




Our recruitment system is simple and intuitive to use. We've highlighted a few tips based on questions we've received from candidates.

Register with your social profile

or

Create a new profile

*How did you hear about us?

*Forename:

*Surname:

*Email Address:

*Confirm Email Address:

*Password: @

*Do you currently work for us? Yes No

*Would you like to receive job alerts from us? Yes No

*Are you willing to answer our Diversity Monitoring Yes No

When you click on apply the first screen you'll see is the registration screen, so you start by creating your profile

Your password needs to be 10 characters long and include each of a capital letter, a number and a symbol (eg \$)

Data Privacy

General Data Protection Regulation

For further details on how we will process your personal data please refer to: the SPCB Recruitment Privacy Notice (https://www.parliament.scot/Fol/Recruitment_Privacy_Notice_May_2019.pdf) the HR Workers Privacy Notice (<https://www.parliament.scot/Privacy-Notice/HRWorkers.pdf>)

*I Agree

Preferences

Do you consent to us contacting you by email?: We will use email to contact you about your application, arrange interviews, provide feedback and make job offers.

Do you consent to us contacting you by SMS text message?: We may use SMS messages to provide notifications or reminders

Do you consent to us contacting you by phone?: There may be occasions when we'll need to speak to you rather than email.


We'll be contacting you throughout by email, so if you don't consent to receiving emails then you won't hear anything from us! (We aren't using SMS text at the moment)

CV Upload & Declaration

*The information I have provided is accurate:

Adding your CV is not mandatory but will save you time when completing later.

Upload your CV:



If you have a CV you can upload it and it will automatically populate your personal details on this system....

*Address 1:

Address 2:

*Town:

County:

*Postcode:


Employment History

Exams

Professional Qualifications

...if you don't uploaded your cv then you will need to fill in your personal details and work and education history manually.

The last thing you'll complete is your application. Unfortunately you can't leave this page and save progress. Since we're asking for you to provide us with text about why you want to apply, you can save this elsewhere and paste in information. It doesn't matter if your application is incomplete, provided you complete your application by 28 June!



YOU ARE APPLYING FOR THIS JOB

Business & Administration Apprenticeship

Location: Edinburgh
Department: Apprenticeship
Salary Details: £17,699

***Do you live in Scotland?** Yes
 No
Only people who live in Scotland are eligible to apply.

***Are you aged 16 to 24** Yes
 No
Only people 16-24 are eligible to apply, with the exception of disabled people and care experienced people.

***Do you have a disability and are aged 25-29?** Yes
 No
Disabled candidates aged up to 29 are eligible to apply.

***Have you ever been in care?** Yes No

***Are you care experienced and aged 25 to 29?** Yes No