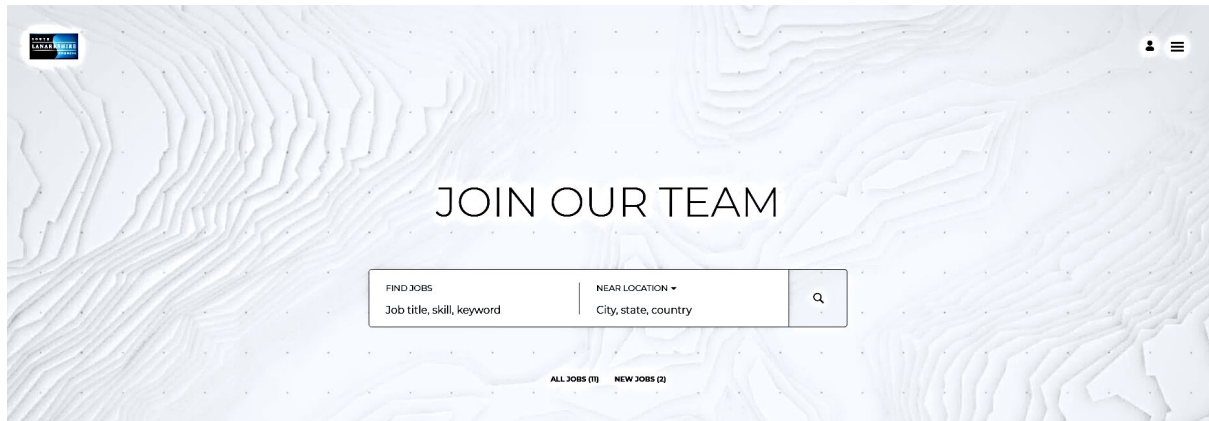


This guide is for external applications applying to South Lanarkshire Council, and the aim is to show a walk through of how to complete and submit your application.

The screen shot below shows the welcome screen where you can search for posts by choosing job, title, skill or another key word.



The descriptions and screen shot on the page below show the main functions which will help you to navigate through our job site.

- | | |
|-----------------------------|---|
| Manage Profile: | This provides a list of all tasks accessible to a Candidate such as their name and address in the Cloud Applications. |
| Open Menu: | This menu gives candidates the ability to navigate to various links within the council. |
| Search Button: | Candidates can type the key words, like the job or position they wish to apply for. |
| Career Site Filters: | This allows candidates to restrict the view of the requisition to a targeted area. |
| Footer Menu: | Candidates can navigate through various information including the Council's other social media accounts. |

https://fa-euuc-dev1-saasfaprod1.fa.ocs.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/re...

South Lanarkshire Council

FIND JOBS
Job title, skill, keyword

NEAR LOCATION ▼
City, state, country

Search button

Manage Profile

Open Menu

11 OPEN JOBS | **LOCATIONS** ▼ **WORK LOCATIONS** ▼ **POSTING DATES** ▼ **SALARY BANDS** ▼ **Career site filters**

Job Requisition

clerical assistant KUT
South Lanarkshire, United Kingdom • Posted on 12/01/2023 • **HOT JOB** **BE THE FIRST TO APPLY**
South Lanarkshire Council is looking for a motivated and enthusiastic people to join their team as a <<General Attendant>> based within <<Dollan Aqua Centre, East Kilbride>>

System Personnel Officer - KUT Demo
South Lanarkshire, United Kingdom • Posted on 12/01/2023 • **BE THE FIRST TO APPLY**
South Lanarkshire Council is looking for a motivated and enthusiastic people to join their team as a <<General Attendant>> based within <<Dollan Aqua Centre, East Kilbride>>

Personnel officer Test
South Lanarkshire, United Kingdom • Posted on 11/14/2023 • **BE THE FIRST TO APPLY**

600102.Administrative Assistant
United Kingdom • Posted on 09/21/2023 • **BE THE FIRST TO APPLY**

Footer Menu

CONTACT US **OUR SERVICES** **PRIVACY STATEMENT** **ACCESSIBILITY** **FACEBOOK**

Cookies Consent- click on **Accept** or **Decline** directly in the pop up. If you want more details on the cookie policy, click **Learn more**

This website is using cookies. View the Cookie Consent Policy **Learn more**

ACCEPT **DECLINE**

If you do this you will learn more about the cookie policy, as shown in the screen shot below.

Cookies Policy

South Lanarkshire Council Careers uses session cookies to enhance your interaction with our site. Cookies are small text files that are placed on your computer by websites that you visit. A cookie will typically contain the name of the domain from which the cookie has come, the "lifetime" of the cookie, and a value, usually a randomly generated unique number. Cookies can help a website to arrange content to match your preferred interests more quickly. Most major websites use cookies. Cookies cannot be used by themselves to identify you. Session cookies last only for the duration of your visit and are deleted when you close your browser. These facilitate various tasks such as allowing a website to identify that a user of a particular device is navigating from page to page, supporting website security or basic functionality. The cookies we use on the myjobscotland site are mainly session cookies. They help us to ensure the security of your application session, and can also keep you logged in to the myjobscotland site while you move between sections and pages on your account. Our session security cookies are designed to be very difficult to read, change, access or use except by us when you have an active session. They contain no personal information that can be used to identify you. In addition, all cookies used on the myjobscotland website are rated Strictly Necessary or for Performance. If you are concerned about the potential use of information gathered from your computer by cookies, you can set your browser to prompt you before it accepts a cookie. Most Internet browsers have settings that let you identify and/or reject cookies.

DECLINE

ACCEPT

Talent Pool- candidates can join our talent pool to receive notifications about vacant posts within the Council. Click the **Subscribe** button

Join our Talent Pool

Get instant notifications about your preference

SUBSCRIBE

Then input your email address and enable the check box on the terms and conditions area. Then click **subscribe**



Join Our Talent Community

Be the first one to learn about new job opportunities that might be a perfect fit for you.

Email Address *

☐ I agree with the terms and conditions *

◀ BACK

SUBSCRIBE ▶

When you have done this you can add your preferred jobs and locations as shown below.

Join Our Talent Community

Be the first one to learn about new job opportunities that might be a perfect fit for you.

Preferred Job Category

Preferred Job Location

United Kingdom ✕

You can then add your contact and address details before enabling the check boxes to receive new job opportunities and/or marketing communications before hitting subscribe.

☐ I agree to receive updates about new job opportunities.

☐ I agree to receive marketing communications

SUBSCRIBE

Candidate Confirms Identity

When entering the career site, candidates will be prompted to confirm their identity with a verification code. This code will be sent to your email address, and you should type the verification code into the box and click the **Verify** button as shown on the page below.

Confirm Your Identity

The verification code was sent to you. When you get the code, type the code into the field to confirm your identity. Note that it may take some time before you receive the code.

Verification Code *

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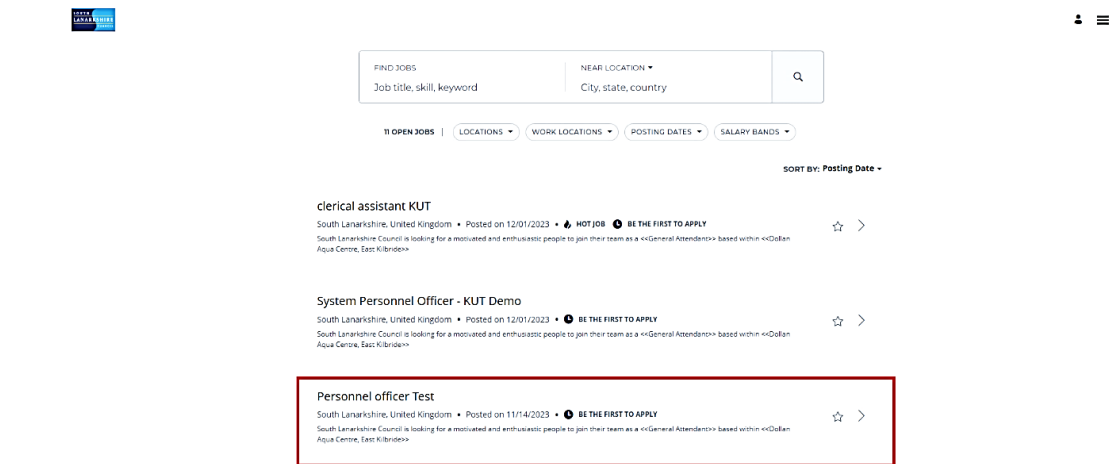
☐ Keep me signed in [?](#)

VERIFY ▶

Send New Code

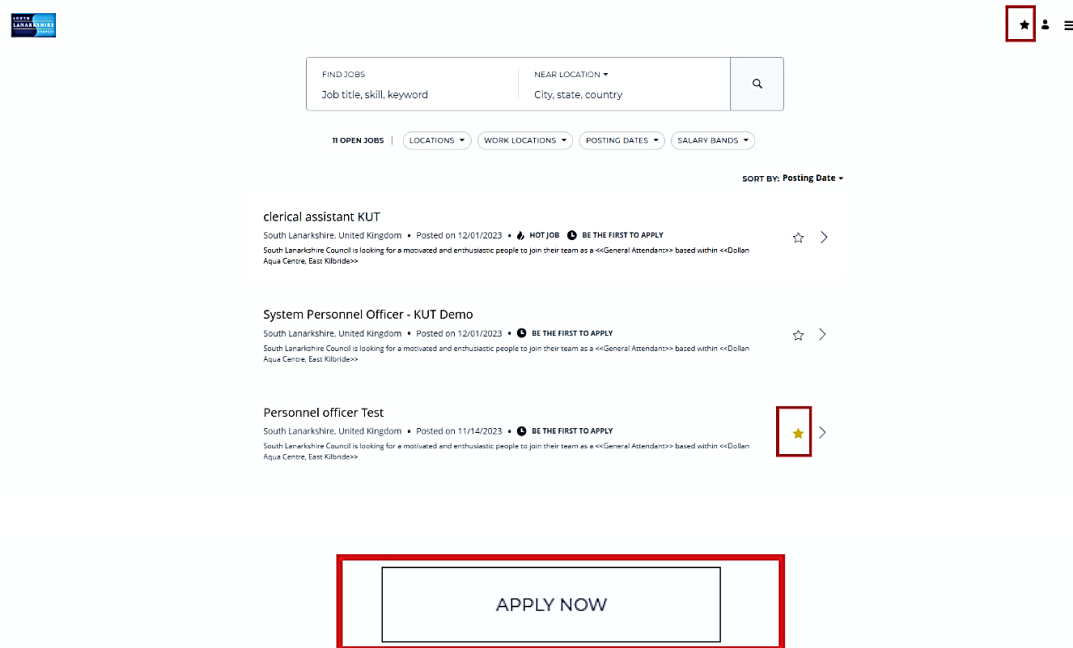
Candidate Application details- to apply for a post, follow the steps below.

Step 1: Click on the **Job requisition** which you wish to apply for, as shown below.



The screenshot shows the South Lanarkshire Council job portal. At the top, there is a search bar with 'FIND JOBS' and 'NEAR LOCATION' dropdowns. Below the search bar are filters for '11 OPEN JOBS', 'LOCATIONS', 'WORK LOCATIONS', 'POSTING DATES', and 'SALARY BANDS'. The 'SORT BY: Posting Date' dropdown is also visible. Three job listings are displayed: 'clerical assistant KUT', 'System Personnel Officer - KUT Demo', and 'Personnel officer Test'. The 'Personnel officer Test' listing is highlighted with a red box. It includes the job title, location, posting date, and a 'BE THE FIRST TO APPLY' button.

Step 2: Click the **Apply Now** button to start your application.



This screenshot shows the same job portal as the previous one, but with the 'Personnel officer Test' listing highlighted by a red box. The 'Apply Now' button is also highlighted with a red box. Below the job listings, there is a section titled 'JOB INFO' which contains details about the job, including the job identification number, posting date, job schedule, locations, and shift pattern.

JOB INFO	
Job Identification	33
Posting Date	11/14/2023, 08:30 PM
Job Schedule	Full time
Locations	3RD FLOOR, HAMILTON, ML3 0AA, GB
Shift Pattern	9.00 am to 6.00 pm (Mon to Fri)

Step 3: The Terms and conditions page will then open up, and you should click the **Agree** button to proceed.

You can now begin to complete your application by providing your contact information and answering the application questions as shown below.

Personnel officer Test

APPLICATION QUESTIONS

Please answer the following questions.

Are you entitled to work in the UK?

Yes

Please confirm your current or most recent salary?

30000

Do you wish to apply for this job on a Job Sharing basis?

No

South Lanarkshire Council, South Lanarkshire Leisure & Culture, SEEMIS Group LLP or LVJB has adopted the "Disability Confident" symbol and offers a guaranteed interview to any applicant who considers themselves to be disabled and who meets the minimum requirements for the post. Please state if you consider yourself disabled?

No

South Lanarkshire Council, South Lanarkshire Leisure & Culture, SEEMIS Group LLP or LVJB is committed to providing support to members of the armed forces, veterans and their families which is set out in the Armed Forces Community Covenant. Veterans are guaranteed an interview who meet the minimum requirements for the position. Are you a Veteran of the Armed Forces?

No

You will then come to the Work and Education History section: Click the **Add Experience** button each time you want to add information about a previous employer.

WORK AND EDUCATION HISTORY

Please enter details about your work experience and education. Please provide information on all qualifications relevant to this post.

ADD EXPERIENCE

ADD EDUCATION

2024

2023

Please provide all the required details of your work history and click the **Done** button. You can then add another employer and add these details to build up your work history.

Add Work History

Employer Name *

ABC incorp

Job Title

Consultant

Start Date

Month
January



Year
2000

End Date

Month
March



Year
2023

Responsibilities

Reason for Leaving

better salary

REMOVE

DONE

Click the **Add Education** button to add your relevant education history and qualifications.

WORK AND EDUCATION HISTORY

Please enter details about your work experience and education. Please provide information on all qualifications relevant to this post.

ADD EXPERIENCE

ADD EDUCATION

2024

2023

2022

2021

2020

Consultant
ABC incorp

Add Education

Degree *

A level - grade A, B, C, D or E

Start Date

Month January Year 1990

End Date

Month February Year 1995

Title

REMOVE DONE

Add all your relevant educational experience and qualifications and then select the **Done** button when complete.

In the License and Certificate section you can click the **Add License** button to add details of your licenses, certificates and memberships of professional bodies and click **Done** button.

LICENSES AND CERTIFICATES

Please provide details about your licenses and certificates.

ADD LICENSE

Add License

License or Certificate *

British Association for Counselling and Psychotherapy

Country

United Kingdom

Issue Date

Month January Day 1 Year 2022

Expiration Date

Month January Day Year 2025

You need to enter the whole date otherwise the date won't be saved.

REMOVE DONE

Next you should click the **Add Extra Information** button

EXTRA INFORMATION

Please provide 2 referees; one of which must be your current or most recent employer.

ADD EXTRA INFORMATION

This allows you to add your reference information. You **must** provide details of 2 referees, as shown on the page below, one of which should be your current or most recent employer. Click the **Done** button when this section is complete.

Add Extra Information

Referee Title

Mr

Referee Name

Joseph

Referee Email *

Joseph@ymail.com

Referee Contact Number

0909123456

Name of Organization- referee

ABC Incorp

Can this referee be contacted prior to your interview?

Yes

REMOVE

DONE

The Supporting Document and URLs section shown on the next page allows you to provide additional information. However, please note that resumes and CV's are not accepted as part of the recruitment process

SUPPORTING DOCUMENTS AND URLS

Please add any additional documents or URLs. Please note this is optional only and not a requirement.

 DROP RESUME HERE or UPLOAD RESUME	 DROP COVER LETTER HERE or ADD COVER LETTER
---	---

Link 1

+ Add Another Link

Click the **Add cover letter** button. This allows you to upload any additional information or supporting documents such as qualifications that you wish to provide in support of your application.

SUPPORTING DOCUMENTS AND URLS

Please add any additional documents or URLs. Please note this is optional only and not a requirement.

 SAMPLE RESUME.docx REMOVE	 DROP COVER LETTER HERE or ADD COVER LETTER
---	--

Link 1

+ Add Another Link

The Disability Information section allows you to provide any relevant information. This will be used for monitoring purposes.

DISABILITY INFORMATION

Please provide details of an adjustments you require as part of your interview

Category

No

Reasonable Accommodation Request

Not required

The Sensitive Personal Information section allows you to provide your date of birth. You should then click the **Add National Identifier** button.

SENSITIVE PERSONAL INFORMATION

Date of Birth

Month January | Day 3 | Year 1985

ADD NATIONAL IDENTIFIER

This allows you to add national identifier such as your National Insurance details and then click the **Done** button.

Add National Identifier

Country *

United Kingdom

National ID Type *

National Insurance Number

National ID *

TJ478633

Issue Date

Month January | Day 1 | Year 1986

Expiration Date

Month | Day | Year

Place of Issue

REMOVE DONE

The Diversity Information section allows you to provide all the necessary details as shown below. These are used for monitoring purposes.

DIVERSITY INFORMATION

Ethnicity *

Asian - Other Asian ▼

Gender *

Male ▼

Marital Status *

Married ▼

Religion *

Church of Scotland ▼

Enable the check box for new job opportunities and marketing communications and update your full name (First Name and Last Name) and click the **Submit** Button

☒

I agree to receive updates about new job opportunities.

☒

I agree to receive marketing communications

E-SIGNATURE

I acknowledge and understand that by submitting my application, if I am successful and agree to the offer of appointment, I am permitting South Lanarkshire Council to carry out relevant pre-employment checks and to obtain or confirm information outlined in any person specification and in the application I have supplied. I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

Please note that once you have submitted your application you cannot make any amendments other than to your personal information. Please ensure that you are happy with the content of your application before submitting.

Show Less

Full Name *

Test candidate orc

SUBMIT ►

Once your application is submitted, the screen below appears, and your candidate profile screen status is displayed as “under consideration”.

E-SIGNATURE

I acknowledge and understand that by submitting my application, if I am successful and agree to the offer of appointment, I am permitting South Lanarkshire Council to carry out relevant pre-employment checks and to obtain or confirm information outlined in any person specification and in the application I have supplied. I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or

Creating candidate info

Saving job application info

Test candidate orc

SUBMIT ▶

Profile

orc Test Candidate

Testorc@yopmail.com

MY APPLICATIONS

INFO AND ALERTS

ACTIVE JOB APPLICATIONS

Personnel officer Test

South Lanarkshire, United Kingdom

Status: Under Consideration

South Lanarkshire Council Careers · 33 · Applied on 12/18/2023

You will also receive an email on your recent job application.

Your recent job application for Personnel officer Test - 33

<slcrecruitment@oraclecloud.com>

Monday, December 18, 2023 6:48:16 PM

Deliverability

Reply

Forward

Print

Delete

Hello orc,

Thank you for applying for the above position.

We are currently processing your application and will be in contact with you in due course. If you are ineligible to apply, you will shortly receive a further email rejecting your application.

Please keep this e-mail safe, as this will provide you with a copy of your submitted application form and you can access it here <https://fa-euuc-dev1-saaslaprod1.faa.ocs.oraclecloud.com:443/hcmUI/CandidateExperience/s/VgWRJuPIMJ> should you need to.

Please check your junk and spam folders as your email provider might have placed emails sent to you about your application form in one of these folders.

Please save a copy of the job description and person specification for your information, as once the vacancy closing date has passed it will no longer be available to access.

If at any time in the process, you do not wish to proceed please withdraw your application from the post.

Kind Regards

Personnel Services

During any stage of the application, you can click the status down arrow and select the **Withdraw application** option.



orc Test Candidate
Test.orc@yopmail.com

[MY APPLICATIONS](#) [INFO AND ALERTS](#)

ACTIVE JOB APPLICATIONS

Personnel officer Test South Lanarkshire, United Kingdom	Status: Under Consideration South Lanarkshire Council Careers
---	---

Withdraw Application

Candidate Profile Management

You can maintain your profile to ensure it is up-to date, for example to update your phone number, address or email address while an application is in progress. Simply click the **Info and Alerts** button and then **Edit Personal Information**.

You can also delete your profile by clicking **Delete My Profile** button in the **Profile** page

🏠 | Profile



orc Test Candidate
Test.orc@yopmail.com

[MY APPLICATIONS](#) [INFO AND ALERTS](#)

EDIT PERSONAL INFORMATION

TALENT COMMUNITY

Job Category Job Location: South Lanarkshire, United Kingdom	✖️
---	----

☒ I agree to receive marketing communications

Delete My Profile

You will receive the below message prompt and you should click the **Delete My profile** button

×

We are sorry to see you go.

If you delete your profile, all your job applications on these career sites will also be deleted.

South Lanarkshire Council Careers

Do you want to continue?

DELETE MY PROFILE

CANCEL

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk.