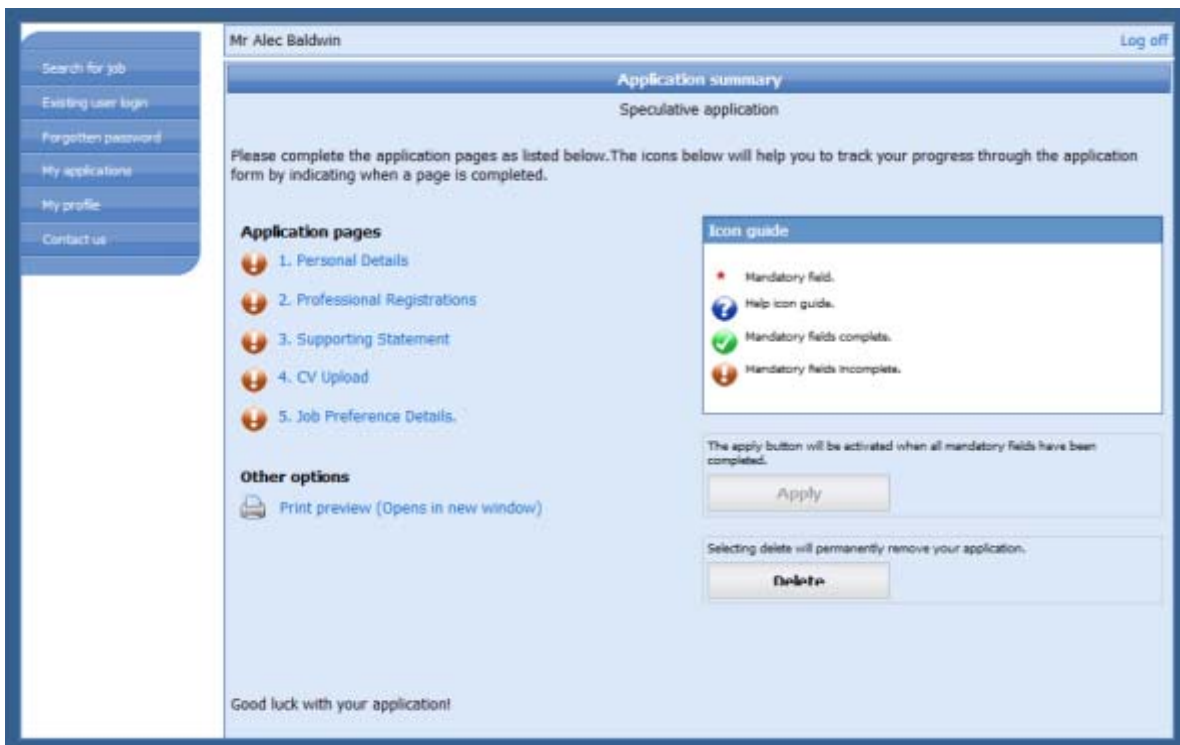
Once you have entered your details, click on the 'Summary' button to take you back to the Application Summary page. You can also click on the 'Previous' button to review the previous sections.

## Speculative Applications

If you have not seen a job advertised that you would like to apply for, you can also apply speculatively for consideration for future vacancies. You will be required to complete a brief application form and to upload your CV.

The speculative application form is comprised of five pages:

1. Personal Details
2. Professional Registrations
3. Supporting Statement
4. CV Upload
5. Job Preference Details

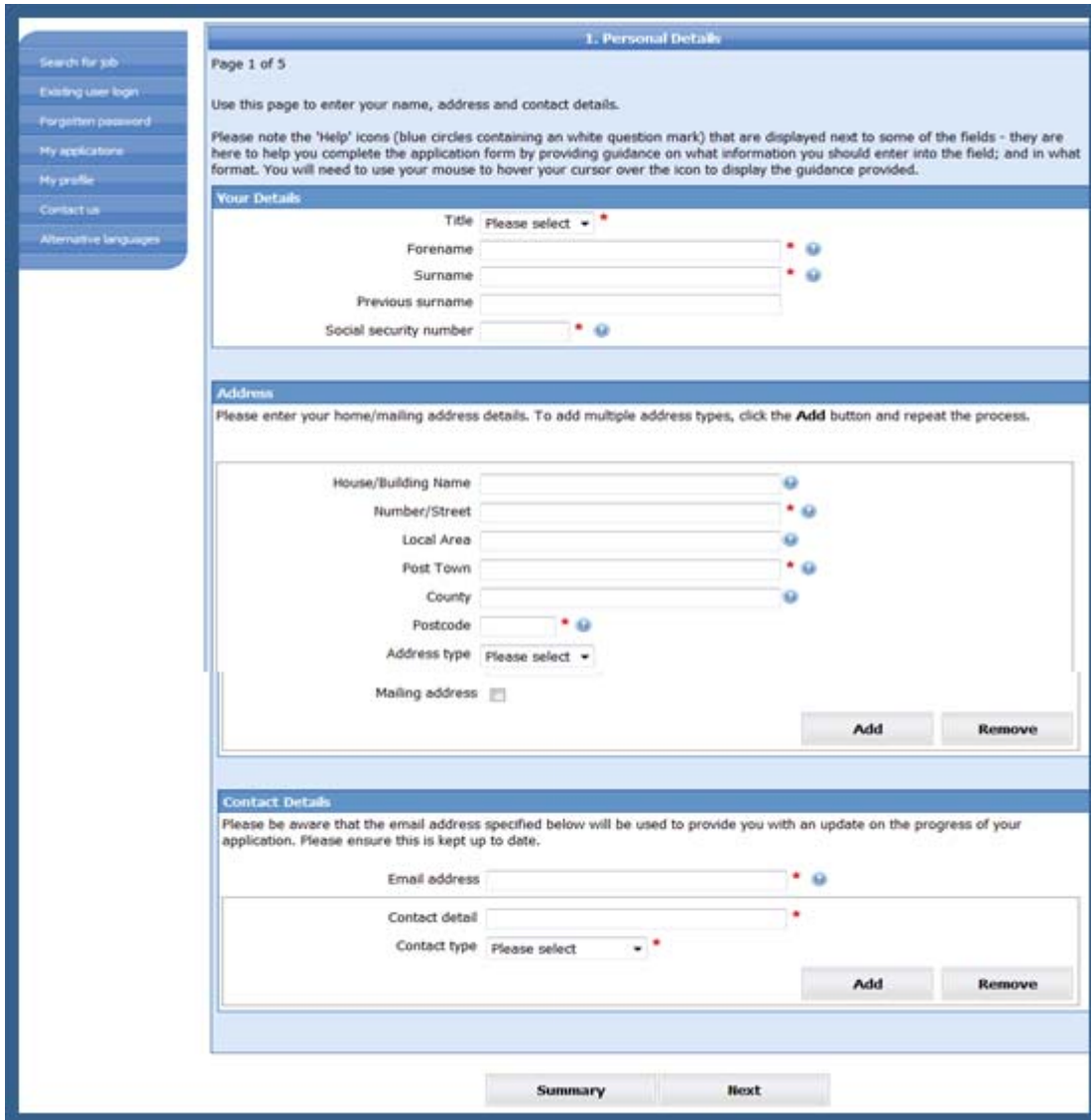


The screenshot shows the 'Application summary' page for a speculative application. The user is identified as 'Mr Alec Baldwin'. The page title is 'Application summary' and the subtitle is 'Speculative application'. A message states: 'Please complete the application pages as listed below. The icons below will help you to track your progress through the application form by indicating when a page is completed.' Below this, there is an 'Application pages' section with five items, each with a red warning icon: 1. Personal Details, 2. Professional Registrations, 3. Supporting Statement, 4. CV Upload, and 5. Job Preference Details. To the right is an 'Icon guide' section with four items: a red asterisk for 'Mandatory field', a blue question mark for 'Help icon guide', a green checkmark for 'Mandatory fields complete', and a red warning icon for 'Mandatory fields incomplete'. Below the icon guide, there is a note: 'The apply button will be activated when all mandatory fields have been completed.' and an 'Apply' button. Below that, there is a note: 'Selecting delete will permanently remove your application.' and a 'Delete' button. At the bottom left, it says 'Good luck with your application!'. On the left side of the page, there is a navigation menu with links: Search for job, Existing user login, Forgotten password, My applications, My profile, and Contact us. In the top right corner, there is a 'Log off' link.

You are required to complete each of the five application pages in turn.

## Page 1 - Personal Details

On the Application page, click on the 'Personal Details' link. The **Personal Details** section will be displayed.



**1. Personal Details**  
Page 1 of 5

Use this page to enter your name, address and contact details.

Please note the 'Help' icons (blue circles containing an white question mark) that are displayed next to some of the fields - they are here to help you complete the application form by providing guidance on what information you should enter into the field; and in what format. You will need to use your mouse to hover your cursor over the icon to display the guidance provided.

**Your Details**

Title Please select \*  
Forename \* ?  
Surname \* ?  
Previous surname  
Social security number \* ?

**Address**  
Please enter your home/mailling address details. To add multiple address types, click the **Add** button and repeat the process.

House/Building Name ?  
Number/Street \* ?  
Local Area ?  
Post Town \* ?  
County ?  
Postcode \* ?  
Address type Please select  
Mailing address

**Add** **Remove**

**Contact Details**  
Please be aware that the email address specified below will be used to provide you with an update on the progress of your application. Please ensure this is kept up to date.

Email address \* ?  
Contact detail \*  
Contact type Please select \*

**Add** **Remove**

**Summary** **Next**

Where multiple data is entered (e.g. addresses, contact details, memberships) the data will be displayed in a tabular view as the application form is populated.



House/Building Name	Number/Street	Local Area	Post Town	County	Postcode	Address type	Mailing address	
	12 The Avenue		West Mersea	Essex	CC5 7GF	Holiday	No	<a href="#">Edit</a>
	100 Pond Balls Road	Sutton Coldfield		West Midlands	B75 6GF	Home	Yes	<a href="#">Edit</a>

**Contact Details**  
Please be aware that the email address specified below will be the address by which we will contact you. Please ensure this is up to date.

Email address

Contact detail

Contact type

[Add](#) [Remove](#)

Contact detail	Contact type	
0121 308 4564	Home telephone	<a href="#">Edit</a>
078776 564322	Mobile telephone	<a href="#">Edit</a>

[Summary](#) [Next](#)

Upon completion of the personal details section, click the 'Next' button at the bottom of the page.

## Page 2 - Professional Registrations

The **Professional Registrations** section is displayed as shown below:

St Andrew's  
HEALTHCARE

Home About Us Commissioners Referrals Services Research Careers Life at St Andrew's

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

2. Professional Registrations  
Page 2 of 5

Please enter the details of all professional Qualifications/Registrations that are relevant to the type of job you would like to be considered for.

**Registrations**

Membership name

Membership level

Membership number

Start date

Expiry date

[Add](#) [Remove](#)

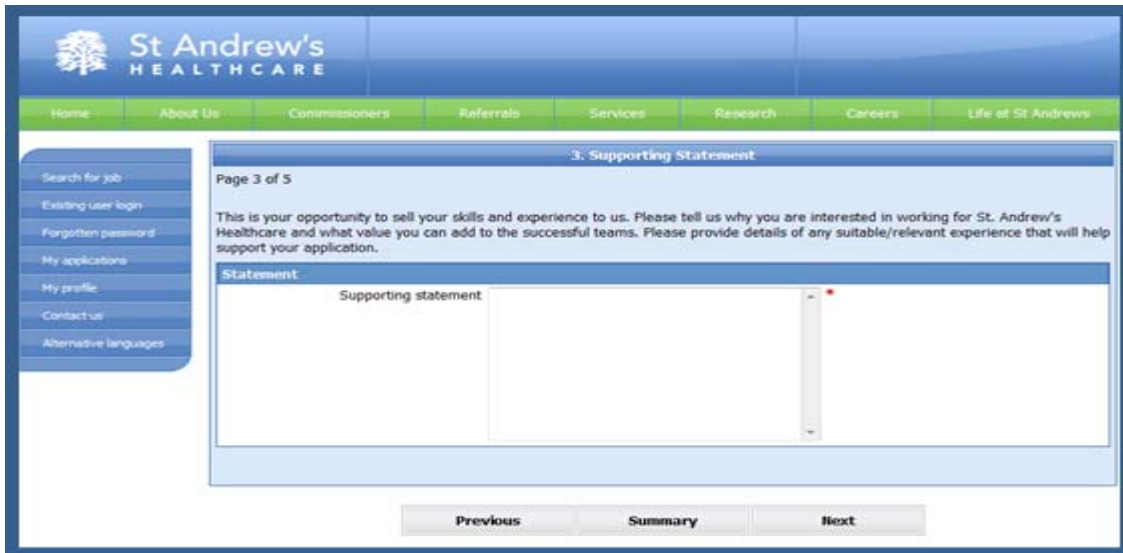
[Previous](#) [Summary](#) [Next](#)

You are required to enter the details of your relevant professional registrations/memberships. You can select the relevant memberships from the drop down list. Multiple memberships can be entered.

Upon completion of this section, click the 'Next' button.

**Page 3 - Supporting Statement**

The **Supporting Statement** section is displayed as shown below:

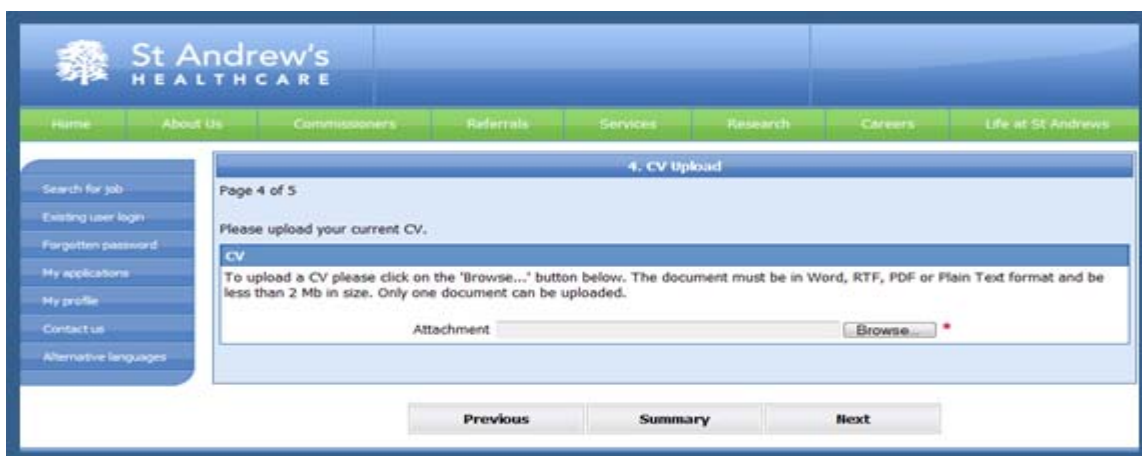


You are required to provide a supporting statement to back up your application – this is your opportunity to sell your skills and experience to St Andrew’s. You are also required to tell us why you are interested in working at St Andrew’s.

Upon completion of this section, click the ‘Next’ button.

**Page 4 - CV Upload**

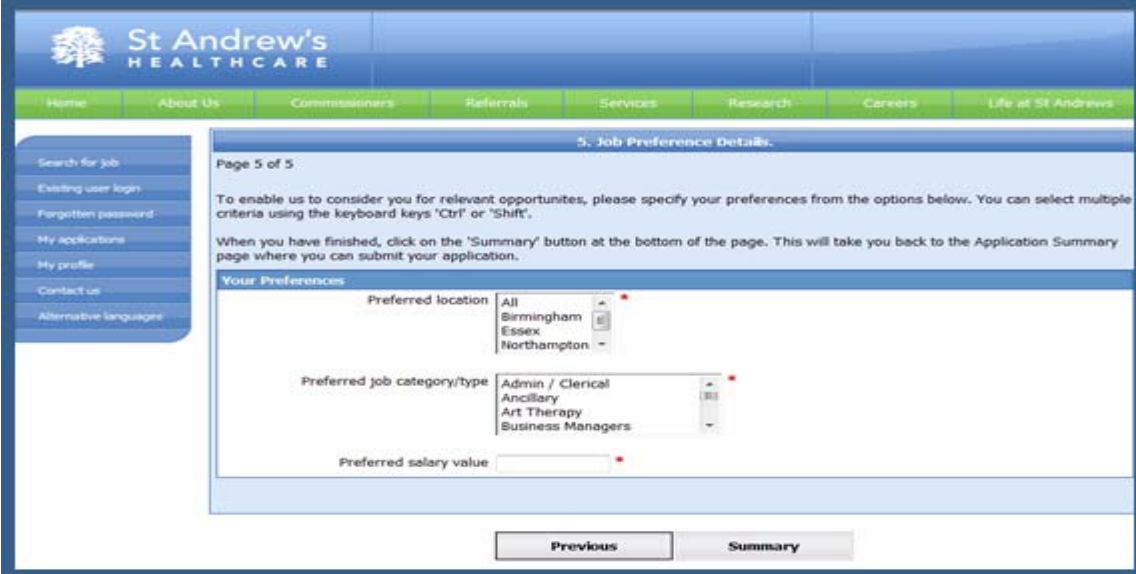
The **CV upload** section is displayed as shown below:



On this page you are required to upload your current CV. Upon completion of this section, the applicant is to click the 'Next' button.

### Page 5 - Job Preference Details

The **Job Preference Details** section is displayed as shown below:



St Andrew's  
HEALTHCARE

Home About Us Commissioners Referrals Services Research Careers Life at St Andrews

5, Job Preference Details

Page 5 of 5

To enable us to consider you for relevant opportunities, please specify your preferences from the options below. You can select multiple criteria using the keyboard keys 'Ctrl' or 'Shift'.

When you have finished, click on the 'Summary' button at the bottom of the page. This will take you back to the Application Summary page where you can submit your application.

Your Preferences

Preferred location: All, Birmingham, Essex, Northampton

Preferred job category/type: Admin / Clerical, Ancillary, Art Therapy, Business Managers

Preferred salary value: [input field]

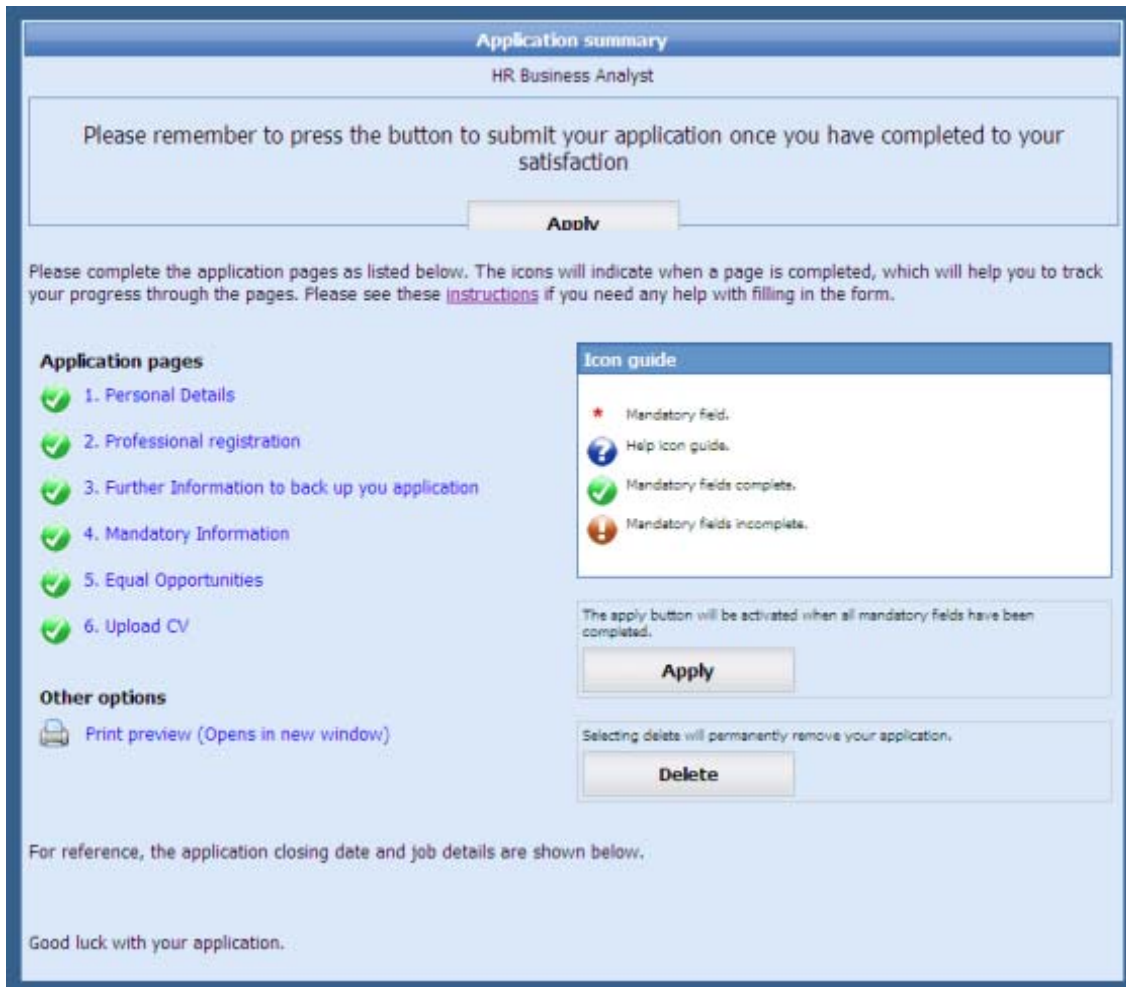
Previous Summary

You are required to specify your job preferences in relation to location, job category/type and salary.

Once you have entered your details, click on the 'Summary' button to take you back to the Application Summary page. You can also click on the 'Previous' button to review the previous sections.

## Submitting your Application

Once you have completed the application form and clicked on the 'Summary' button, you will be taken back to the Application Summary page.



**Application summary**  
HR Business Analyst

Please remember to press the button to submit your application once you have completed to your satisfaction


**Apply**

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. Please see these [instructions](#) if you need any help with filling in the form.

**Application pages**

- ✓ 1. Personal Details
- ✓ 2. Professional registration
- ✓ 3. Further Information to back up your application
- ✓ 4. Mandatory Information
- ✓ 5. Equal Opportunities
- ✓ 6. Upload CV

**Other options**

 [Print preview \(Opens in new window\)](#)

**Icon guide**

- ★ Mandatory field.
- 🔍 Help icon guide.
- ✓ Mandatory fields complete.
- ⚠ Mandatory fields incomplete.

The apply button will be activated when all mandatory fields have been completed.

**Apply**

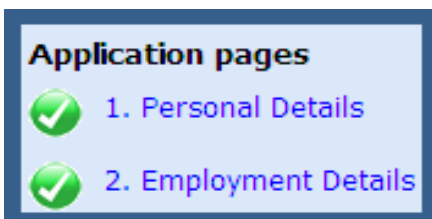
Selecting delete will permanently remove your application.

**Delete**

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

Good luck with your application.

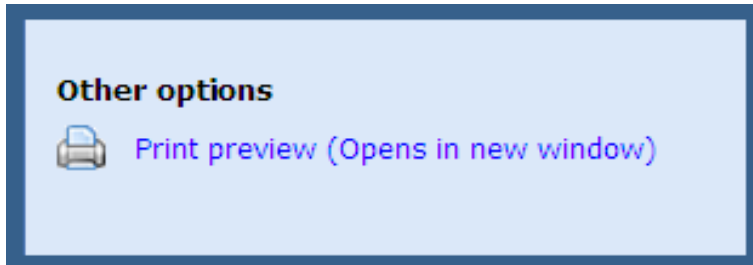
The icon guide provides you with different symbols. If an application page is complete then the green circle icon containing a tick will appear against each application page e.g.:



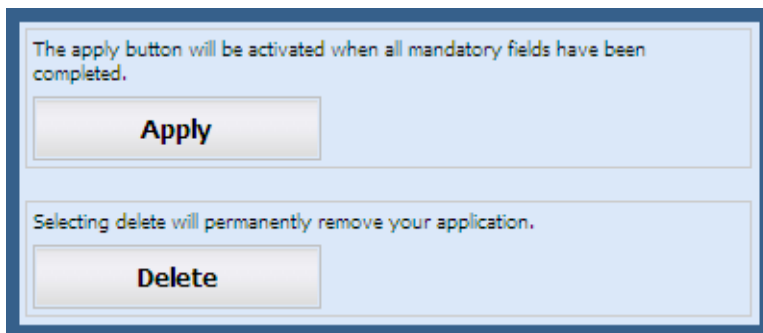
**Application pages**

- ✓ 1. Personal Details
- ✓ 2. Employment Details

If you click on the 'Print preview' option then you will be able to view your application form in the print preview pane.

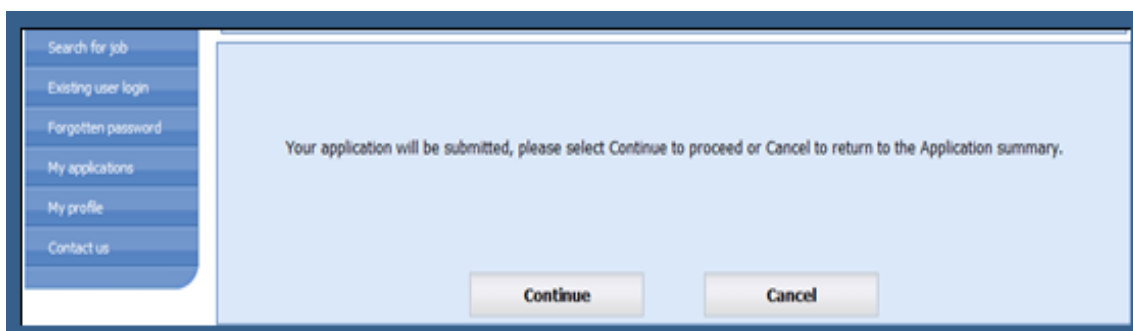


Once you have completed the application form, you should click on the 'Apply' button to submit your application (\*please note that the 'Apply' button will only be active once all the mandatory fields have been filled in).



If you wish to permanently remove your application from your user account you can click on the 'Delete' button.

When you have clicked 'Apply' you will be presented with the below:



You are required to click 'Continue' to submit your application or 'Cancel' to return to the Application Summary.

Upon clicking 'Continue' the following screen is displayed:

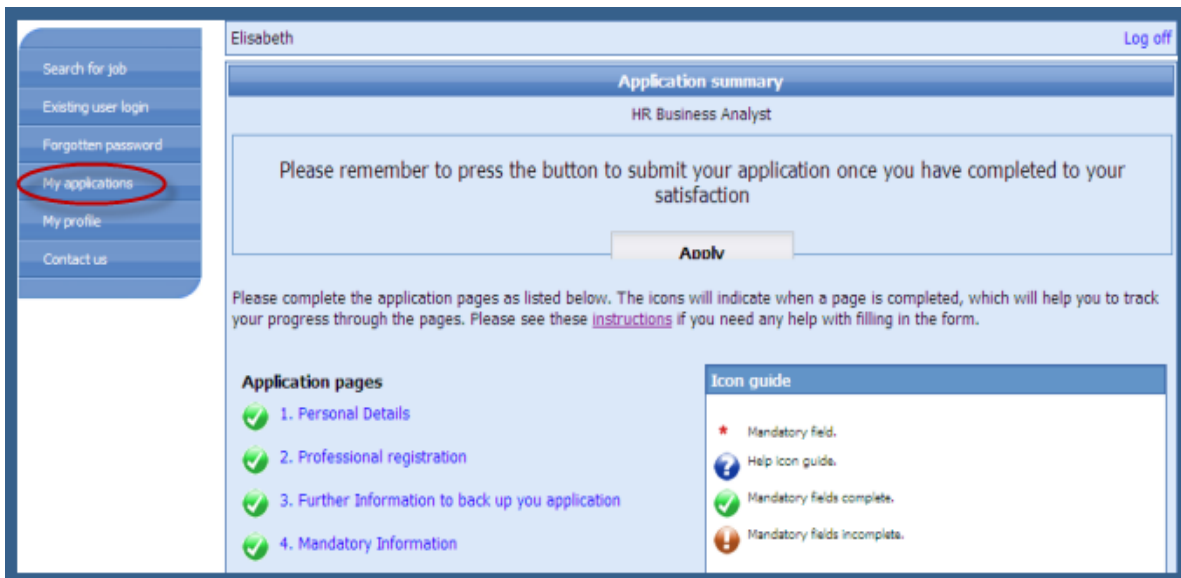


At this point the system will also send an email to you to confirm that you have submitted your application.

## Managing Your Applications

### My Applications

To view pending applications or any applications you have previously submitted, click on 'My applications' on the left hand menu bar.



The screenshot shows a user interface for 'Elisabeth' with a 'Log off' link. The main content area is titled 'Application summary' for 'HR Business Analyst'. A message states: 'Please remember to press the button to submit your application once you have completed to your satisfaction'. Below this is an 'Apply' button. A note says: '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. Please see these [instructions](#) if you need any help with filling in the form.'

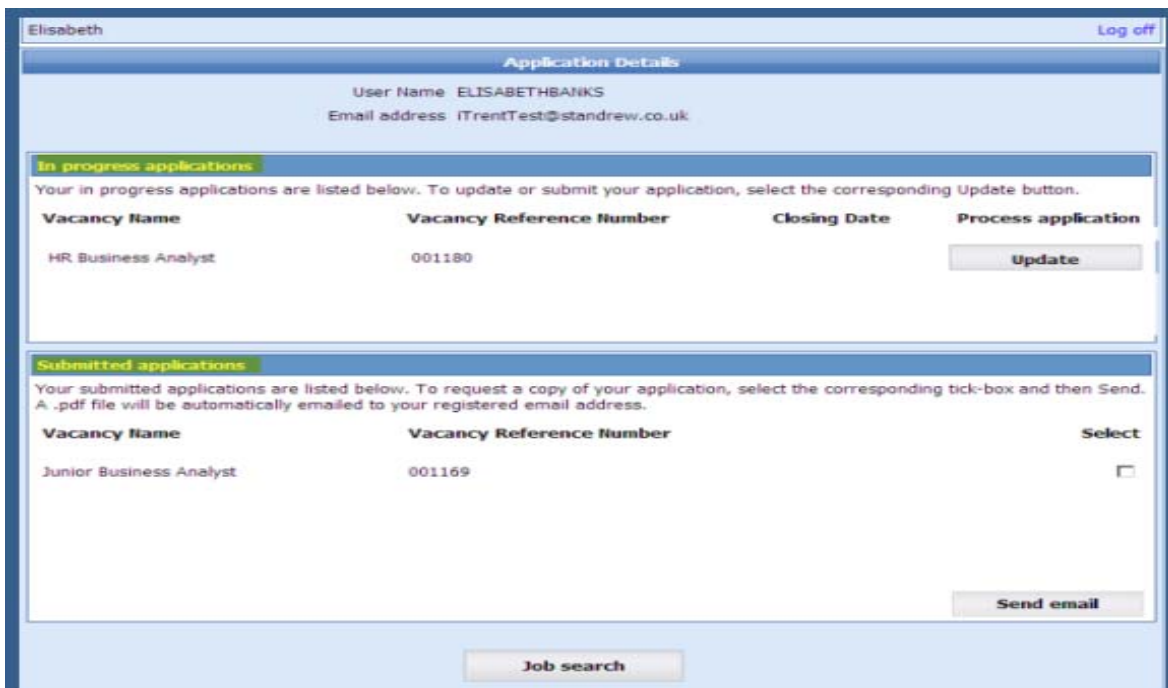
**Application pages**

- 1. Personal Details
- 2. Professional registration
- 3. Further Information to back up your application
- 4. Mandatory Information

**Icon guide**

- Mandatory field.
- Help icon guide.
- Mandatory fields complete.
- Mandatory fields incomplete.

From here you can manage your applications:



The screenshot shows the 'Application Details' page for 'Elisabeth' with a 'Log off' link. It displays user information: 'User Name ELISABETHBANKS' and 'Email address ITrentTest@standrew.co.uk'.

**In progress applications**

Your in progress applications are listed below. To update or submit your application, select the corresponding Update button.

Vacancy Name	Vacancy Reference Number	Closing Date	Process application
HR Business Analyst	001180		<input type="button" value="Update"/>

**Submitted applications**

Your submitted applications are listed below. To request a copy of your application, select the corresponding tick-box and then Send. A .pdf file will be automatically emailed to your registered email address.

Vacancy Name	Vacancy Reference Number	Select
Junior Business Analyst	001169	<input type="checkbox"/>

### ***In progress applications***

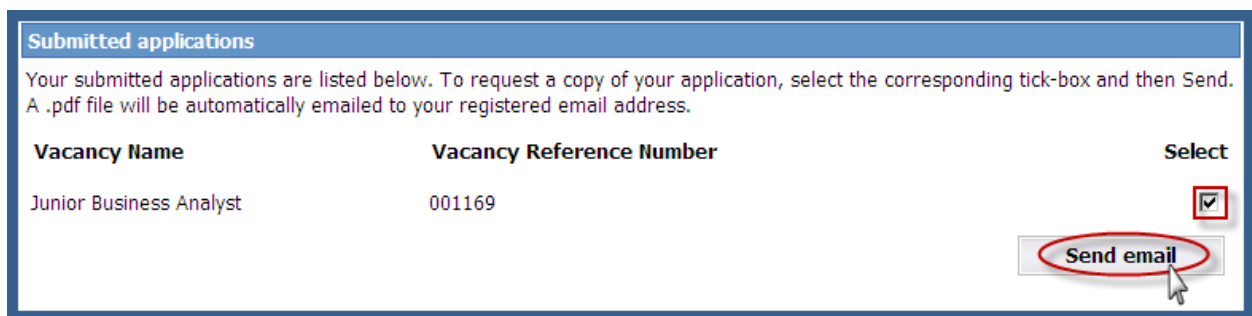
Applications that are in progress and are part-saved will appear in this section. To submit the application, click on 'Update' to continue completing the application form.

Please note, where you have a part-saved application, you will receive an email 3 days prior to the closing date to remind you to finalise and submit the application.

### ***Submitted applications***

All previously submitted applications are listed here.

You can Select an application and then click 'Send email' to receive a PDF version of a previously submitted application.



Submitted applications

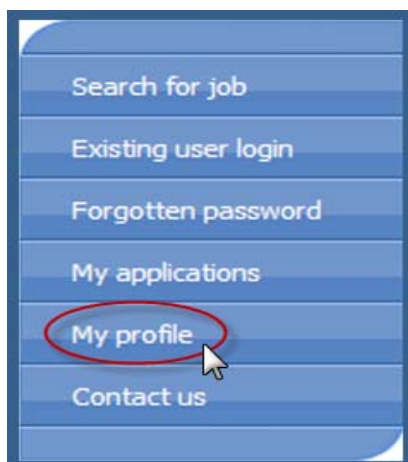
Your submitted applications are listed below. To request a copy of your application, select the corresponding tick-box and then Send. A .pdf file will be automatically emailed to your registered email address.

Vacancy Name	Vacancy Reference Number	Select
Junior Business Analyst	001169	<input checked="" type="checkbox"/>

Send email

### **My Profile**

To view and/ or amend your account details, click on 'My profile' on the left hand menu bar:



Your User Profile information will be displayed.



**Profile information**

Thank you for updating your details.

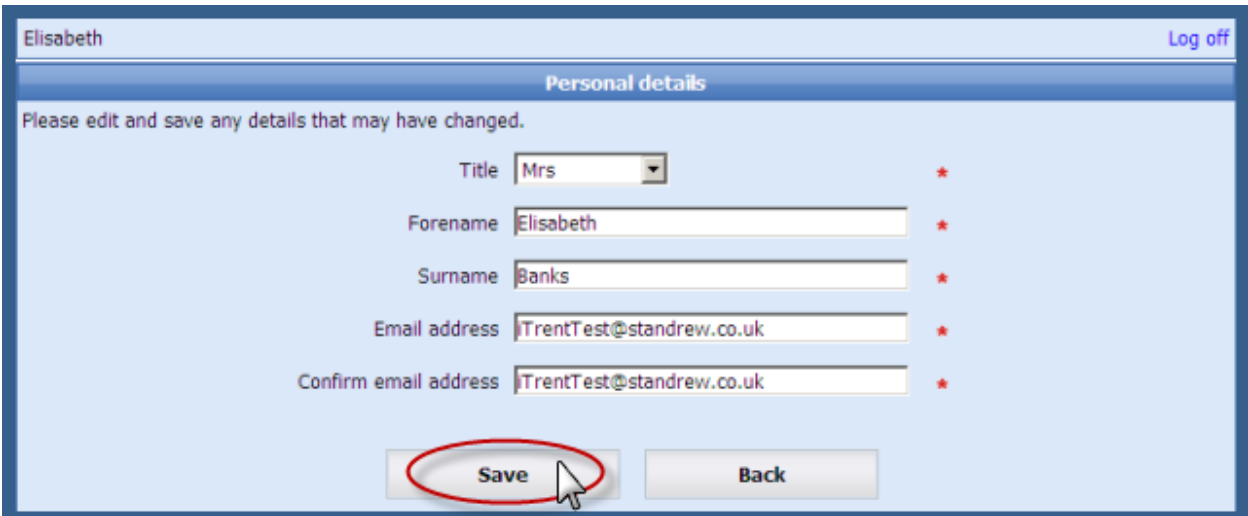
Name Mrs Elisabeth Banks  
Email address ITrentTest@standrew.co.uk  
[Click here to update your personal details](#)

**Job alerts**

Please find below a list of your active job alerts. You may click the job alert name to run the search or alternatively you may unsubscribe by clicking 'Remove'.

Region: East Midlands Location: Northampton Category: Human Resources [Remove](#)

Click on 'update your personal details' link (as highlighted in red).



Elisabeth [Log off](#)

**Personal details**

Please edit and save any details that may have changed.

Title Mrs \*  
Forename Elisabeth \*  
Surname Banks \*  
Email address ITrentTest@standrew.co.uk \*  
Confirm email address ITrentTest@standrew.co.uk \*

[Save](#) [Back](#)

From here you can update your user account details - title, forename, surname and email address. Click 'Save'.

Any Job alerts you have saved and no longer require can also be removed:



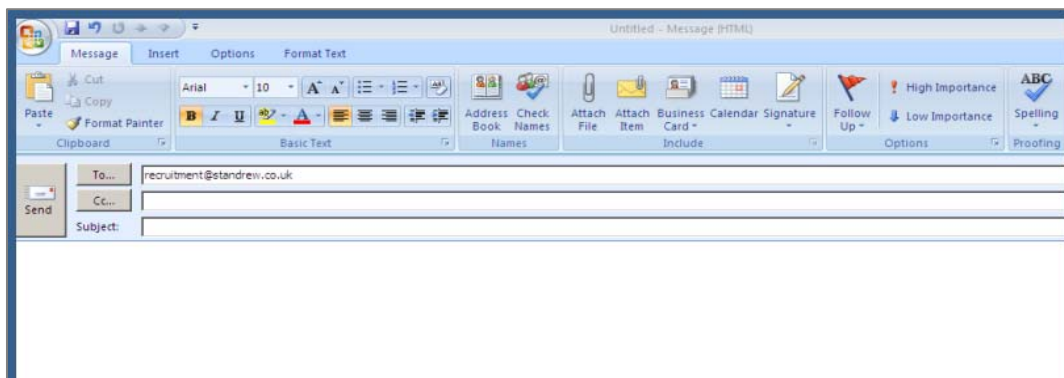
To delete your job alerts click 'Remove'.

## Contact Us

To contact the recruitment team, click on the 'Contact us' button.



You will be directed to your email account where an email dialogue box addressed to the Recruitment Team will appear on screen. You will be able to email the recruitment team regarding any queries or questions you may have in relation to the online application process.





**If you have any further questions please contact us at: [recruitment@standrew.co.uk](mailto:recruitment@standrew.co.uk).**