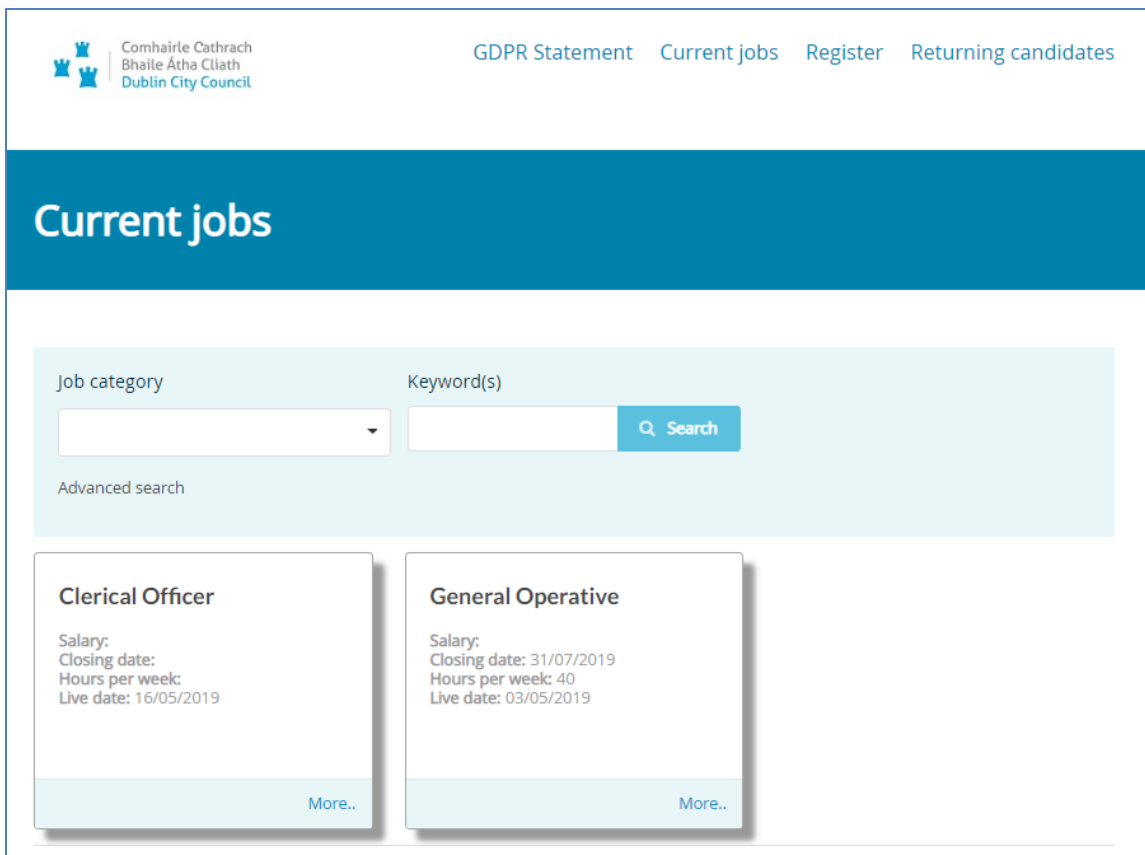


How to search for a role

From the **Current Jobs** page, you can view all current vacancies available within Dublin City Council.

To search for specific roles, by clicking on the arrow in the Job Category field, this will display a drop down list of Job Categories to choose from.

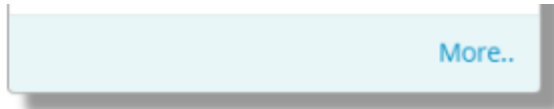
To search by keyword, type the keyword term into the Keyword(s) box and select 'Search'



The screenshot shows the Dublin City Council website's 'Current jobs' page. At the top left is the council's logo and name: 'Comhairle Cathrach Bhaile Átha Cliath Dublin City Council'. To the right are links for 'GDPR Statement', 'Current jobs', 'Register', and 'Returning candidates'. Below this is a dark blue header with the text 'Current jobs'. The main content area features a search interface with a 'Job category' dropdown menu and a 'Keyword(s)' text input field, followed by a blue 'Search' button with a magnifying glass icon. Below the search fields is a link for 'Advanced search'. Two job listings are displayed as cards. The first card is for a 'Clerical Officer' with details: Salary, Closing date, Hours per week, and Live date (16/05/2019). The second card is for a 'General Operative' with details: Salary, Closing date (31/07/2019), Hours per week (40), and Live date (03/05/2019). Both cards have a 'More..' link at the bottom right.

How to apply for a role

Once you have found the role you wish to apply for, click on the “More” option at the bottom of the tile, you will then be shown the full job advert.



Once the main advert is visible, you are able to see any supporting documents, job/person specifications that have been attached.

At the bottom of the advert you will be able to see the “Apply for job” button.



Click Apply where you will be presented with two options.

[I agree to the terms and conditions](#)

New candidates

Register below with your social media or email account

- in LinkedIn
- G+ Google+
- f Facebook
- Twitter
- Microsoft
- Email

Returning candidates

Login below with your social media or email account

- in LinkedIn
- G+ Google+
- f Facebook
- Twitter
- Microsoft
- Email



If you are a **New Candidate**, (i.e. have never used this system before) register your details using either the social links provided, or by entering your email address and answering a few registration questions.

**To find your Eircode, please see <https://finder.eircode.ie>
If you do not have an Eircode, please enter "N/A".

All fields are mandatory unless otherwise indicated

Title
Please select

First name

Last name

Eircode **

Mobile number

Email address

Password

Re-type password

[I agree to the terms and conditions](#)

If you registered using your email address, then you need to enter the details into the top section.

If you are a **Returning Candidate** (i.e. have previously applied for a role), select the method you wish to log in with, click to agree with the privacy statement and you will then be presented with the application form questions.

Returning candidates

Login below with your social media or email account

[In LinkedIn](#)

[G+ Google+](#)

[Facebook](#)

[Twitter](#)

[Microsoft](#)

[Email](#)

Email address

Password

[Login >](#)

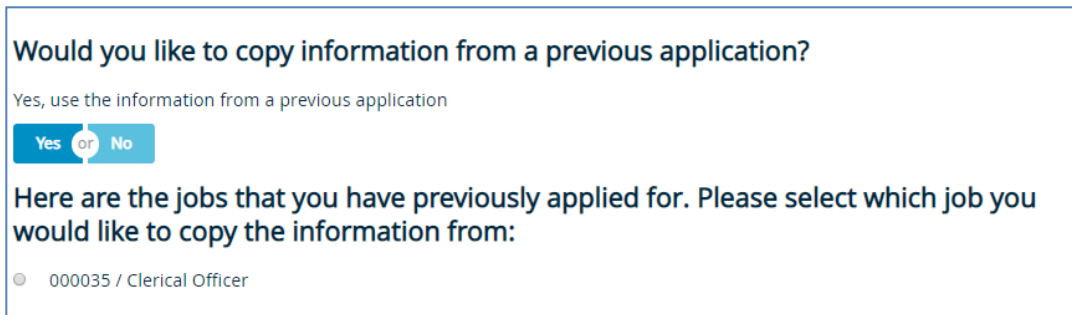
If you have forgotten your password, please [click here](#).



How to apply for a role continued.....

If you have applied for other jobs previously, when you log in as a returning candidate, you will be asked if you would like to copy information from a previous application.

If you select yes, it will show you a list of applications that you have previously made and you can select one that is relevant to copy your application form answers from (there will still be an opportunity to review and change your answers before submitting the application).



Would you like to copy information from a previous application?

Yes, use the information from a previous application

Yes **or** No

Here are the jobs that you have previously applied for. Please select which job you would like to copy the information from:

000035 / Clerical Officer

If you select No, then you will need to populate all details of the application process again.

Depending on the job that you have applied for, you may now be presented with screening questions to assess your eligibility for the role. You must answer these eligibility questions before progressing to the full application.



Before applying for the role

Applying for Executive Technician

1 Do you have the required educational qualifications for this post?

Yes
 No

2 Do you have the required experience for this post?

Yes
 No

[Save and continue >](#)

The system will assess your responses to the screening questions and based on the outcome, you may be deemed ineligible for the role. If this is the case, a message will be displayed on-screen to advise that you have not met the eligibility criteria.



Application Form cont.....

You will now be taken to the application form.

All fields marked red are mandatory and must be completed in order to continue through to the next page. At the end of each page, select Save & Continue.

Save and continue >

This will check that you have completed all of the mandatory fields and if so, will progress to the next section.

On the Qualifications page, select '**Enter Qualification**' and the following questions will be presented. Answer each field and then click "**Save and add another**".

By selecting this option, your qualification record will save and you then have the option to add another qualification record if required.

Title of Course	<input type="text"/>
College attended	<input type="text"/>
Awarding Body	<input type="text" value="Optional"/>
Level	<input type="text" value="Please select"/>
Grade Attained	<input type="text"/>
Date from and to	<input type="text"/>
<input type="button" value="Save and add another +"/> <input type="button" value="Cancel x"/>	



Application Form cont.....

As with the previous section, all red fields are mandatory and are to be completed. Press Save once you have entered all details and this will save the entry ready for your next one if needed.

Other Relevant Qualifications

You can enter in any other courses of qualifications you may feel relevant to include as part of the application for this role.

Secondary Education

Select the Highest Qualification Achieved from the drop down and then include the year this was attained.

Once you have added all details, click Save & Continue.

Equal Opportunities Section

Complete all fields and press Save and Continue at the bottom of the page.

Are you a citizen of a member state of the European Economic Area (EEA) or Switzerland?

If you answered No to the above you must ensure that you comply with current regulations set by the Department of Business, Enterprise and Innovation for legal residency in the state. Evidence of both documents below will be required should you be invited to attend for interview.

1. Certificate of Registration issued by the Garda National Immigration Bureau
2. Passport endorsed with the appropriate permission to remain in the state

Do you consider that you have a disability?

Applications from persons with disabilities are welcome and information about disability is only requested on the application form in order that appropriate arrangements for an interview can be made if necessary.

Do you have any access or support needs, and can we facilitate you during the recruitment process (for example Sign Language)



Application Form

Employment

Complete all fields on this page and click “Save” at the bottom, this will save your entry and clear all boxes ready for your next employment record. Once you have added your full employment history and you can see the entries listed on the page, click “Continue to next page”

EMPLOYER DETAILS

Employment Status

Please select ▼

Employer

Job Title

Department

Role and Responsibilities

Date From

Date To (if this is your current employer, please enter the current date)

Address as above

Assessment Form

The recruitment team may add additional application form questions as an 'Assessment Form'.

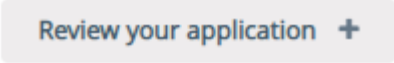
You will need to answer all questions and then press Save and Continue at the bottom of the page.



Application Form cont.....

Declaration

You will now be able to submit your application. Click "Review your application" to review all the information that you have entered.



If you need to edit any details, click on the edit button and this will take you through to the relevant section. Make any amendments needed and then click Save.

If you are happy with all the details but cannot see a submit button, this means that you may have missed some mandatory questions or have not clicked Save on every page. The pages that need attention will be displayed as below:

DECLARATION

I declare, that all particulars in this application are true and correct, to the best of my knowledge and belief. I am aware that any canvassing, by me, or on my behalf, will disqualify me from the position I am seeking and that any employment offered to me is dependent upon the information given herein being correct. I am aware that false or misleading information or deliberate omissions may result in termination of any employment offered.

You have not completed all the sections of this application form. Please ensure that all mandatory questions are complete and you have clicked "save and continue" on each section.

The following sections require your attention:

Personal	Edit
Qualifications	Edit
Employment	Edit

Click Edit against the section, complete any missing answers and click Save and Continue at the bottom of the page.

On the qualifications and employment page, you will need to edit an entry and then press Save in order for the check to be completed.



Declaration cont.....

Once all sections have been saved and you are ready to submit, you will see the screen below:

DECLARATION

I declare, that all particulars in this application are true and correct, to the best of my knowledge and belief. I am aware that any canvassing, by me, or on my behalf, will disqualify me from the position I am seeking and that any employment offered to me is dependent upon the information given herein being correct. I am aware that false or misleading information or deliberate omissions may result in termination of any employment offered.

Do you agree with the above declaration?

Yes or No

[Submit application >](#)

Complete the question about agreeing to the declaration by selecting Yes or No and then Submit Application.

If your submission has been successful you will be shown the message below:

Thank you for submitting your application.

If you experience a technical problem while completing any part of your application, contact our support team via email at dcc@helpmeapply.co.uk or on (+44) 0161 850 2004

If you have any other questions please email the recruitment section at careers@dublincity.ie

