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# **iTrent Recruitment – Applicants Guide – Applying for a Requisition**

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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 internal applicants.

Our terminology has also changed. We previously referred to jobs vacancies 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

Are you a current employee of North Lanarkshire Council? You will now use your mySelf employee self service account to view and apply for jobs.

You can continue to search on MyJobScotland for vacancies however you will have to then go on to your mySelf account to be able to apply. If you see the following on MyJobScotland, this confirms that this requisition is an internal only requisition.



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.

## Viewing Current Requisitions

To view current requisitions and apply, please log in to your mySelf account. The links to mySelf are below:

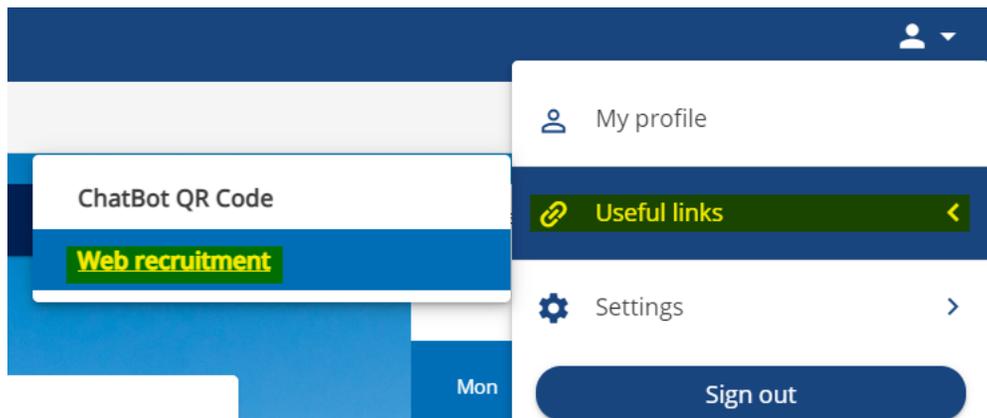
If you use single sign on - [https://ce0076li.webitrent.com/ce0076li\\_ess](https://ce0076li.webitrent.com/ce0076li_ess)

If you sign in using a username and password - [https://ce0076li.webitrent.com/ce0076li\\_ess](https://ce0076li.webitrent.com/ce0076li_ess)

Once you are logged into mySelf, on the top right-hand corner of the page, please click on the person icon:



You should then click “Useful links” and then “Web recruitment”:



This will automatically log you in to the iTrent Recruitment Portal and you can search for jobs.

Once you have searched for jobs, the job profile will appear. To apply, click on “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:

You should answer these questions and click “Continue”.

If you are a suitable applicant, you will then be progressed to the application.

## Applying for a Requisition

You will then have the application pages available which is applicable to the position you are applying for. Some requisitions have “application questions” where specific questions are asked such as PVG information, this is only for some requisitions.

The following application pages should be completed however, please note **some information will already be pre-populated from your mySelf account, such as your personal details and address information. You are not required to enter information in this section if information is pre-populated. Instead, you are verifying that this is still correct. The “blue” mandatory field only is applicable when entering new information, if for example, your address is still correct, you will be able to proceed without adding a new address. Please note any changes you make, will also update mySelf:**

*Personal Information* – On this page, you are required to confirm your personal information, contact details, address details and respond to 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 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.