



## How to...apply for a vacancy via ESS

### Purpose:

This guide will show you how to apply for a role as an Internal Candidate.

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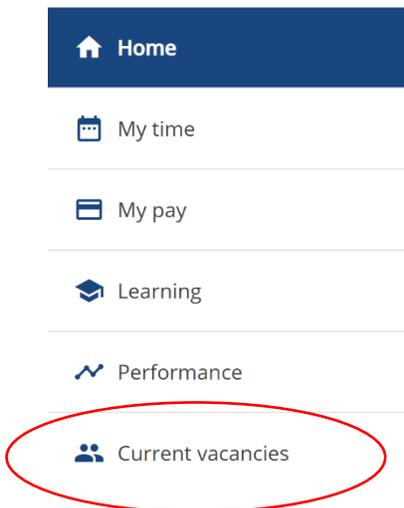
### Logging in to Your HR:

- Logging in to Your HR: To log into Your HR, please refer to the **How to...Log in to Your HR Guide**.

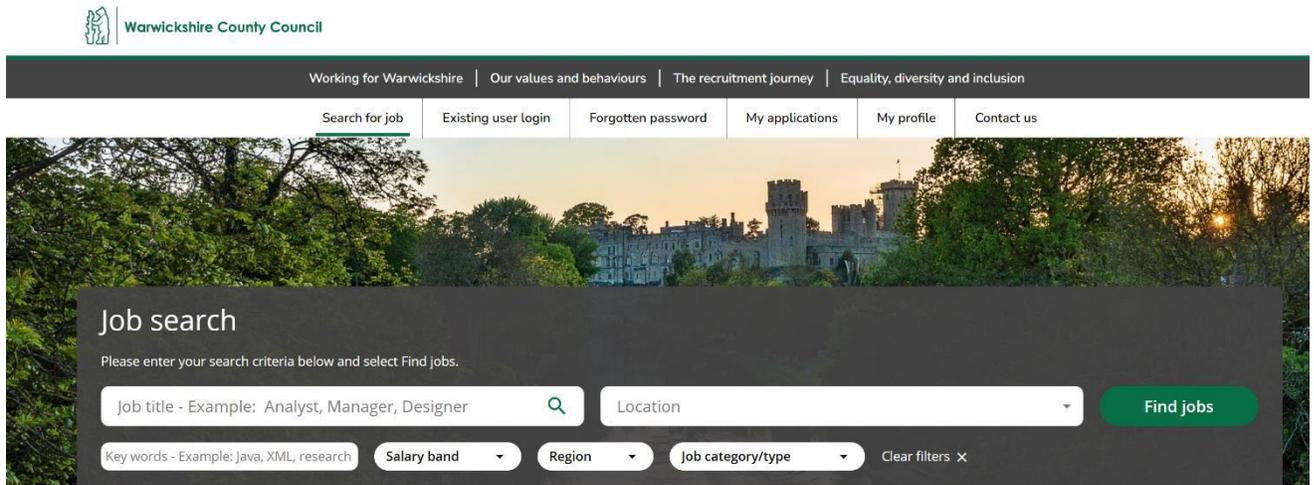
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### Internal Applicant - Applying for a vacancy:

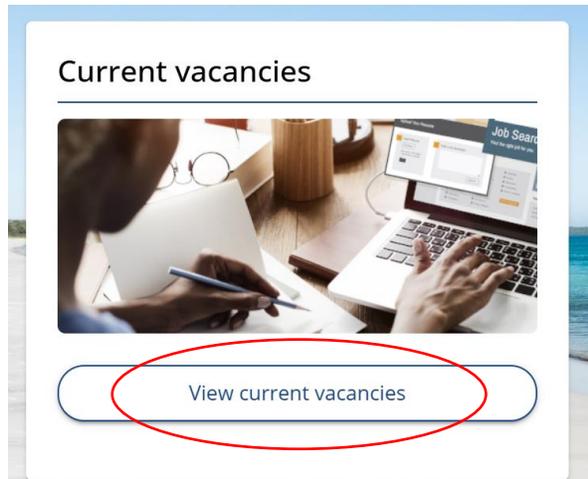
- Log on to Your HR
- You will see the main dashboard screen
- On the left-hand side of the screen, you will find **Current Vacancies:**



- Please click **Current Vacancies** and the Job Search page will open:

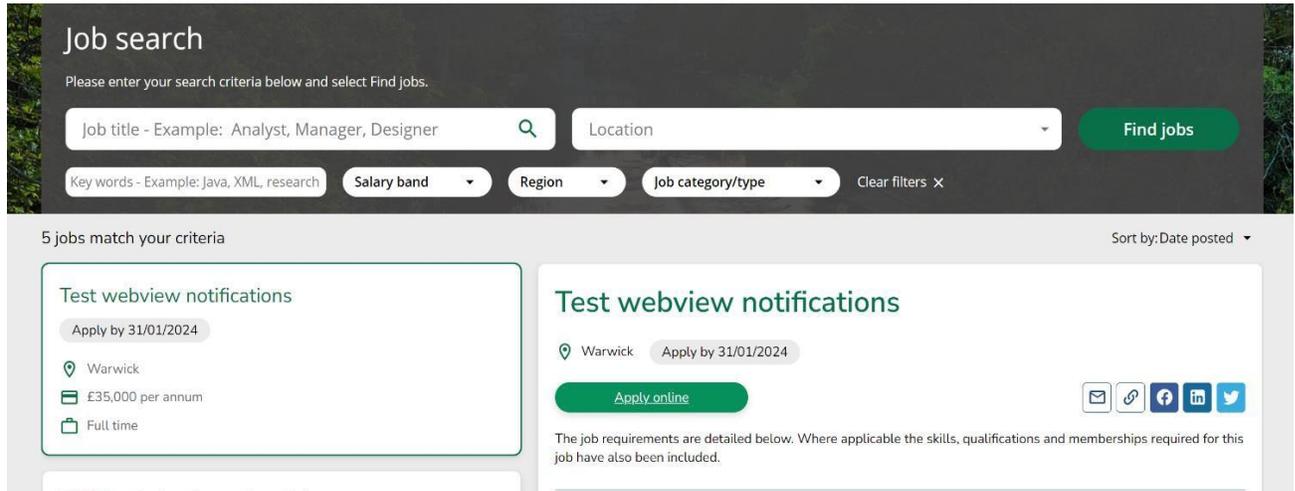


- You can also do this by scrolling down the dashboard and there will be a **Current Vacancies** option here too:



- Please click **View Current Vacancies** and the Job Search Page will again, open
- You can filter the available jobs by completing the relevant fields

- Otherwise you can all of the Warwickshire County Council vacancies available down the left hand side



- To apply for a position, please click on the **Apply online button**
- The Application Summary page will open; you will need to complete all of the application pages. If using ESS to apply, the system will auto populate your personal information that is held against your record

### Application pages

Please complete the application pages as listed below. The icons will indicate when a page is completed which will help you to track your progress through the pages.

- Personal Information
- Memberships
- Supporting Information
- References
- Declarations
- Equal Opportunities
- Data Privacy

### Other options

- Review application
- View job profile
- Delete

Good luck with your application.

Apply

**Please note:**

- The apply button will only be activated once all mandatory fields have been completed (each page will have a green tick against it)
- As an internal candidate, your first reference must be your current line manager
- Your application will auto populate should you apply for another vacancy
- You are able to create an account using a personal email address. Please note however your personal details will not auto populate

**Application Submission:**

To complete the application process, ensure that you click on continue or to cancel application, click cancel. You will receive acknowledgement of your application to your WCC email address and any communication regarding your application. Should you want to download your submitted application - please go to the task bar and under 'My Applications' and follow the prompts.

**For further information or support please refer to [Your HR on the Intranet](#) or contact us via the [HR Service Desk](#).**

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