

## **Online Application Guidance**

### **How to Apply**

In order to apply for a job you will need to register with the site as directed.

Once registered you will receive an application number. This number is unique to you and will be your reference for all applications you make to us.

To apply for a job, please click on the vacancy you wish to apply for. On this page you will locate the job description and person specification for your reference. You may wish to print this for future reference.

To apply for the job or to update your form prior to submission you will need to click on the “apply” job.

### **Application Form**

The online application form can be completed in stages and you can login/logout at any time.

You will need to work through each tab, using the “save” button once the information is completed. There are instructions on each page for your reference.

When you are satisfied that you have completed your application and attached your supporting statement you can submit your application using the ‘submit’ button.

You are advised to have a copy of your application emailed to you for future reference. This facility is appears after you have submitted your application.

### **After Submission**

Once your application is received you will receive an acknowledgement email.

### **After Closing Date**

The shortlisting panel will assess all applications against the requirements of the person specifications which will result in a shortlist. Candidates will be notified of the outcome of their application via email.

Should you require any assistance using the online application tool please contact the Recruitment Team and [recruitment@commlinks.co.uk](mailto:recruitment@commlinks.co.uk)