

Handy tips for applying for jobs with North Ayrshire Council



Where do I Apply for a job with North Ayrshire Council?

We advertise all our vacancies on <https://www.myjobscotland.gov.uk/councils/north-ayrshire-council>

To apply for a job you will be required to create an account.

How do I create a myjobscotland account?

You will need the following:

- Internet access
- Your personal details including contact details
- Personal email account (avoid using a relative/friend's email address as this will be used for future communication during the application process and make sure your email address is professional)

How do I search for a job?

You can search for a job using the 'Search Jobs' function on the home screen of the website.

Once you have found a job you are interested in you can select it as a favourite by clicking on the 'Favourite' button on the right side of screen.

How do I set up a Job Alert?

You can set up multiple job alerts and choose how frequently you would like to be notified of new jobs being advertised by following the steps below:

- Log into your myjobscotland account
- Click on 'Your Account' top right of screen then select 'My searches and alerts'.

- On the next screen select the 'Create Alert' tab.
- You can then name your alert and select your criteria (avoid making your criteria too restrictive as jobs can fall under multiple categories), once finished click Save.
- From this section you can view, edit and delete your current alerts which are listed at the bottom of the screen.

You will now receive an email once a new job is advertised matching the criteria you selected.

How do I apply for a job with North Ayrshire Council?

Before you apply for a vacancy you should prepare yourself with the following information:

- **Work History** – a record of your last 3 years employment history. If you attended college or school, this would need to be listed in this section. Use this section to really show off your experience and what your responsibilities are.
- **Qualifications/Courses** – all those that have been achieved or completed. If you are still working towards it, ensure this is noted on the application form.
- **Referee Contact Details** – these should include people who can provide a work, character or school reference.
- **Essential Criteria** - Check that you meet all the essential criteria for the job - Our managers score applications based on whether or not you meet the essential criteria and additional scores will be given for meeting desirable criteria also.
- **Application Questions** - You will be expected to tell us why you're the ideal candidate for the job. We ask you to demonstrate our staff values which are Focus, Passion & Inspiration. Therefore, for this question you should look to give an example of work, previous work, voluntary, charity, extra-curricular or any other life experience which demonstrates the behaviours. Further information and tips on how to answer these types of questions can be found at <http://www.north-ayrshire.gov.uk/resident/jobs-and-training/staff-values-behaviours.aspx>
Don't assume we know anything about you, ensure you have included everything in your application form.

How do I edit my account?

Once you've completed your application, you can click on "Your Account" to edit your personal details, check the status of existing applications and review positions applied for. At the bottom of this page you will be able to see which applications you are currently applying for.

What Support is available to me?

Help applying for jobs can be found at:

- **Local Libraries** - We have job clubs available throughout the week, check our website for days and times <https://www.north-ayrshire.gov.uk/education-and-learning/adult-learning.aspx>
- **Employability Hubs** – Stevenston Library, The Ayrshire Community Trust in Ardrossan, Kilbirnie Library
- **Skills Development Scotland** - <https://www.skillsdevelopmentscotland.co.uk/in-your-area/north-ayrshire>
- **Care & Support North Ayrshire** - www.carena.org.uk
- **Business Gateway** - <http://www.bgateway.com>
- **Citizens Advice** - <https://www.cas.org.uk/>
- **Community Enterprise in Scotland** - <http://www.ceis.org.uk/>