
iTrent Recruitment – Applicants Guide – Applying for a Job



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Version Control

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Developed By:

Name	Date
Workforce Systems Development Team/Workforce Resourcing Team	March 2023

Reviewed & Approved By:

Job Title	Name	Date	Version Approved
Workforce Systems Development Lead	Nichola Millen	March 2023	1
Data, Quality & Projects Lead	Sharon Cairns	March 2023	1

Document Owner

Document Owner	Name	Contact Details
		ESC- WorkforceSystemsDevelopmentTeam@northlan.gov.uk

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Introduction

The way we advertise, and the way applicants can apply for jobs within North Lanarkshire Council has changed. North Lanarkshire Council use iTrent which is our HR and Payroll System, and this now supports Recruitment and Onboarding. This provides a one system approach for the lifecycle of your employment or any prospective employment with North Lanarkshire Council.

This guide will assist on how to view and apply for jobs within North Lanarkshire Council. The process for applying for a job is different for internal and external applicants and this guide covers applications from external applicants.

Overview

Not a current employee of North Lanarkshire Council? We would love to welcome your application for Jobs which we have published.

Some of our vacancies are only advertised for internal employees of North Lanarkshire Council, but these will be easily identified within MyJobScotland as the “Apply Now” button will be disabled and there will be text to confirm that this is an internal only vacancy:



Applications disabled

This vacancy is internal and open to applications from employees of North Lanarkshire Council and Associated Employers* only. The "Apply now" button is not activated for this role. Please log into your MySelf account for further instructions on how to apply as an internal candidate.

When you apply, you are required to provide information such as personal information, qualifications, job history and experience. Each job has a personal specification attached to the Job. There is a section within each application form to allow you to provide examples to the recruiting panel of how you meet the essential criteria for the position advertised. You should also provide examples of any desirable criteria which you have examples of meeting in your current/previous employment.

Viewing Current Jobs

To view current Jobs, please visit North Lanarkshire Council's My Job Scotland page:

<https://www.myjobscotland.gov.uk/councils/north-lanarkshire-council/jobs>

You will then be able to view Jobs as per the previous process. By clicking on “

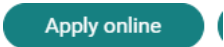
” button, you can view the full Job details together with attachments.

If you wish to apply for the Job, click on the “Apply Now” button:

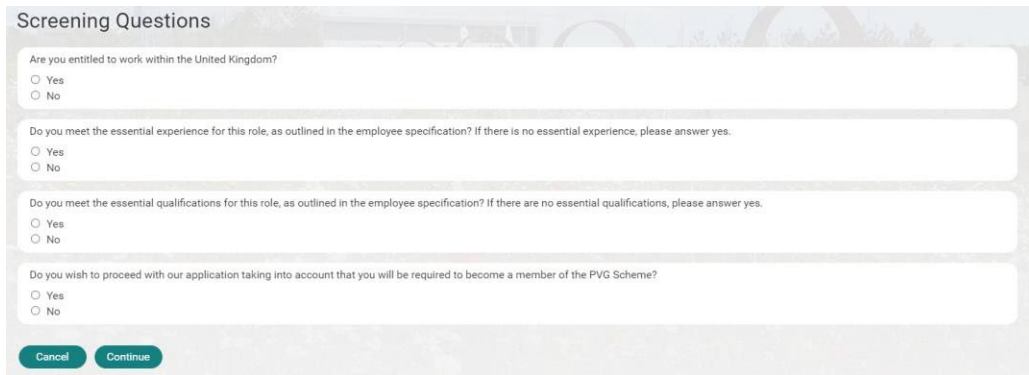


You will now be re-directed to our iTrent Recruitment Portal.

The job profile will appear on the iTrent Recruitment Portal, to apply, click “Apply Online”:



Each Job will have a set of screening questions attached; these are questions which should be answered prior to beginning your application to ensure you are a suitable applicant for this role. Each Job is different; however, an example of a screening question is shown below:

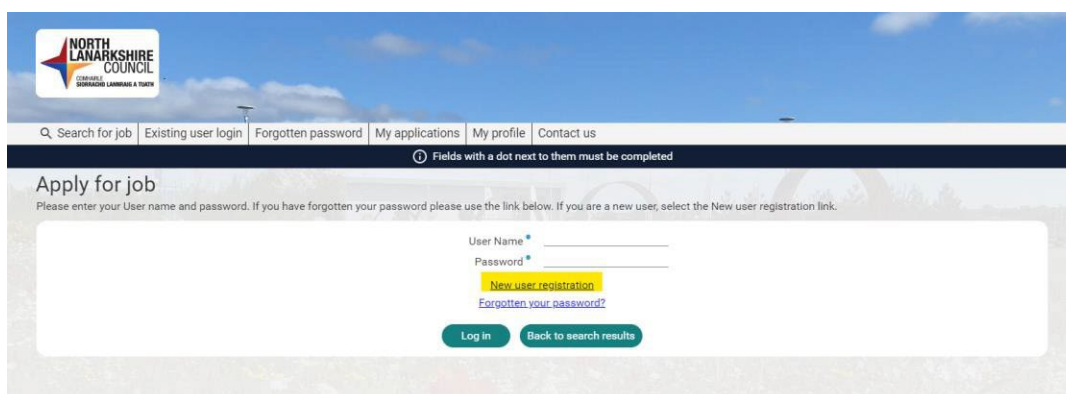


You should answer these questions and click “Continue”.

If you are a suitable applicant, you will then be progressed to the log in screen, where you can register for a new account. You will have to register for a new account if you have not previously applied for a Job via iTrent Recruitment.

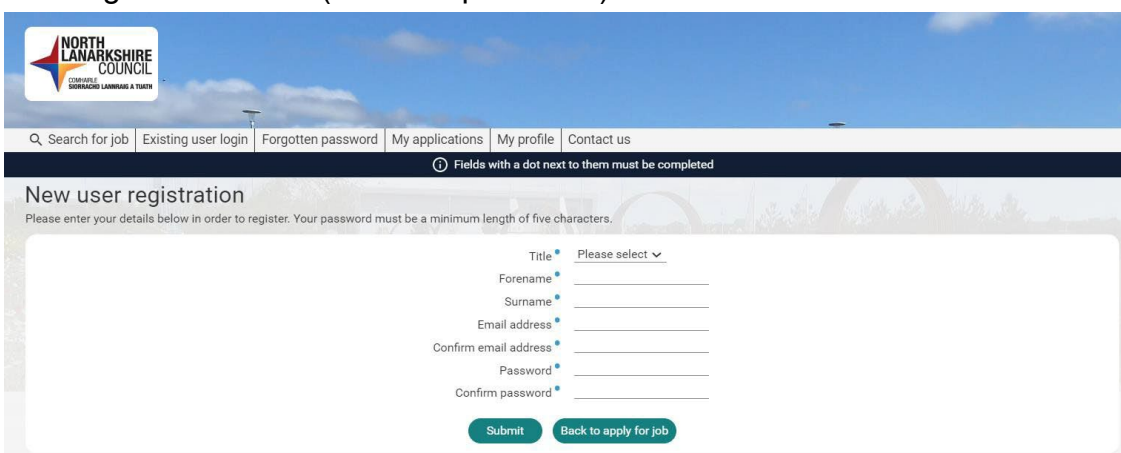
Creating an Account

To create an account, please click “New user registration”



The screenshot shows the North Lanarkshire Council recruitment portal. At the top is the council's logo and a navigation bar with links: Search for job, Existing user login, Forgotten password, My applications, My profile, and Contact us. Below the navigation bar is a dark blue banner with the text "Fields with a dot next to them must be completed". The main heading is "Apply for job". Below this is a sub-heading: "Please enter your User name and password. If you have forgotten your password please use the link, below. If you are a new user, select the New user registration link." There are two input fields: "User Name" and "Password". Below the "Password" field are two links: "New user registration" (highlighted in yellow) and "Forgotten your password?". At the bottom of the form are two buttons: "Log in" and "Back to search results".

You should then enter the information requested at this screen. The email address and password that you provide at this stage will consist of your log in information. Therefore, please ensure you use an email address that you regularly access as this is where you will be contacted. This email address will also be used to authenticate your account for future logins via a OTP (one time password).



The screenshot shows the North Lanarkshire Council recruitment portal new user registration screen. At the top is the council's logo and a navigation bar with links: Search for job, Existing user login, Forgotten password, My applications, My profile, and Contact us. Below the navigation bar is a dark blue banner with the text "Fields with a dot next to them must be completed". The main heading is "New user registration". Below this is a sub-heading: "Please enter your details below in order to register. Your password must be a minimum length of five characters." There are several input fields: "Title" (with a dropdown menu), "Forename", "Surname", "Email address", "Confirm email address", "Password", and "Confirm password". At the bottom of the form are two buttons: "Submit" and "Back to apply for job".

Once you have entered all the required details, press “Submit”:

Submit

Your account will now be created. You will receive on-screen confirmation that the details of your account have been sent to you by email:

Thank you for registering, an email has been sent to the address you provided containing your login details.

Applying for a Job

You will then have the application pages available to you for the position you are applying for. Some Jobs have “application questions” where specific questions are asked such as PVG information. This will only be for positions that requires this.

The screenshot shows a web application interface. On the left is a sidebar titled 'Application pages' containing a list of links: 'Personal Information', 'Qualifications and Memberships', 'Suitability', 'Employment History', 'References', 'Diversity Questions', 'Declaration', and 'Application questions'. Below this is a section 'Other options' with a 'Print preview (Opens in new window)' link. The main content area is titled 'When you can apply' and contains an 'Apply' button, a 'Delete' button, and an 'Icon guide' section. The 'Icon guide' lists: 'Mandatory field.' (blue circle with exclamation mark), 'Help icon guide.' (question mark icon), 'Mandatory fields complete.' (checkmark icon), 'Mandatory fields incomplete.' (circle with exclamation mark), 'File attachment.' (document icon), and 'Information.' (info icon).

The following application pages should be completed:

Personal Information – On this page, we require you to enter your personal information, contact details, address details and additional information such as your entitlement to work in the UK and to establish if you are part of the guaranteed interview scheme. More information on the guaranteed interview scheme can be found at:

<https://mynl.co.uk/knowledge-base/what-its-like-to-work-for-nlc/>

Qualifications and Memberships – On this page, you are required to enter your qualifications and membership of professional bodies and confirm that you have the essential qualification and experience for the role you are applying for.

Suitability – On this page, in no more than 4000 characters, detail why you are suitable for the job you are applying for. Please refer to the employee specification prior to completing this page to ensure you can provide relevant examples of your experience.

Employment History – On this page, we require you to enter your work experience with current and all previous employment.

References – On this page, please enter reference information for two referees. If you are successful in being offered the vacancy, we will contact your referees to gain a reference.

Sensitive Information – On this page, enter your sensitive information.

Declaration – On this page, please read the declaration and tick the declaration tick-box at the end to confirm you have read and understood this declaration.

Application Questions – On this page, please answer specific questions in relation to the job you are applying for. For example, PVG or SSSC information. Not all Jobs will require this. You will only have this option on your application form if the vacancy requires this.

Please carefully check that all content is correct prior to submitting to apply. Amendments cannot be made to the application once you click, ‘Apply’

The “Apply” button will be activated once all the information has been completed successfully. To apply, click on the “Apply” button and ensure you fully submit the application by following the on-screen instructions.

[Next Steps](#)

Your application once submitted will be reviewed by the panel and you will contact in due course.