

## How to apply – tips

### Do I need to write a full employment history?

Providing a full employment history and clarifying the gaps in employment is good practice. This will be discussed during the interview.

### Do I need to provide a summary of responsibilities and experience for every job I had?

We only require a summary of responsibilities and experience from your current and most recent employer. However, if you would like to provide additional information about other jobs you had – that's fine with us!

You might find it useful to prepare your answers in a Word document before copying and pasting them to the application form.

### How relevant is the “Person Specification” part of my application?

Addressing all the points listed in the Person Specification is the most relevant part of your application, as you will be shortlisted based on how you meet these criteria.

Examples can include experience gained from work, home, studies or voluntary work. All candidates will be shortlisted based on the evidence provided against each of the person specification criteria. You can find the person specification criteria in the Job Description, which is available to download on our system.

You might find it useful to prepare your answers in a Word document before copying and pasting them to the application form.

### Why do I see the Webrecruit logo on a number of web pages within the portal?

Webrecruit is the provider of our recruitment system - that's why you will sometimes see their logo on a web page or receive emails that are Webrecruit-branded.

### How is my data processed?

Please refer to our Privacy Policy for information how we process your data - <https://www.ndcs.org.uk/privacy-policy/>.

Webrecruit's Privacy Policy is available here: <https://www.webrecruit.co.uk/about/privacy/>

### **Can I apply via mobile device?**

Unfortunately some of our supporting documents (such as JD, Advert and T&C) are not fully accessible from mobile devices. To apply for a job, we recommend using the desktop or laptop.

### **Can I save my part-completed application and return to it later?**

Your application will automatically be saved if, after entering a response, you click 'Next' or if you sign out. You can then come back to it later by going to <https://fusion.webrecruit.co.uk/> and logging into your account. When you login, you will see a list of your applications. To complete an application, click on the 'Complete application' icon to the right of the Status column. Please make sure you click the "Apply for Job" to complete your application. Once you have submitted your application, you will not be able to make any changes.

### **Will I be able to preview my application before I submit it?**

Unfortunately you won't be able to preview your responses before submitting, or retrieve a record of your application after you have submitted it. We recommend answering the main points (Person Specification, Employment History – main tasks) in a Word document, and then copying and pasting them into the application as this will enable you to preview the content before submitting it.