How to apply – tips

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.

Who are Webrecruit and what is Fusion Plus?

Webrecruit is the provider of our recruitment portal and the system itself is called Fusion Plus. This is why you will sometimes see Webrecruit's logo on a web page or receive emails that are Webrecruit-branded or refer to Fusion Plus.

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. Our privacy policy contains a link to Webrecruit's Privacy Policy.

Can I apply via mobile device?

To apply for a job, we recommend using the desktop or laptop, as Fusion Plus is not fully functional on mobile devices/tablets yet.

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'. You can then come back to it later by going to https://careers.ndcs.org.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.

Can I access my application once it's been submitted?

Once you submit your application you won't be able to access or update your responses.

I have applied for a role with the National Deaf Children's Society before, do I need to complete my application in full again?

If you are applying for the different role you will have to complete your application in full.

I have not received an email confirming my application has been submitted.

If you haven't received an email stating that your application has been submitted please log in to your account and make sure that you have completed all mandatory fields and have submitted the application.

Please note that confirmation emails are sent only to the applicants who have submitted their application in full.

What happens to my application if I haven't submitted it?

If you do not submit your application (whether the application has been completed or not) you won't be considered for the role.

What happens to my application if I do not have the right to work in the UK?

We ask all the applicants to confirm whether they have the right to work in the UK. To find out whether you have the right to work in the UK please visit: https://www.gov.uk/prove-right-to-work.

If you state that you do not have the right to work in the UK, your application will be automatically rejected and it won't be considered for the role.

If you have any queries relating to this please contact us on recruitment@ndcs.org.uk or

020 7014 1185