Applicant guidance

How to complete your online application

Thank you for your interest in joining the team at Bield Housing & Care.

This guidance will take you through the online application process and provide helpful information on completing your application successfully.

Please read the guidance carefully before starting your application.

If you have any questions, please contact as on hr@bield.co.uk**Step 1- Find a vacancy**

You can find all our current vacancies on our “current vacancies” page Job Search

When you find a roleyou’re interested in, select the vacancy to view the full details.

Before you apply take some time to read the:

- **Job Description/Person Specification** – This explains what the role involves and the main responsibilities and outlines the skills, experience, knowledge and qualifications we’re looking for.outlines the skills, experience, knowledge and qualifications we’re looking for.

Also check:

- **Closing Date**
- **Location of the role**
- **Hours and working pattern**
- **Salary**
- **Any essential qualifications or experiences needed for the role**

Step 2- Start your application

If the job is something that you are interested in, click apply.

You will be asked to

- **Create an account and log in, or apply via “Guest”**
  - **If creating an account, please ensure that it is an email address that is contactable e.g. gmail, outlook, yahoo etc**
- **Enter your personal details**
- **Input your employment history** (As part of your pre-employment checks we need to obtain a full 10-year Employment History. This should include reasons for any gaps in employment over one month and how this time was spent e.g. out of work, travelling, caring responsibilities, full-time studies, etc. Gaps are perfectly ok - we just must account for a full ten years)

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- **References** (Please ensure to provide us with your 2 most recent employers professional email address for us to obtain reference)
- **Qualifications**
- **Information to support you application**
- **Declarations** (Please ensure you declare any convictions as it will be disclosure on your PVG/Disclosure application which we result in prolonging your onboarding processes)
- **Equal opportunities**

Please ensure all this information is filled correctly and submitted before the closing date. If you are experiencing any technical difficulties, please do let us know by contact us via email **hr@bield.co.uk.** Make sure to include the reference number for the advert which start with “REQ” to help us identify which vacancy you are needing support with.

After the advert is closed, the hiring manager will shortlist candidates to ensure against the job description and person specification.Once shortlisting is done, you will receive an email updating you on your application. Please ensure to check your junk or spam folders for any email.

Good luck with your application!

We look forward to hearing from you.

Bield Housing & Care