Frequently Asked Questions (FAQs)

Answers to frequently asked questions about applying for jobs at Gloucestershire College.

Q: How do I create an online application user account?

A: Click Apply online, next to the job you wish to apply for, then click on New User Registration on the Apply for a Job page and enter the required details

A. If you are a current member of staff you can log in using your college username and password, please do not set up a new account.

GLOSCOL JOBS PORTAL

✉ hr@gloscol.ac.uk
📞 01242 532054

gloucestershire c

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

ⓘ The asterisk symbol denotes mandatory fields which must be completed

Apply for job

Please enter your username 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.
Staff Login – Current staff should view and apply for positions via GC Passport - self-service using their normal network username and password.

User Name [   ] *
Password [   ] *

New user registration
Forgotten your password?

[Log in]   [Back]

Q: I've forgotten my password, how can I log in?

A: Click on the Forgotten Password option at the top of the screen and enter the necessary fields. You will be sent an email containing a link to reset your password. If you are an employee of Gloucestershire College you will need to contact IT Support to get your normal college password changed.

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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.
If you are a current employee of Gloucestershire College, please do not use the forgotten password link. You will need to contact IT support to get your College password reset. Please note that you need to log in using your network username and password.

Email address [   ] *
Forename [   ] *
Surname [   ] *
User Name [   ] *

[Submit]   [Back]

Q: I want to apply for more than one job, can I just submit one application form?

A: No. You will need to complete a separate application form for each position you wish to apply for. Once you have submitted your first application some of the details will be retained so you won't have to complete as much for the next form.

Q: I have completed each page of the application form but it won't let me submit it.

A: Go to the summary page there should be a green tick next to each section of the application form, only when all sections and mandatory fields are completed will the Apply button appear for you to submit your form, until all sections are completed the Apply button is greyed out.

Q: I have submitted an application form but I have made an error or omitted some details, can I amend it?

A: Unfortunately once you have submitted the application form you are unable to make any changes. You will need to contact the Recruitment Team on 01242 532054 who can delete your original application so you can start the process again or alternatively can find another solution depending on the amount you need to change.

Q: When is the deadline for applications?

A: The closing date will be available on the website and also on the job description.   You will also receive an email reminder 3 days before the closing date if you have started to complete an application but not yet submitted it.

Q: The closing date has passed, can I submit a late application?

A: No. Once the closing date has passed the details are removed from the system and applications can no longer be submitted. All part-saved applications will also be deleted from the system. You can contact our Recruitment team for further advice.

Q: I have seen a vacancy I am interested in on your website, can I just email my CV?

A: No, you need to apply through our online facility.

Q: I am a current member of Gloucestershire College staff do I need to create a new user account?

A: If you are a member of staff you need to log in using your College username and password. By using your College account, all information we have currently stored online about you will auto-fill a lot of the application form.

Q: How do I know whether you have received my application form?

A: When you have submitted your application form you will receive an automated email to confirm receipt. Please also check any Junk email folders. If you do not receive an email from us, then please contact the HR department on 01242 532054.