

Candidate Guidance

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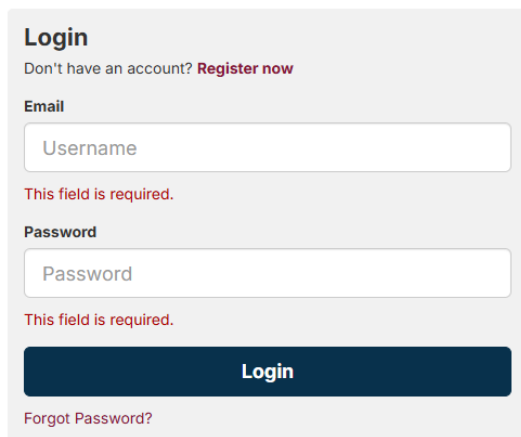
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Logging In

If you have not applied for a job before, you will need to create a job seeker account by clicking on Register Now.

You can find guidance on creating a candidate account here [Candidate Guidance on how to Register on the ATS](#)

If you have an existing account, enter your username and password. Click Login

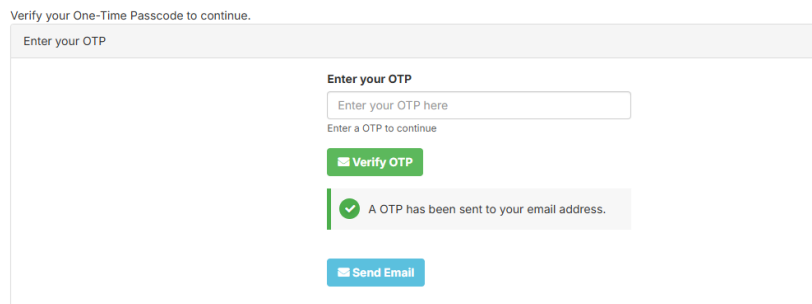


The screenshot shows a login form with the following elements:

- Login** header
- Text: "Don't have an account? [Register now](#)"
- Email** label above a text input field containing "Username"
- Text: "This field is required."
- Password** label above a text input field containing "Password"
- Text: "This field is required."
- A dark blue **Login** button
- Text: "Forgot Password?"

A one time passcode will be emailed to you. It may take a couple of minutes for this to arrive. If the email doesn't arrive, please check your spam folder.

Email Verification



The screenshot shows an email verification page with the following elements:

- Text: "Verify your One-Time Passcode to continue."
- Text: "Enter your OTP"
- Enter your OTP** label above a text input field containing "Enter your OTP here"
- Text: "Enter a OTP to continue"
- A green **Verify OTP** button
- A green checkmark icon and text: "A OTP has been sent to your email address."
- A blue **Send Email** button

Enter the one time passcode and click Verify OTP

If you do not have an account set up, you will need to submit a new user request using the Education Jobs South - enquiry form on our [website](#).

Applying for a Job


When you apply for a job, you will be taken to your Profile Builder.

Step 2: Profile Builder

Personal Information

This will ask for your name, contact details, career and education history.

Contact details

 Please provide at least one telephone number. If you provide a mobile number then we may be able to update you on your applications using SMS.

Mobile Number:

Alternative Telephone Number:

Building name / number: *

Street address: *


City: *


Postcode: *

Country: *


County:

Career History

 Please add your career history details

 Add more career history

Education History

 Add more education history

If you have completed this previously, it will remember your answers, so you can review and update. If you haven't completed this before, you will need to complete all the mandatory fields.

When you have completed all the information, click Continue. You can Save and continue later if you need to.

Save and continue later

Continue

The next page will ask for the date you left full time education.

Education and Employment

Please tell us your employment and education history. We may need to check some of these details as part of the application process.

Your History
We would like you to provide your history since **Leaving full time education**

Please set your date of 'Leaving full time education'

23 Jul 2000 **Confirm date**

If you have any gaps in your employment history, a message will appear saying we still require history and the period that needs covering

Please note, we still require history for
01 Apr 2025 - 24 Apr 2025

You will not be able to proceed until all the gaps have been accounted for.

Once all the gaps have been covered, a box will appear to say you have successfully completed the section and you can click I confirm. Complete history.

2025

Thank you! You have successfully completed this section.

Please review and confirm that the information provided above is valid. If you are satisfied with your entries, please click the "I confirm." button below to continue your application. If the information provided is not accurate, or you wish to review your entire CV, please click the edit button to review your activities for the required period.

✓ I confirm. Complete history.

Once you have set up your account and completed your profile, you will be taken to step 4, the application form to complete. Complete all the questions.

If you have completed the form previously for another role, it will keep your previous answers and you can amend as necessary.

Step 4: Questionnaire

1

Required question:
Statement in support of application

Test

Guidelines

Please explain how you meet the role requirements and the essential and desirable knowledge skills and experience, as described in the person specification. You should try to provide specific examples and consider any experience that you may have from outside of the workplace as well, such as community or voluntary interests. You do not need to repeat your career history, or your education history as you have already provided this above.

For teachers who are applying for Upper Pay Range posts, you should ensure you explain how your experience, skills and abilities demonstrate that you are 'highly competent' and that you have a 'sustained' impact on teaching and learning across the school.

2

Required question:
Do you have the right to work in the UK?

Yes

No

Require Sponsorship

3

Where did you see the advertisement for this post?

Ed jobs

Back

Save and continue later

Next

4

Required question:

References

If you are shortlisted, you will be asked to provide details of two referees who can comment on your conduct and behaviour at work, either in a paid or voluntary capacity (e.g. your line manager rather than a colleague). The first referee must be from your current or most recent employer. If you are unable to provide employment references (e.g. you are a school leaver) please provide academic / work experience referees. References cannot be accepted from relatives or friends.

If you are applying for a Head Teacher position, the first referee must be your present employer, the second must be a Local Authority or equivalent representative. For positions in Voluntary Aided Schools, you will also need to provide the details of a Vicar, Parish Priest or other Church Leader (as appropriate) who can vouch for your personal faith commitment.

References will be sought on short listed candidates. Referees will be contacted before interview. Referees will be asked about disciplinary offences relating to children including penalties that are "time expired" and any child protection concerns.

By selecting this box you are confirming you have read and understand the above

Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

Further Information

If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service**. This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity.

Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment unless other restrictions are in place through the Children's Barred List, DBS or Teacher Regulation Agency.

Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.

It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.

A copy of the school's policy on checking Criminal History (DBS) is available on request.

Criminal record certificates will only be issued directly to the applicant. Your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018 (the Data Protection Legislation). The school abide by the DBS Code of Practice and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Legislation.

5

If you have a close personal relationship to an existing employee or representative of the organisation you are applying to, please specify

their name and

your relationship to them

6

Required question:
Declaration

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

By selecting this box you are confirming you have read and understand the above

Privacy Notice

The School collects information about you in order to provide you with recruitment and employment services. Hampshire County Council processes this information for the School. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract, it is necessary for the purposes of the legitimate interests of the School or is necessary for the School to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

We will keep your personal information for the duration set out in the retention schedule (or similar) as described in the School's data protection policy.

You have some legal rights in respect of the personal information we collect from you. Please see the School's website for further details on their privacy notice and data protection policy.

You can contact the School's Data Protection Officer if you have a concern about the way they collect or use your data.

Back

Save and continue later

Continue

After the application form, you will go to step 5, the Equal Opportunities Monitoring form

Register / Login


3 Completed steps

Equal Opportunities Questionnaire

Application Summary

Step 5: Equal Opportunities Monitoring

This information will be treated in the strictest confidence and will be used only for statistical monitoring. It is not part of the selection process and will be separated from the application process.

 Hampshire County Council are committed to equal opportunities for all, irrespective of race, colour, creed, ethnic or national origins, gender, marital status, sexuality, disability or age. So that we can monitor the implementation of our policy, we are seeking your help. It would be of great assistance in pursuing our commitment to equal opportunities if you would complete this monitoring form.

Disclosure of information regarding Protestant and Roman Catholic faiths enables us to fulfil the requirements of the Fair Employment (Northern Ireland) Act 1989. With reference to the question 'DO YOU HAVE A DISABILITY?', the Disability Discrimination Act (1995), updated by the Disability Discrimination Act (2005), defines a disabled person as someone with a 'physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities'.

1

Required question:

What is your Nationality?

British

2

Required question:
Do you consider yourself to have a disability or health condition?

No

3

Required question:
What do you consider your ethnicity to be?

White British

4

Required question:
What is your marital status?

Prefer not to say

5

Required question:
What is your sexual orientation?

Prefer not to say

6

Required question:
What age bracket are you in?

30-34

[Back](#) [Save and continue later](#) [Continue](#)

You will then see a summary page to review the information you've provided.

Step 6: Summary page before submitting

Personal Information

Title: Mr
 First name: Dan
 Last name: LloydTester
 Mobile Number: +
 Alternative Telephone Number: +
 Alternative email address:
 Address: HCC, HCC, HCC, SO23, United Kingdom

Career History

Test

Start Date: 07/10/2019
 Employer: HCC
 Key Responsibilities and Reason for Leaving:
 Testing

Education History

Test

Start Date: 01/09/2016
 End Date: 06/10/2019
 Education Level: Bachelors

Application Questions

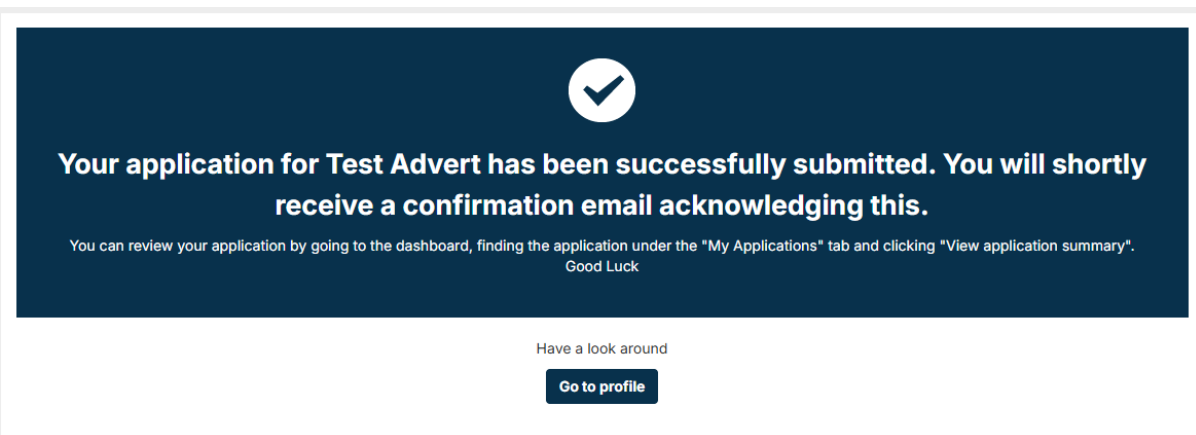
Question	Answer
<p>Statement in support of application.</p> <p>Please explain how you meet the role requirements and the essential and desirable knowledge skills and experience, as described in the person specification. You should try to provide specific examples and consider any experience that you may have from outside of the workplace as well, such as community or voluntary interests. You do not need to repeat your career history, or your education history as you have already provided this above.</p> <p>For teachers who are applying for Upper Pay Range posts, you should ensure you explain how your experience, skills and abilities demonstrate that you are 'highly competent' and that you have a 'sustained' impact on teaching and learning across the school.</p>	Test
Do you have the right to work in the UK?	Yes
Where did you see the advertisement for this post?	Test
<p>If you have a close personal relationship to an existing employee or representative of the organisation you are applying to, please specify</p> <p>their name and your relationship to them</p>	
<p>Declaration</p> <p>I hereby confirm that the information I have given above is true.</p> <p>I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.</p>	By selecting this box you are confirming you have read and understand the above



This page shows the final summary of all the information you have entered for your application. Please review that information and confirm that it is valid to complete your application.

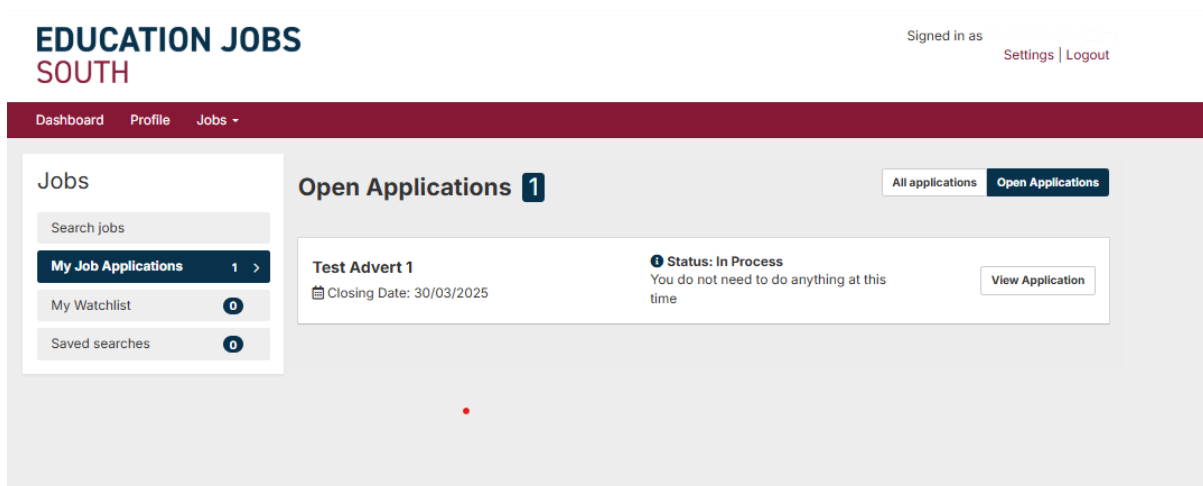
* Please Note: 'Tick this box to confirm that you would like to submit the application. Once submitted, you cannot make any changes or amend the information shown above.'

Tick the box to confirm and submit the form



You will then see a page confirming you have successfully applied. You will also receive an email confirming your application has been submitted.

Your application status will show like this in your dashboard in Open Applications.



Shortlisted to Interview

When the recruiting manager invites you to interview, you will receive emails requesting you to supply your referee details and also to book an interview slot.

References

You will receive an email as shown below to supply additional details for your job application.

We need you to complete a few extra steps as part of your application for Test Advert 1.

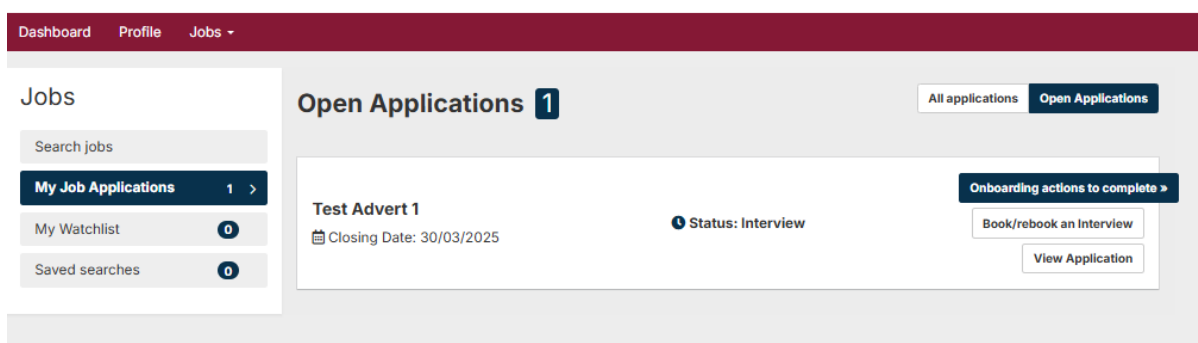
Click below to get started.

[Start now »](#)

Kind regards.

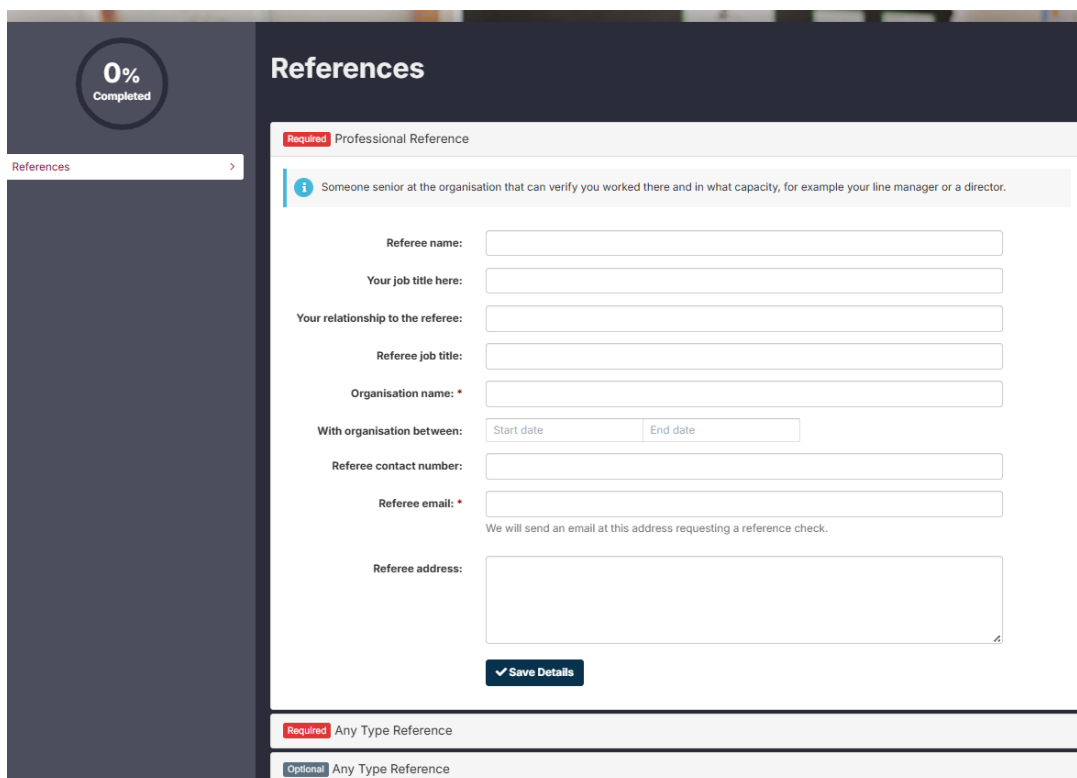
Recruitment Team

By clicking this link and after logging in you will be taken to the below page where you will need to select “Onboarding actions to complete”

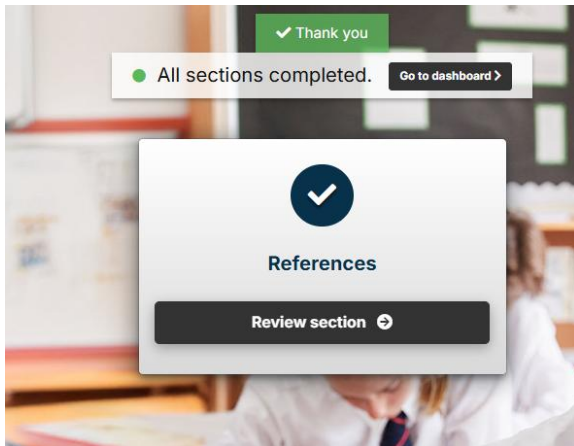


You will then be asked to provide referee details. The first two are mandatory required for all job roles.

The third referee is optional, however if you are applying for a Head Teacher position or are required to supply a religious reference you will be required to supply this reference.



After you have completed at least two references, you can then submit. Once submitted you will see the below screen.



Interview booking

You will also have received the below email asking you to book an interview.

Thank you for your application for the role of **Test Advert 1**.

I'm delighted to invite you to an interview, please log into your account and use the button on your dashboard to pick a time suitable for you. If you've got any questions, please get in touch.

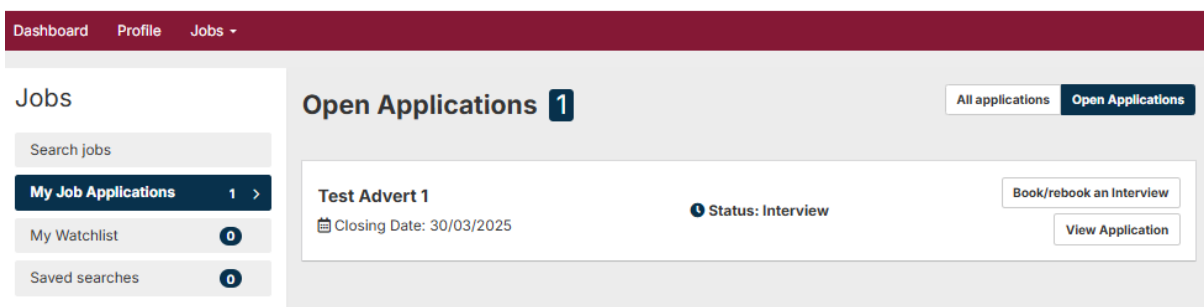
If you need any adjustments to be made or facilities provided to enable you to attend your interview please let me know prior to the interview so these can be arranged.

Looking forward to meeting you,

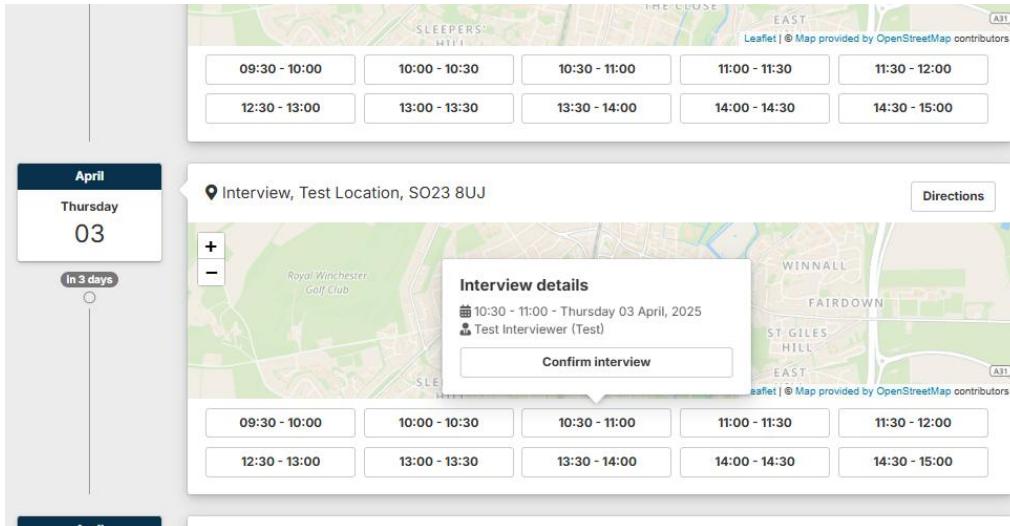
[Redacted signature]

Click [here](#) to unsubscribe from all Hampshire County Council emails. Please note you will no longer receive any emails from us.

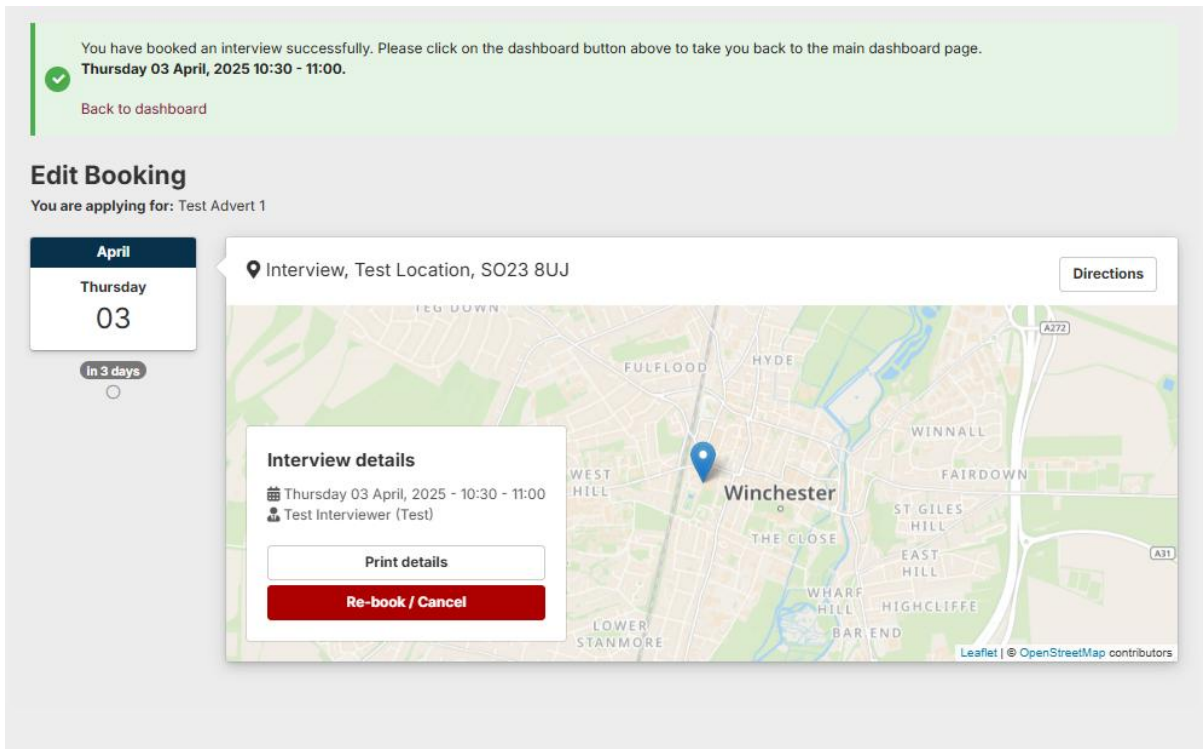
You will then need to go back to your Dashboard and click on Book/rebook interview



This will show you multiple options of interview times and dates set by the hiring manager. You will need to select one and click "Confirm Interview".



Your interview time will be confirmed.



You will receive an email confirming your interview details as shown below.

Thank you for your application for the position of [Test Advert 1](#).

I am delighted to confirm your interview as per the details below.

Date: Thursday 03 April, 2025

Time: 10:30 to 11:00

Location: Interview, Test Location, SO23 8UJ

Please bring the original copy of one of the following documentation to demonstrate your eligibility to work in the United Kingdom.

- Passport
- Birth Certificate + an official government document that confirms your National Insurance Number e.g. P60, P45.

Should you have any questions regarding any of the above information, please feel free to contact me on

Should you require any reasonable adjustments to be made or facilities provided to enable you to attend your interview please do not hesitate to contact me prior to the interview so we can make adjustments accordingly.

We look forward to meeting you on Thursday 03 April, 2025