Recruitment User Guide for Applicants

All GC staff are experts in their subject area and a number have worked in industry too.

We recruit based on our core values and believe that trust, respect and civility bring out the best in people. We work to promote a culture of working collaboratively across the College, utilising the different knowledge, skills and experiences we each have, to continuously improve everything we do for the benefit of our learners.

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

We are always interested to hear from enthusiastic, committed people. Below are some guidance notes on how to apply. We look forward to receiving your application.

Transforming Lives, Supporting Business

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

Please click on the view vacancies link on the same page to view our current vacancies

VIEW VACANCIES

The navigation links are located across the top of the screen. From here you can search for a job via the 'Search for a job' link

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

Job Search

To search for all current vacancies, please click on the Search button. To search for specific vacancies please enter your search criteria below and select Search.

If you are a current employee of Gloucestershire College and wish to search for all vacancies including those that are internal only, please login via GC Passport - self-service.

Job title	Key words	Salary band
		All
Example: Lecturer, Analyst, Manager, Administrator	Example: Lecturer, Administrator, Finance	under 10k 10-15k 15-20k 20-25k 25-30k 30-40k

Job category/type	Order search results by	Results per page
All Academic Management Spine Support Support Management Variable Support Variable Teaching	Application closing date Date posted Job title Key words Location Salary	10 ∨

Search

Existing users can login by clicking on the 'Existing user login' link where they can login using their username and password

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

ⓘ The asterisk symbol denotes mandatory fields which must be completed

Existing user login

Please enter your user name and password. If you have forgotten your password, please use the link below.
Staff Login – Current staff should view and apply for positions via GC Passport - self-service using their normal network username and password.

User Name [   ] *
Password [   ] *

Forgotten your password?

[Log in]

If you have forgotten your password click on the link, you will then need to enter your email address, forename, surname and username and you will receive an email with a link which will enable you to rest your password

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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]

If you click on the 'My applications' link you will be prompted to login, you will then see a list of any applications you have in progress and any applications that you have submitted. You can continue with an application by clicking on the update button. You can also receive a copy of your completed application form by email by clicking on the tick box on the right hand side under submitted applications. This will send a PDF copy of your completed application form to your registered email address

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

Emma   Log off

Application Details

User Name

Email address

In progress applications

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

Vacancy Name	Reference	Closing Date	Process application
S074 Lecturer in Creative Media – Variable Hours	REQ00071	10/01/2018	**Update**
S076 Cleaning Operative	REQ00070	17/01/2018	**Update**

Job search

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

User   Log off

Profile information

Name Mr User 1

Email address Testuser1@hotmail.com

Click here to update your personal details

Job search

Job Search

Below is the job search page, where you can refine the search you are about to perform.

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

Emma   Log off

Job Search

To search for all current vacancies, please click on the Search button. To search for specific vacancies please enter your search criteria below and select Search.

If you are a current employee of Gloucestershire College and wish to search for all vacancies including those that are internal only, please login via GC Passport - self-service.

Job title

Example: Lecturer, Analyst, Manager, Administrator

Key words

Example: Lecturer, Administrator, Finance

Salary band

All
under 10k
10-15k
15-20k
20-25k
25-30k
30-40k

Job category/type

All
Academic
Management Spine
Support
Support Management
Variable Support
Variable Teaching

Order search results by

Application closing date
Date posted
Job title
Key words
Location
Salary

Results per page

10 ▾

Search

If you know the specific job title you can enter this here to only give you results with this job title. You can also search by key words, salary band, job type.

Job Search

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If you are a current employee of Gloucestershire College and wish to search for all vacancies including those that are internal only, please login via GC Passport - self-service.

Job title

Example: Lecturer, Analyst, Manager, Administrator

Key words

Example: Lecturer, Administrator, Finance

Salary band

All
under 10k
10-15k
15-20k
20-25k
25-30k
30-40k

Job category/type

All
Academic
Management Spine
Support
Support Management
Variable Support
Variable Teaching

Order search results by

Application closing date
Date posted
Job title
Key words
Location
Salary

Results per page

10 ▾

Search

When you click on the search button jobs matching your criteria will be produced

You can save this search as a job alert so any vacancy matching the criteria you entered on the job search will be sent to you by email. The email will contain a link to the subsequent job details. When you click on this link you will be prompted to login. You will then see this job alert saved in your profile information.

S074 Lecturer in Creative Media – Variable Hours

GC is recruiting an experienced VHC Creative Media Lecturer - to join the Arts & Media team.

We are looking for a highly motivated, passionate and enthusiastic individual with excellent communication and technical skills.

Experience of teaching on BTEC Level 2 Media and BTEC Lev...[more details];

• **Location**: Gloucester • **Salary**: £21.44 per hour • **Job reference**: REQ00071 • **Application closing date**: 10/01/2018

f in t   Send to a friend   Apply online

S076 Cleaning Operative

Cleaner wanted!

Gloucestershire College is advertising this role on behalf of Gloucestershire Facilities Management (GFM).

GFM is recruiting a Cleaner to work at the Gloucestershire College site in Gloucester for 10 hours per week/2 hours per day (06:15-08:15).

For further information, please review t...[more details];

• **Location**: Gloucester • **Salary**: £7.50 per hour • **Job reference**: REQ00070 • **Application closing date**: 17/01/2018 • **Package**: Working with committed colleagues, we also offer a range of staff benefits including, 20 days annual leave, increasing to 23 days after 5 years', plus an additional 3 days during Christmas closure.

f in t   Send to a friend   Apply online

Click here to save this search as a job alert

New search

If you see a job you are interested in please click the Apply Online button.

If you are an internal applicant you should login via Employee Self Service using your college username and password. If you have already registered an account with us then please enter your username and password and you will be taken to the application form.

ⓘ 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]

If you are a new user please click on the 'New user registration' link

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gloucestershire c

ⓘ The asterisk symbol denotes mandatory fields which must be completed

New user registration

Please enter your details below in order to register. Your username must be a minimum length of six characters. Your password must be a minimum length of six characters.
Staff Login – Current staff should view and apply for positions via GC Passport - self-service using your network username and password.

Title [Please select ▾] *
Forename [   ] *
Surname [   ] *
Email address [   ] *
Confirm email address [   ] *
User Name [   ] *
Password [   ] *
Confirm password [   ] *

[Submit]   [Back]

All of the fields are mandatory so fill in your title, forename, surname, email address, username and password.

The information entered here will be transferred into your application form and your user details so ensure these are entered correctly. The email address used will be used to send updates on your application, such as acknowledgement of application.

Send to a Friend

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

Search results

Results - 2 matches found

S074 Lecturer in Creative Media – Variable Hours

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Experience of teaching on BTEC Level 2 Media and BTEC Lev...[more details];

• **Location**: Gloucester • **Salary**: £21.44 per hour • **Job reference**: REQ00071 • **Application closing date**: 10/01/2018

[f] [in] [t]   Send to a friend   Apply online

If you click on the 'Send to a Friend' link you will see the screen below, fill in the details required and then click send email which will send the job details to your friend.

ⓘ The asterisk symbol denotes mandatory fields which must be completed

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 S074 Lecturer in Creative Media – Variable Hours

Job reference REQ00071

Date posted 03/01/2018

Application closing date 10/01/2018

Location Gloucester

Salary £21.44 per hour

Package

Job category/type Variable Teaching

Job description GC is recruiting an experienced VHC Creative Media Lecturer - to join the Arts & Media team.

We are looking for a highly motivated, passionate and enthusiastic individual with excellent communication and technical skills.

Experience of teaching on BTEC Level 2 Media and BTEC Level 3 courses, you will need demonstrable relevant industry experience to allow you to motivate and inspire our students

Application Form

Please complete all pages in the application form.

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

Emma   Log off

Application summary

S074 Lecturer in Creative Media – Variable Hours

Found a job you love? 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.

Application pages

- Personal Details
- Address Details
- Contact Details
- Employment
- References
- Qualifications
- Training
- Supporting Information
- Diversity Monitoring Details
- Criminal Offences
- Applicant Declaration

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]

Other options

All fields marked with * are mandatory fields; these do not need to be completed before moving to a new page, but must be completed before you can submit the application form.

The application summary page shows the progress of your application, sections marked with a indicates an incomplete page. You will see this symbol when the page is complete. When all sections have this symbol you will be able to submit your application form.
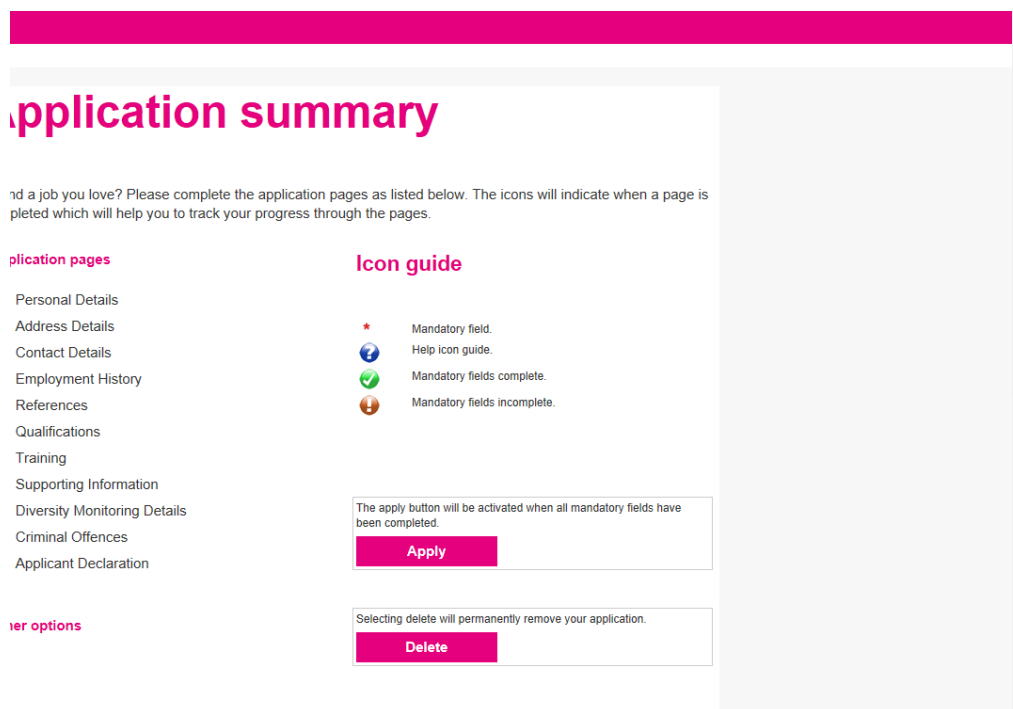
Click on the Personal Details page to begin, you can return to the summary page at any time to check on your progress. Complete all sections of the application form, at the end you can return to the summary page

Summary page

All of the pages should have the completed icon next to them ✅. If all sections are completed and you are happy with your application please click on the Apply button, this button is greyed out until all sections of the form are complete

pplication summary

nd a job you love? Please complete the application pages as listed below. The icons will indicate when a page is pleted which will help you to track your progress through the pages.

plication pages	Icon guide
Personal Details	
Address Details	✳ Mandatory field.
Contact Details	❓ Help icon guide.
Employment History	✅ Mandatory fields complete.
References	⚠ Mandatory fields incomplete.
Qualifications	
Training	
Supporting Information	The apply button will be activated when all mandatory fields have been completed.
Diversity Monitoring Details	
Criminal Offences	**Apply**
Applicant Declaration	
er options	Selecting delete will permanently remove your application.
	Delete

You will then be asked the following:

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

Continue **Cancel**

If you are happy then select Continue and you will receive the message below confirming that your application form has been submitted:

Your application has been successfully submitted.

Job search

You application will be sent through to the short listing panel once the vacancy has closed. You will be informed of the progress of your application.

All initial correspondence will be via email to the address supplied. If you are successfully short listed and invited to interview you will be contacted by our Recruitment team to discuss the arrangements for the selection day.