

Returning Candidates Help Sheet

Log into your account by clicking [here](#)

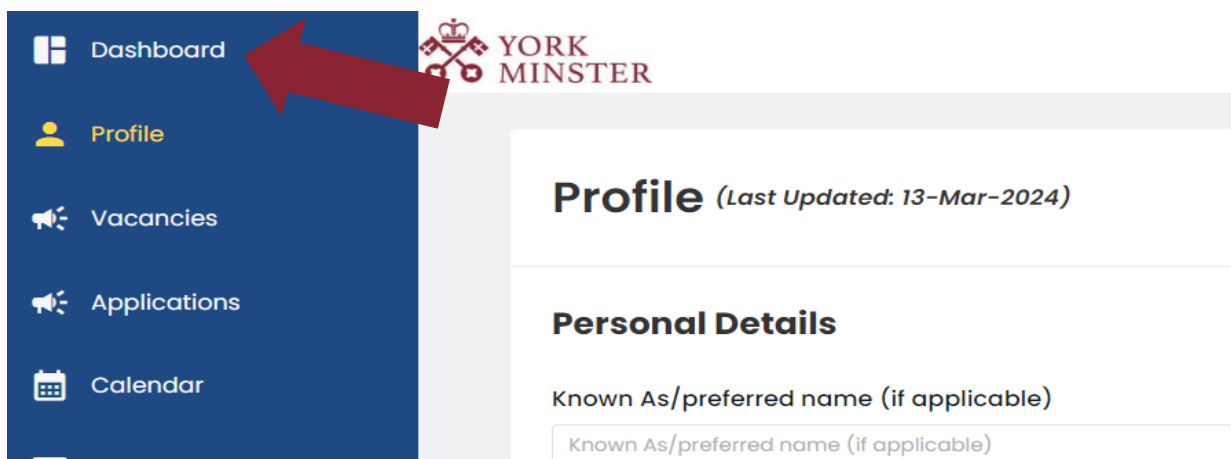
Click profile:



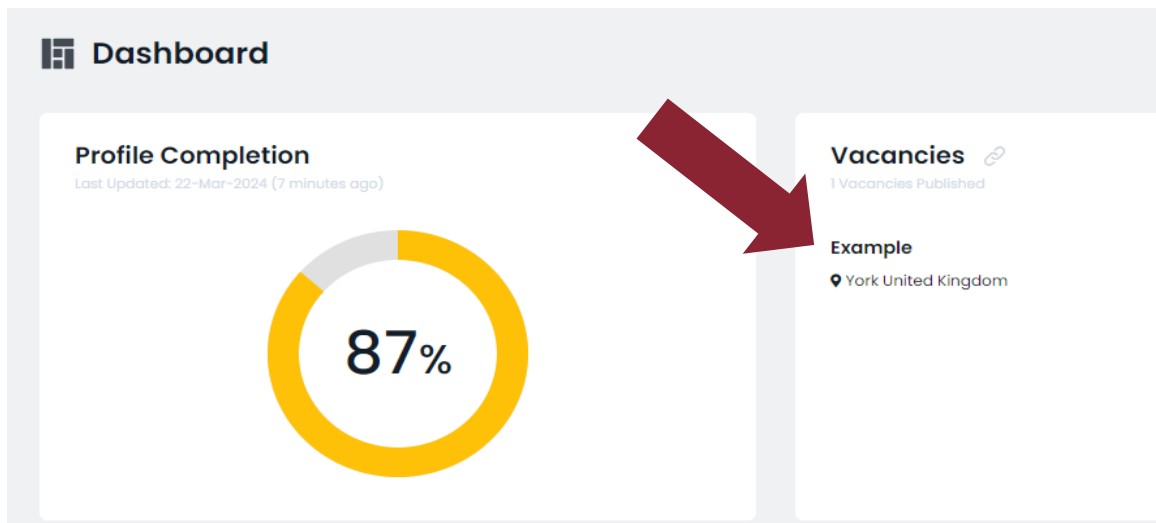
Edit all the details you wish to update, including your personal statement, then click save:

A screenshot of the 'Profile' edit form. The title is 'Profile (Last Updated: 13-Mar-2024)'. A red arrow points to a blue 'Save' button in the top right corner. Below the title is a section titled 'Personal Details' with several input fields: 'Known As/preferred name (if applicable)', 'Home Address *', 'Potscode', and 'Contact Telephone Number: *'. The telephone number field shows a dropdown for the country code '+44' and the number '121 234 5678'.

Once saved, click on dashboard.

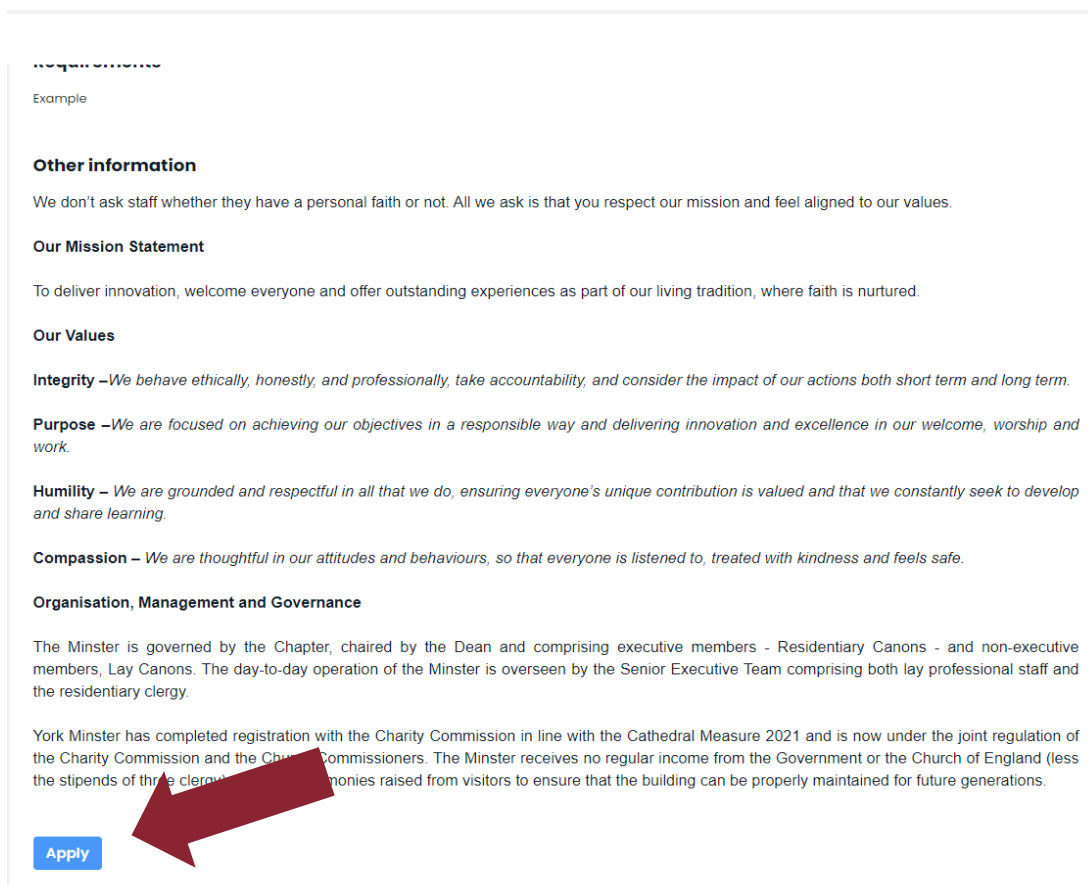


Then click on the relevant vacancy:



The screenshot shows a dashboard with a header 'Dashboard' and a profile completion section on the left. The profile completion section features a donut chart with 87% completion and the text 'Profile Completion' and 'Last Updated: 22-Mar-2024 (7 minutes ago)'. A red arrow points from the 87% chart towards the 'Vacancies' section on the right. The 'Vacancies' section has a link icon and the text '1 Vacancies Published'. Below it, there is an 'Example' entry with a location pin icon and the text 'York United Kingdom'.

Then scroll down to the bottom of the page and click 'Apply'



The screenshot shows a job application page with several sections. The 'Requirements' section has an 'Example' link. The 'Other information' section contains the text: 'We don't ask staff whether they have a personal faith or not. All we ask is that you respect our mission and feel aligned to our values.' The 'Our Mission Statement' section contains: 'To deliver innovation, welcome everyone and offer outstanding experiences as part of our living tradition, where faith is nurtured.' The 'Our Values' section lists: 'Integrity – We behave ethically, honestly, and professionally, take accountability, and consider the impact of our actions both short term and long term.', 'Purpose – We are focused on achieving our objectives in a responsible way and delivering innovation and excellence in our welcome, worship and work.', 'Humility – We are grounded and respectful in all that we do, ensuring everyone's unique contribution is valued and that we constantly seek to develop and share learning.', and 'Compassion – We are thoughtful in our attitudes and behaviours, so that everyone is listened to, treated with kindness and feels safe.' The 'Organisation, Management and Governance' section contains: 'The Minster is governed by the Chapter, chaired by the Dean and comprising executive members - Residentiary Canons - and non-executive members, Lay Canons. The day-to-day operation of the Minster is overseen by the Senior Executive Team comprising both lay professional staff and the residentiary clergy.' and 'York Minster has completed registration with the Charity Commission in line with the Cathedral Measure 2021 and is now under the joint regulation of the Charity Commission and the Charity Commissioners. The Minster receives no regular income from the Government or the Church of England (less the stipends of the clergy) and relies on donations raised from visitors to ensure that the building can be properly maintained for future generations.' At the bottom left, there is a blue 'Apply' button. A red arrow points from the 'Apply' button towards the 'Compassion' section.

Advice:

If you click already registered, on the vacancy page:

← Back to job description

Example

Chapter of York York United Kingdom Chapter Office

Already registered?

NOT REGISTERED? COMPLETE THE FORM

First Name * Surname *

E-Mail * Confirm E-Mail *

Details

Then log in:

← Back to job description

Example

Chapter of York York United Kingdom Chapter Office

Already registered?

Already registered?
Login with your account

Email * Password *

Login Password Recovery

NOT REGISTERED? COMPLETE THE FORM

First Name * Surname *

This will automatically submit your previous application, but don't worry!

You can still update your application, by following the instructions from the top of this help sheet, to update your profile, before the closing date.

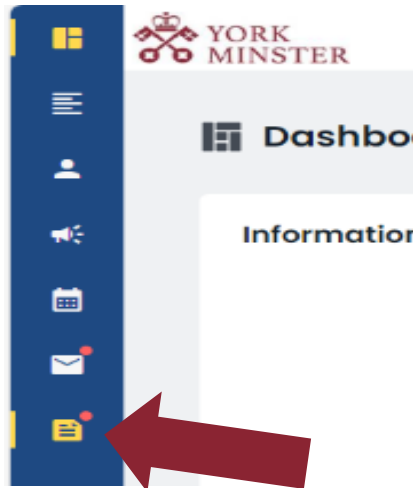
The only difference is, you don't need to apply for the vacancy again, as your application will already be attached to the vacancy, using your now updated profile.

Confidential Declaration Form

In order for your application to be considered complete, you will need to submit a confidential declaration form. We require a new form to be completed with every application in order to meet our Safer Recruitment standards, even if the information hasn't changed since your previous application.

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 in to your account.

Once you log into your account, click on 'Questionnaires':



Then click on the most recent questionnaire at the top of the list, complete the form and click 'send' to submit this.