

## Applying for a role at Peterborough Regional College

Thank you for showing interest in Peterborough Regional College (PRC). At PRC we employ over 700 members of staff in a wide range of roles across the College. Our diverse workforce includes Lecturers, Technician and Assessors who support our curriculum provision. In addition we have a wide range of support staff including Finance, Library, IT, HR, Marketing, Maintenance, Caretakers and Cleaning staff.

This guide aims to direct you through our rEcrUIT on-line process and ensure you make the most of your application. This guidance should be read in conjunction with the individual Job Description and Person Specification which can be accessed from the advert.

If you require any further guidance on using our rEcrUIT system please contact the HR Team on 01733 763078 or email [hresources@peterborough.ac.uk](mailto:hresources@peterborough.ac.uk)

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Before you get started you will need to identify which category of applicant you fall into. The yellow boxes on the 'Application Process on rEcrUIT' workflow on page 2 will assist you with this.

This guide includes useful support on the following:

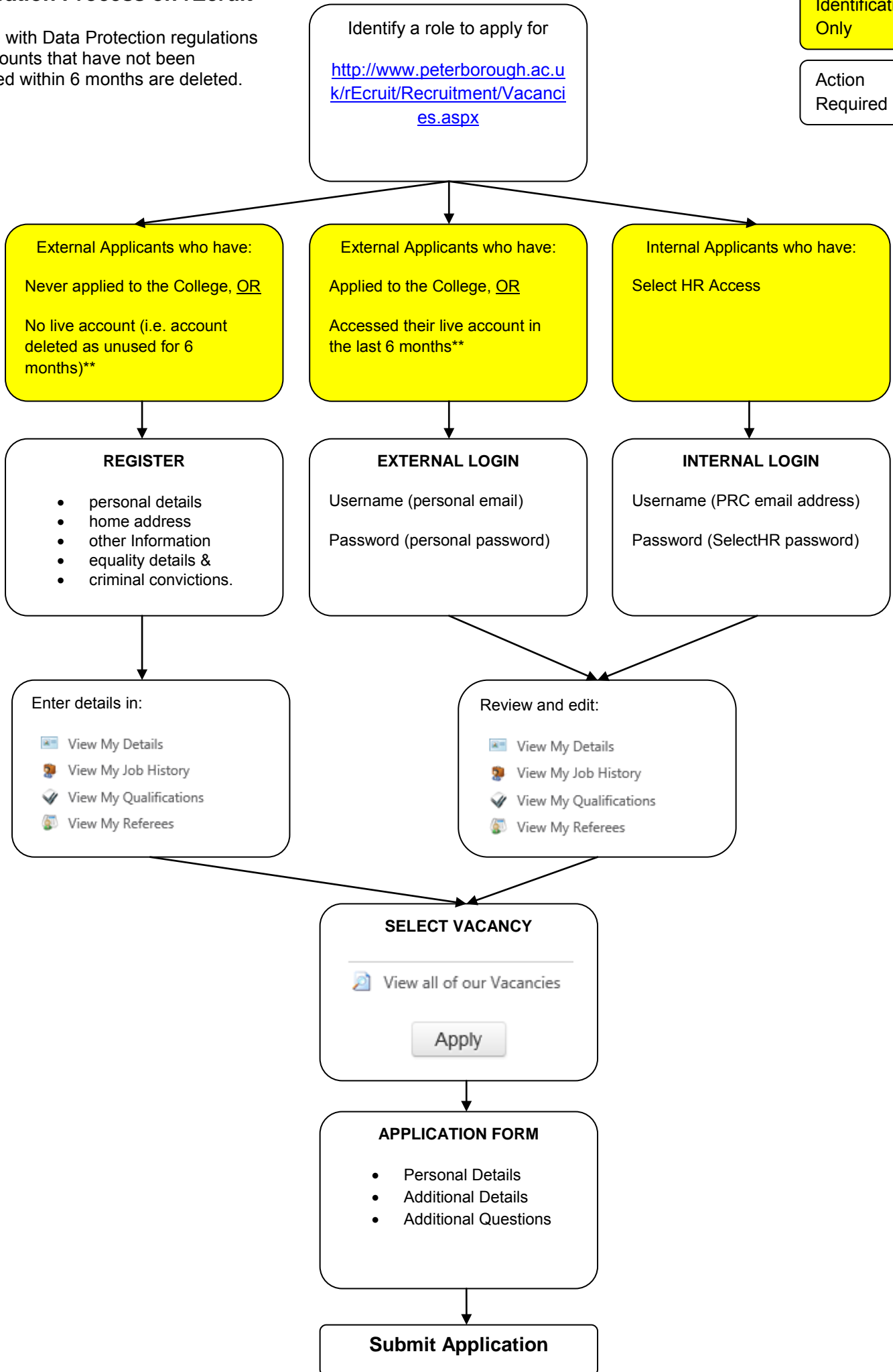
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# Application Process on rEcruit

\*\*In line with Data Protection regulations live accounts that have not been accessed within 6 months are deleted.

Identification Only

Action Required



## Register on rEcruit

External Applicants who have: Never applied to the College, OR No live account (i.e. account deleted as unused for 6 months)

Go to <http://www.peterborough.ac.uk/rEcruit/Recruitment/Default.aspx>

Click on 

Enter your details, as well as a password (which must be 4 characters long) and click on Register.

### New Users Register Here

Not sure if you have registered previously? Please click on the Forgotten your password link opposite to check, before attempting to register again.

First Name	<input type="text"/>
Surname	<input type="text"/>
E-Mail Address	<input type="text"/>
Password	<input type="text"/>
Confirm Password	<input type="text"/>
<input type="button" value="Register"/>	

Once you have registered you will be asked to complete:

- **New Applicant Details**  
Please give all of your personal details and contact numbers. Once you have entered your details click on 'Save Details' at the bottom of the page. Once saved you will automatically be taken through to:
- **My Job history**  
Please provide employer details, dates of employment and a brief summary of key responsibilities and duties for each job you have held.

If there are any gaps in your employment please add these in giving reasons why and dates.

If you are not currently in employment then please give details of any voluntary or other work experience you may have undertaken during this period.

Once you have entered your details click on 'Save All Records' at the bottom of the page. Then click on 'Continue' (also at the bottom of the page).

- **My Qualifications**  
Please give details of all academic qualifications you have obtained along with any occupational training and qualifications relevant to the role in which you are applying for.

All successful candidates will be required to provide proof of these qualifications on appointment.

Once you have entered your details click on 'Save All Records' at the bottom of the page. Then click on 'Continue' (also at the bottom of the page).





- My referees

Please give contact details for your referees. We require at least two references for each successful candidate evidencing the minimum of the last three years. One of your referees should be your most recent or current line manager.

Please note this is information giving only at this stage and we will never approach any referee without your permission.

Once you have entered your details click on 'Save All Records' at the bottom of the page. Then click on 'Continue' (also at the bottom of the page).

This completes the registration part of the process. If you would like to update / edit any of the details you have already entered you can do this by clicking on the relevant link:

-  [View My Details](#)
-  [View My Job History](#)
-  [View My Qualifications](#)
-  [View My Referees](#)

You now need to select the role that you would like to apply for. Go to section 'Applying for a role' below.

## External Login

External Applicants who have: Applied to the College, OR Accessed their live account in the last 6 months


Go to <http://www.peterborough.ac.uk/rEcruit/Recruitment/Default.aspx>

### Registered Users





User Name

Password

In the boxes under 'Registered Users' enter your User Name (the email address you registered with) and your password and click on Login.

If you are unsure of your password click on  and follow the instructions. An email with a new password will be emailed to you – please check your spam filters as this email may end up in your junk email.

Once you have logged in click on the each of the links listed below and update / edit your details as appropriate.

-  View My Details
-  View My Job History
-  View My Qualifications
-  View My Referees

Always ensure you click on 'Save All Details' after you edit any information and before you move to the next section.

You now need to select the role that you would like to apply for. Go to section 'Applying for a role' below.

## Internal Login

Internal Applicants who have: SelectHR Access

Go to <http://www.peterborough.ac.uk/rEcruit/Recruitment/Default.aspx>

### Registered Users





User Name

Password

In the boxes under 'Registered Users' enter your PRC email address in the User Name and your SelectHR password and click on Login.

If you are unsure of your password you will need to reset this by clicking on the Forgotten your password link on the SelectHR login page (<http://hr1vm.peterborough.ac.uk/accessselecthr/Login.aspx>).

Once you have logged in click on the each of the links listed below and update / edit your details as appropriate.


-  View My Details
-  View My Job History
-  View My Qualifications
-  View My Referees

Always ensure you click on 'Save All Details' after you edit any information and before you move to the next section.

You now need to select the role that you would like to apply for. Go to section 'Applying for a role' below.

## Applying for a Role

External & Internal who have; registered / logged in to rEcruit as above

Once you have registered / logged in to rEcruit, click on  [View all of our Vacancies](#)

Find the role you would like to apply for (by either scrolling down or entering search criteria)

Each role has a document attached which includes the job description and person specification. The job description outlines the duties and responsibilities of the individual role. The Person Specification describes the range of skills, experience, knowledge and personal attributes that are required of the post-holder. The essential requirements indicate the minimum requirements which an individual must have in order to carry out the duties effectively. *It may be worth printing / saving these documents for your reference before carrying on any further.*

Click on the 'Apply' button associated with the job role.

You will now be asked 'Do you have the right to work in the UK?' Select your answer for this question and click on next. If you answered yes you will be taken to the 'Application Form'.

'Personal Details' – check that these are correct and edit if required. **It is extremely important that your email address is correct so that you receive our recruitment communications.** These may end up in your junk filter initially so please check here regularly.

'Additional Details' – You should complete all boxes in this area.

In the 'Please specify how you meet the short-listing criteria for this role' box you need to specify how you meet the short-listing criteria for the role you are applying for. To enhance your application we recommend that you look at the essential and desirable criteria under the Education & Qualifications / Skills and Experience parts of the person specification and tailor your application accordingly. Please see page 9 for an example.

'Additional Questions' - You should complete all boxes in this area.

'Submit Application' – Read the declaration, and if you agree click on 'Submit Application'. Once submitted you will receive an email thanking you for your application.

## Example - how to demonstrate you meet the short-listing criteria

For example, if you were applying for a lecturing role you would need to supply information detailing how you meet the following key areas within your application:

Criteria	Essential/ Desirable Criteria	Assessment Method				
		A	I	T	R	
<b>Education and Qualifications</b>						
• Good general level of education including Level 2 qualifications in IT, English and Maths or commitment to working towards		D	✓			
• <b>Minimum level qualification to teach subject – level 3 or 4, HND, degree or professional industry qualifications</b>	<b>E</b>		✓			
• <b>Level 3 teacher/training qualification (e.g. PTLLS) or commitment to working towards</b>	<b>E</b>		✓			
• Level 5 Teaching qualification (e.g. DTLLS, Diploma in Education and Training, Cert Ed or PGCE)		D	✓			
• Assessor and Internal Verifier qualifications (if relevant to subject area)		D	✓			
<b>Skills and Experience</b>						
• <b>Industry/commercial experience in subject area/s</b>	<b>E</b>		✓	✓		
• Previous teaching experience		D	✓	✓	✓	
• E learning skills in order to develop resources and provide learning pathways for learners		D	✓	✓		

As part of your response in the 'Please specify how you meet the short-listing criteria for this role' box you would include your relevant qualifications to meet the minimum essential criteria. We would also expect to see demonstration of a teaching qualification or a desire to undertake any necessary qualifications and gain these within your initial years of employment with us.

Once you have demonstrated the essential criteria you can then go on to demonstrate how you meet any of the desirable criteria to strengthen your application. So using this example you would detail if you hold a level 5 teaching qualification, assessor qualification, have previous teaching experience and experience of using E learning.

The person specification also includes 'Knowledge', 'Key skills' and 'Other' sections, (e.g. team working, communication skills, knowledge of safeguarding) and these areas will be assessed at interview stage.



## Outcomes of Applications / Job Alerts

External & Internal who have; submitted an application

You will be notified of the outcome (e.g. shortlisted, not shortlisted, invite for interview etc) of your application by email and we aim to make this contact within one week of the closing date.

You can also keep track of your application on rEcrut by logging back into your account and clicking on the 'View My Applications' link.

 [View My Applications](#)

Each application you have made will be listed and will have a 'Latest Status' (such as Shortlisted, Declined - After Interview etc).

If you are unsuccessful in this role but remain keen to work at PRC you can sign up for job alerts by logging into your account and clicking on the 'View My Vacancy Alerts' link.

 [View My Vacancy Alerts](#)

Enter the search criteria you want to apply and then click on 'Save'. You can now Logout.

## Safeguarding

External & Internal who have; submitted an application

PRC is committed to diversity, safeguarding and promoting the welfare of our students and expects all staff to share this commitment.

All posts offered will be subject to our pre-employment checking procedure and require the successful applicant to undertake an enhanced DBS check.