
iTrent Recruitment – Applicants Guide – Applying for a Requisition



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Version Control

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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.

Our terminology has also changed. We used to refer to jobs which we advertised as “Adverts”, and the job reference numbers began with “NLA”. We now use the terminology “Requisition”, and the job reference number now begins with “REQ”.

Overview

Not a current employee of North Lanarkshire Council? We would love to welcome your application for requisitions 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 requisition. 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 Requisitions


To view current requisitions, 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 requisitions as per the previous process. By clicking on “

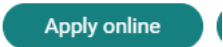
” button, you can view the full requisition details together with attachments.

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

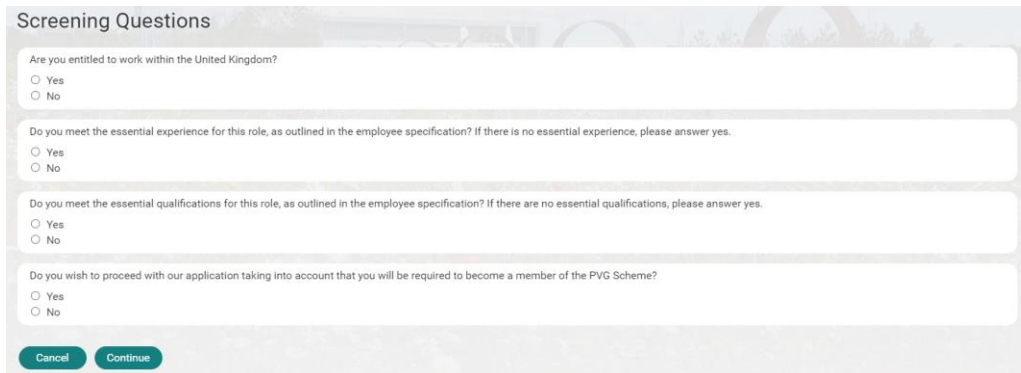


You will now be re-directed to our iTrent Recruitment Portal.

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



Each requisition 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 requisition is different; however, an example of a screening question is shown below:



The screenshot shows a form titled "Screening Questions" with four questions, each with radio button options for "Yes" and "No".

- Question 1: "Are you entitled to work within the United Kingdom?"
 - Yes
 - No
- Question 2: "Do you meet the essential experience for this role, as outlined in the employee specification? If there is no essential experience, please answer yes."
 - Yes
 - No
- Question 3: "Do you meet the essential qualifications for this role, as outlined in the employee specification? If there are no essential qualifications, please answer yes."
 - Yes
 - No
- Question 4: "Do you wish to proceed with our application taking into account that you will be required to become a member of the PVG Scheme?"
 - Yes
 - No

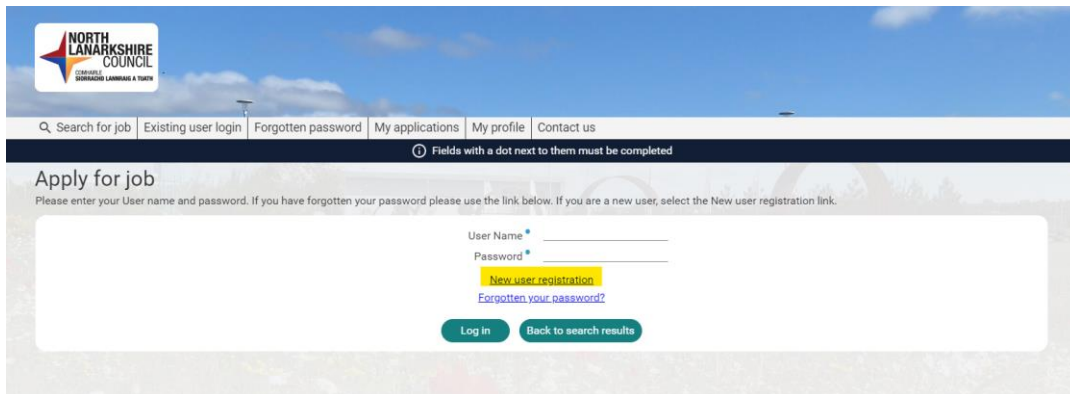
At the bottom of the form are two buttons: "Cancel" and "Continue".

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 requisition via iTrent Recruitment.

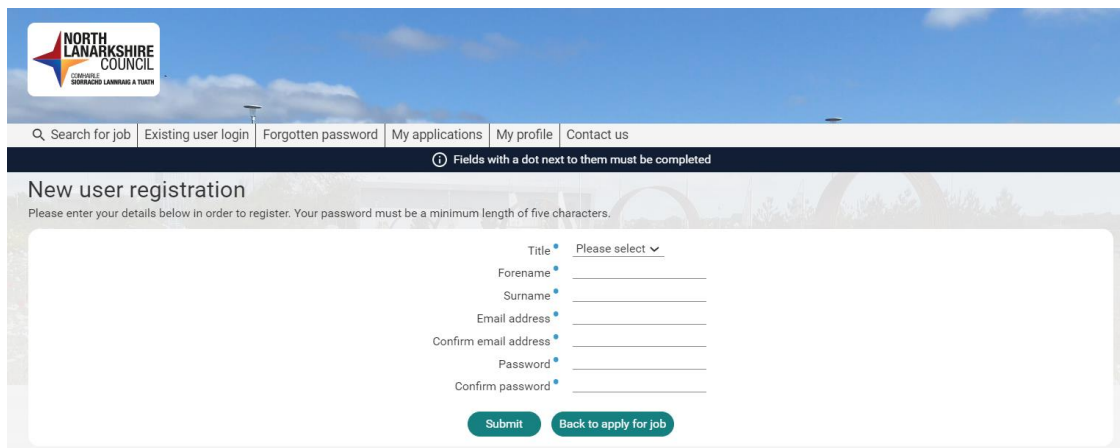
Creating an Account

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



The screenshot shows the North Lanarkshire Council recruitment portal. At the top left is the council's logo. A navigation bar contains links for 'Search for job', 'Existing user login', 'Forgotten password', 'My applications', 'My profile', and 'Contact us'. Below this is a dark banner with the text 'Fields with a dot next to them must be completed'. The main heading is 'Apply for job', followed by instructions: '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.' The form includes fields for 'User Name' and 'Password', both marked with a red asterisk. Below the password field are links for '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.



The screenshot shows the 'New user registration' page. It features the same header and navigation as the previous page. Below the navigation bar is a dark banner with the text 'Fields with a dot next to them must be completed'. The main heading is 'New user registration', followed by instructions: 'Please enter your details below in order to register. Your password must be a minimum length of five characters.' The form includes fields for 'Title' (a dropdown menu), 'Forename', 'Surname', 'Email address', 'Confirm email address', 'Password', and 'Confirm password', all marked with a red asterisk. 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”:

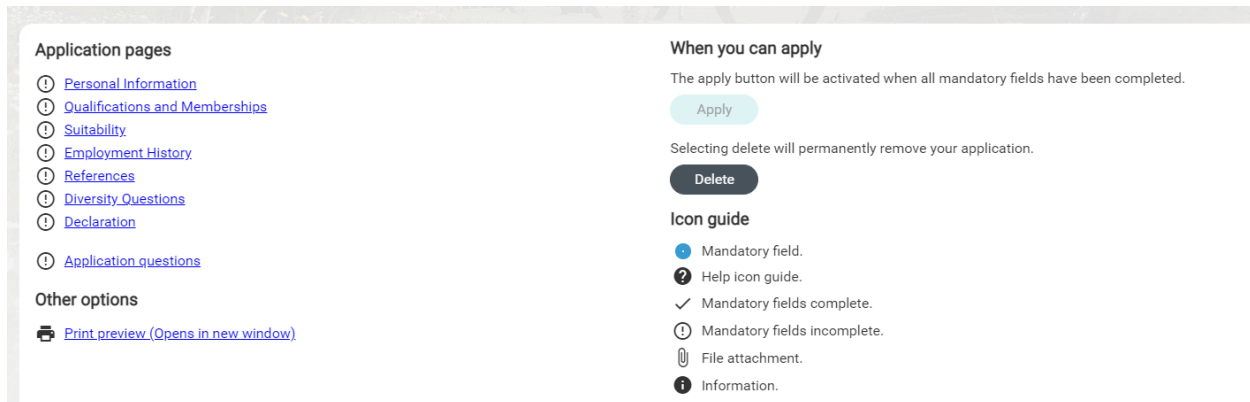


Your account will now be created. You will receive on-screen confirmation that the details of your account have been sent to you by email:

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

Applying for a Requisition

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



The screenshot displays the application interface. On the left, under 'Application pages', there is a list of links: Personal Information, Qualifications and Memberships, Suitability, Employment History, References, Diversity Questions, Declaration, and Application questions. Below this is 'Other options' with a 'Print preview (Opens in new window)' link. On the right, 'When you can apply' states that the 'Apply' button is activated when all mandatory fields are completed. It shows an 'Apply' button and a 'Delete' button, with a note that selecting delete will permanently remove the application. An 'Icon guide' lists: a blue circle for 'Mandatory field', a question mark for 'Help icon guide', a checkmark for 'Mandatory fields complete', a circle with a question mark for 'Mandatory fields incomplete', a paperclip for 'File attachment', and an 'i' for 'Information'.

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://my.nl.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 requisitions 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.