

## **Guide to Inrecruiting**

If you would like to apply for one of our roles, you will need to click \*apply now\* on the vacancy page.

You will then be taken to our online recruitment system where you will be able to find out more information about the role itself and York Minster – including a downloadable Role Description.

At the top of that page, you will see a button labelled ‘Apply for this job’.

This will take you directly to the Application Form for the role you are interested in. You will need to fill in the required information including your employment history and a personal statement relating to the criteria on the person specification for the role.

Please note that you are not able to save the application form as you go, so you will need to complete the form in one go! It is advisable to have all the information to hand before you start applying, and to have written out your personal statement, detailing how you meet the criteria for the role, in advance, so you can copy and paste this into the form.

When you have completed the form, please click the ‘Submit’ button at the bottom of the page.

## **Confidential Declaration Form**

In order for your application to be considered complete, you will need to submit a Confidential Declaration Form.

When you submit your application, you will receive an email titled ‘New Questionnaire Received’ (this may go into your spam folder) advising you that there is a Confidential Declaration Form for you to complete, and asking you to log into your account.

Once you log into your account, click on ‘Questionnaires’, which you can find on the left-hand side menu. Then click on the questionnaire at the top of the list, complete the form and then click ‘send’ to submit this.

## **Equality and Diversity Monitoring Form**

There is also an Equality and Diversity Monitoring Form available which, whilst optional, we would welcome and value your completion of.

The link to this form can be found within both the Vacancy Information on and the downloadable Role Description, and will also be included in the email you receive acknowledging receipt of your application.