



Completing an online application

This guide will take you through how to complete an online application form.

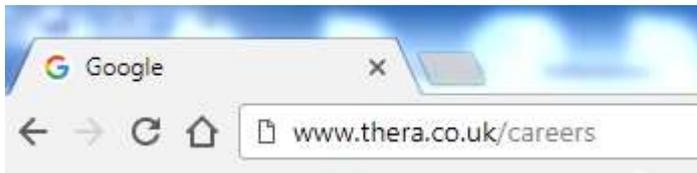


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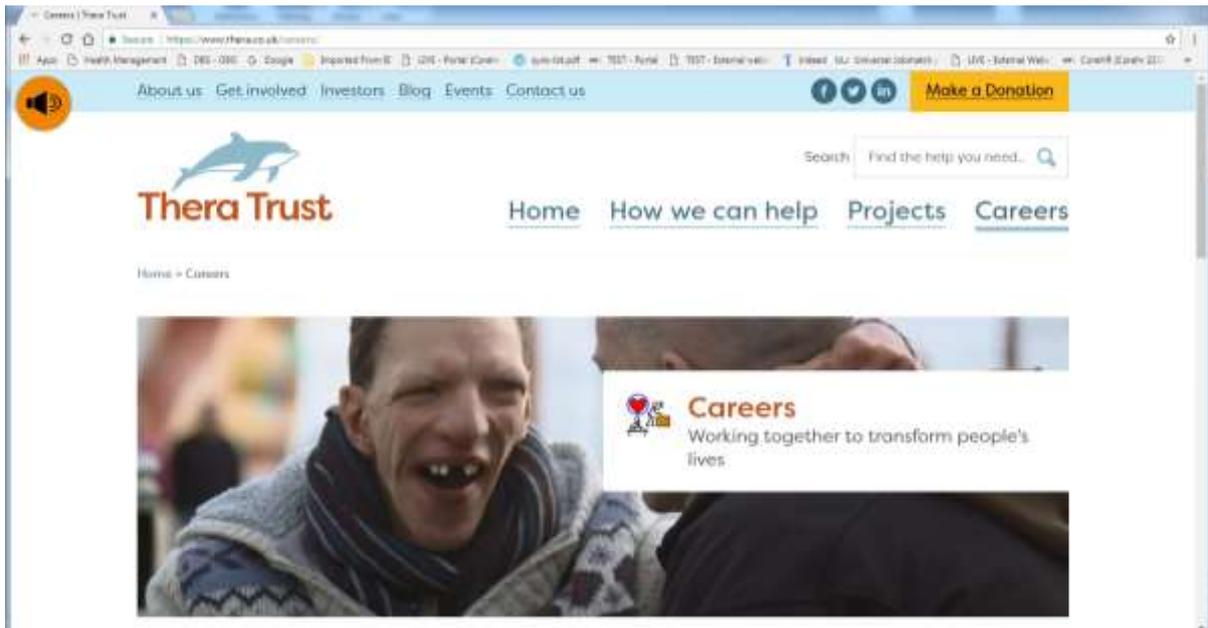
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Completing an online application

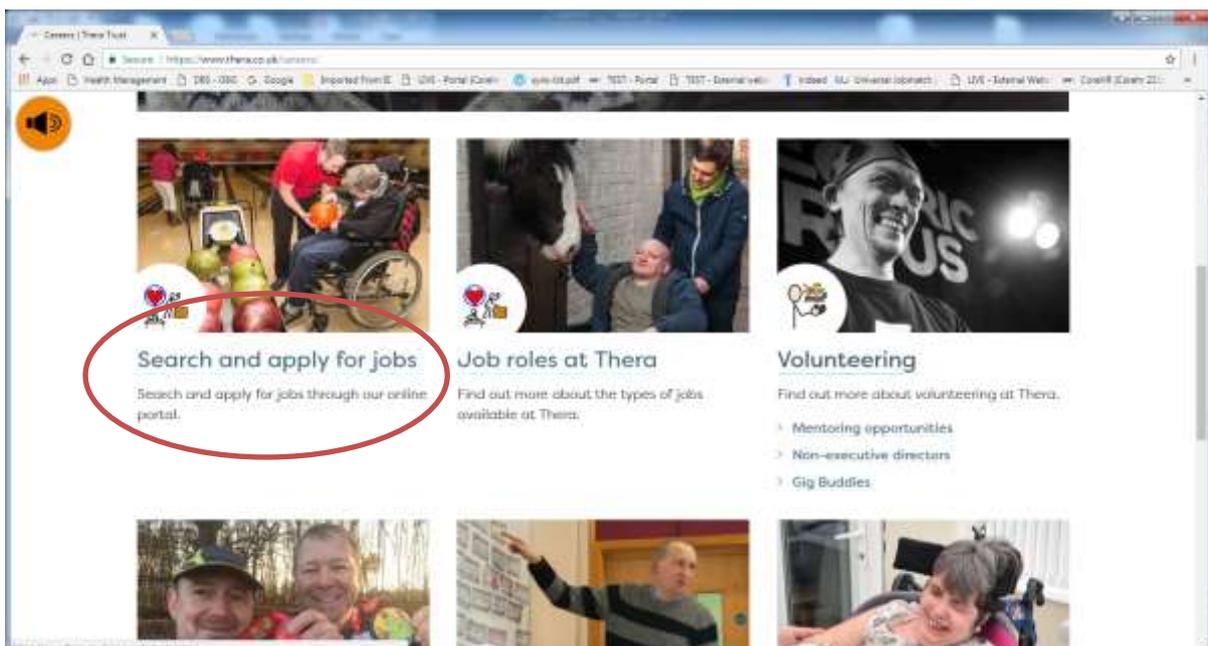
Enter www.thera.co.uk/careers into your web browser



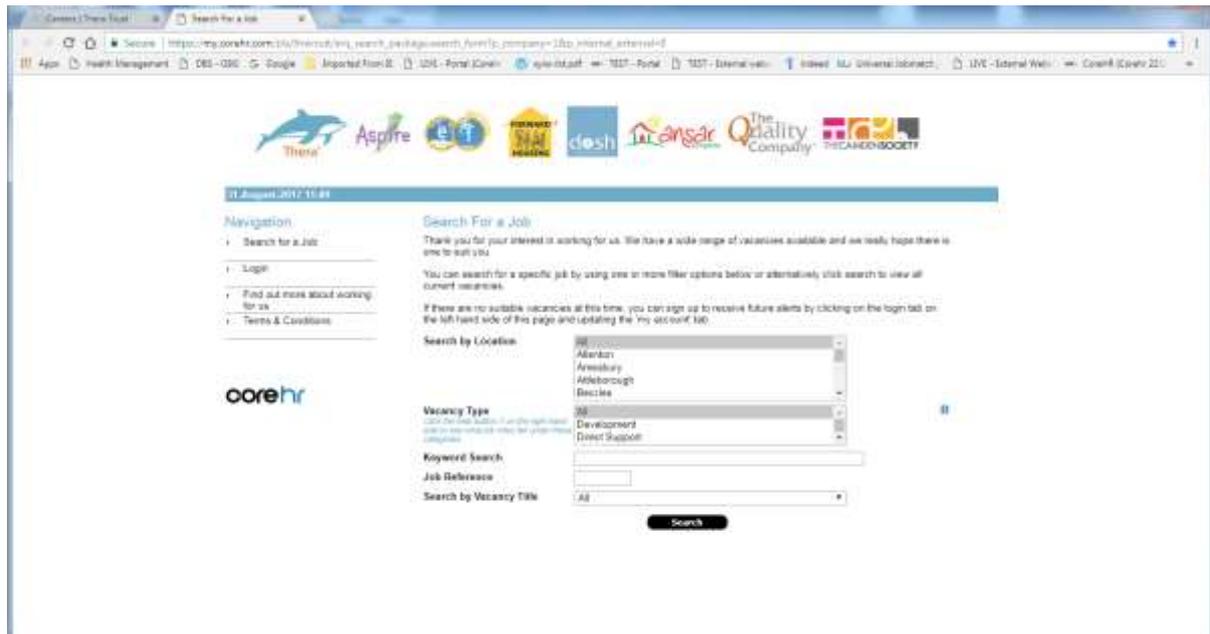
This will bring you to our Thera website



Scroll down the page until you find 'search and apply for jobs' and then click on the wording



This will bring you to our search page.



Here you can search by your location, vacancy type, keyword search, job reference number or search by vacancy title.

Search by Location

All
Allenton
Amesbury
Attleborough
Beccles

Vacancy Type

Click the help button 'i' on the right hand side to see what job roles fall under these categories.

All
Development
Direct Support

Keyword Search

Job Reference

Search by Vacancy Title

All

Search

Searching by location – this will show all jobs available in that area you have chosen.

Searching by vacancy type – this will show you all jobs related by the type of role. Clicking the **i** icon will display the vacancy types as below.

Direct Support - Support Worker and Senior Support Worker
Management - Team Coordinator and Community Support Leader
Senior Management - Operational Manager, New Support Advisor, Managing Director, Service Quality Director, Executive Assistant.
Administration - Facilities, Contracts, Personal Assistant.
Human Resources - Payroll, Human Resources, Recruitment and Learning and Development.
Development - Marketing and Communications Officer, Project Manager, Fundraising, Tendering, Housing Development
Specialist Companies - The Quality Company, DOSH and Forward Housing.

Close

Searching by keyword – this will display any vacancy related to that word.

Searching by Job Reference – each vacancy has a unique job reference number – this will be displayed on all adverts. Searching by this number will take you directly to this vacancy. E.G 005106

Searching by Vacancy Title – this will display all job vacancies by their title.

The screenshot shows a search interface with the following elements:

- Search For a Job**: A heading for the search section.
- Thank you for your interest in working for us...**: A short introductory message.
- You can search for a specific job...**: A message about searching for specific jobs.
- If there are no suitable vacancies...**: A message about where to look if no results are found.
- Search by Location**: A dropdown menu with the following options: All, Exeter (Alphington) Support Worker - Stowmarket -Relief Support Worker's To Join Our Community Support Teams, Weymouth & Upton-Dorset Senior Support Workers, Allenton, Derbyshire - Support Worker(Part Time/Relief), Amesbury- Female Support Workers, Beccles, Kessingland And Lowestoft - Female Support Workers Required, Braintree, Support Worker (Full-time, part-time or relief), Brentwood - Support Worker, Brentwood Community Support - Senior Support Worker, Brightlingsea - Support Worker, **Brixham-Relief Support Worker** (highlighted), Community Support Leader Mildenhall, Darlington Area Of County Durham - Support Worker, Dersingham - Support Workers, Development Coordinator, Dorset-Quality Supporter, Dosh Financial Assistant - Grantham, Lincolnshire, Ely, Cambridgeshire Support Worker, Ely, Support Worker.
- Vacancy Type**: A dropdown menu with the following options: All, Development, Direct Support.
- Keyword Search**: A text input field.
- Job Reference**: A text input field.
- Search by Vacancy Title**: A dropdown menu with the following options: All.
- Search**: A black button at the bottom.

When you have found the vacancy you wish to apply for simply select 'search' at the bottom of the page.

The screenshot shows a search interface with the following elements:

- Search by Location**: A dropdown menu with the following options: All, Allenton, **Amesbury** (highlighted), Attleborough, Beccles.
- Vacancy Type**: A dropdown menu with the following options: All, Development, Direct Support.
- Keyword Search**: A text input field.
- Job Reference**: A text input field.
- Search by Vacancy Title**: A dropdown menu with the following options: All.
- Search**: A blue button circled in red at the bottom.

The vacancy you have selected will display as below.

Your search returned 4 results

Full Time Team Coordinator, Harwich		Apply	
Job reference :	005150	Salary :	£18,155.00 - £21,359.00
Department :	Essex	Contact Person :	Helen Merry
Location :	Harwich	Contact Email :	[Redacted]
Closing Date :	31-Aug-2017	Contact Number :	[Redacted]

Have you ever thought about supporting people with a learning disability to be empowered and in control of their own lives?

Being a Team Co-Ordinator at Thera is all about ... [Click here for more info](#)

Once you are happy that you have chosen the correct vacancy you wish to apply for click 'apply' **Apply**

You will then be transferred to the 'Login' section.

If you are a new user, please click on the 'register now' button.

If you have completed an application prior please 'login'

Login Section

If you are a new user, please click on the 'Register Now' button.

Note: You are required to fill out fields marked with an asterisk *.

Please avoid using the 'back' button on your browser, click the 'Search Vacancies' link on the left hand side to return to the home page.

Email Address *

Password *

Login

[Forgotten Password](#)

Register Now

Registering as a new user

Complete all fields with an *

Then click the small tick box for the terms and conditions and click register to continue.

Register New User

Please register below in order to apply for a vacancy, please note the system cannot process email addresses with any special characters such as *,!~#.

Forename *

Surname *

Email Address *

Password *
Letters and Numbers only

Re-enter Password *

By clicking on the checkbox you agree to the [Terms & Conditions](#) as outlined in the document *

Register

Once registered a Personal Details section will appear which will generate some of your personal details. Please complete all the fields marked with an *

Personal Details

Amesbury- Female Support Workers

Applicants Personal Details

Title *
Enter your title

Forename *

Middle Name 
Enter your middle name

Surname *

Preferred Name

Address Line 1 *

Address Line 2

Town *

County *

Post Code *

Country *

Mobile * 
Enter your mobile number

Email * Kerry.Measures@thera.co.uk 

[Return to Summary](#)

[Save and Next](#)

Once completed, click save and next. This will then bring you to the application. Here you will have a series of sections you must complete. Those sections are marked with 'Required' or 'Optional'

Your Application

Amesbury- Female Support Workers

Section	Completed
Personal Details	✓
Career History	Required
Reference Details	Required
Questionnaire Section	Required
Qualification Details	Optional
Statement of Application	Required
Equal Opportunities Monitoring	Required
CV and Covering Letter Upload	Optional

[Save for later](#)

[Print Friendly Summary](#)

To complete each section please click on the wording – i.e ‘Career History’ this will then allow you to complete the section.

Section	Completed
Personal Details	✓
Career History	Required
Reference Details	Required
Questionnaire Section	Required
Qualification Details	Optional
Statement of Application	Required
Equal Opportunities Monitoring	Required
CV and Covering Letter Upload	Optional

Save for later **Print Friendly Summary**

Once you have clicked on this section it will give you a detailed description of what we require. It is **IMPORTANT** that you provide us with the detail required for CQC (Care Quality Commission) purposes.

Career History

Amesbury- Female Support Workers

We need to know all of your employment history since you left education.

Please detail below your employment history starting with the most recent and adding in additional lines for the remainder. We need to know reasons for any gaps in employment, however long or short these may be. Please explain these gaps by adding a line and in the employer name type 'Gap in Employment', please state the start date and end date of this gap and put reasons in the main duties and responsibilities section.

If you would prefer, you can upload a cv or another document that contains all of your employment history using the cv/covering letter upload facility within this application however, please ensure any gaps are detailed.

 Add Employment Detail

Return to Summary

Most sections will ask you to add detail, in this case please click the ‘green’ cross and complete the fields.

 Add Employment Detail

Career History

- Please complete all fields with an *
- Please complete all your employment history since leaving full time education.
- Please detail all gaps – i.e bringing up children, job searching, ill health.
- If you are uploading a CV please add your most current employer to this section.

Career History

Amesbury- Female Support Workers

We need to know all of your employment history since you left education.

Please detail below your employment history starting with the most recent and adding in additional lines for the remainder. We need to know reasons for any gaps in employment, however long or short these may be. Please explain these gaps by adding a line and in the employer name type 'Gap in Employment', please state the start date and end date of this gap and put reasons in the main duties and responsibilities section.

If you would prefer, you can upload a cv or another document that contains all of your employment history using the cv/covering letter upload facility within this application however, please ensure any gaps are detailed.

Employer Name *	<input type="text"/>
Employer Address *	<input type="text"/>
Position Held * <i>Type in GAP if its a gap in employment</i>	<input type="text"/>
Start Date (DD/MM/YY) *	<input type="text"/> 
End Date (DD/MM/YY)	<input type="text"/>  
Reason for Leaving * <i>Please type N/A if you are still employed</i>	<input type="text"/>
Main Duties and Responsibilities	<input type="text"/>
Nature of Business	<input type="text"/>

Employment Summary **Save and Add Another** **Save and Next**

Reference Details

- Please mark all fields with an *
- Please supply 2 references – one which must be your most current employer and the other a character reference (someone you have known for 6 months or more who is NOT a relative) or your previous employer details.

Reference Details

Amesbury- Female Support Workers

Please give details of two referees, at least one of who should be your current or last employer.

Referees should be relevant persons, such as a tutor from college or university, or other previous employer. We will ask your referees for comments on your suitability for the post and details of your attendance, sickness and salary.

Title *	<input type="text"/>
Forename *	<input type="text"/>
Surname *	<input type="text"/>
Company name if this is an employment reference * <small>Please type N/A if this is not an employment reference</small>	<input type="text"/>
Phone No *	<input type="text"/>
Email Address *	<input type="text"/>
Can we make contact if we offered you a job? <small>Tick for yes</small>	<input type="checkbox"/>
Capacity in which you know this person <small>This could be a line manager/ neighbour etc</small>	<input type="text"/>

[Return to Summary](#)

[Save and Add Another](#)

[Save and Next](#)

Questionnaire Section

- Please complete all fields with an *
- If you cannot complete/answer the question please write N/A
- This section includes details for the DBS update service, if you have this detail please supply this as this will speed the process for successful applicants.

Questionnaire Section

Amesbury- Female Support Workers

We would like to ask you some questions to find out a little more about you. The answers to these questions will help us direct your application to the relevant manager within our company.

Mandatory Questions

Are you aged 18 or over? *

Yes No

Are you entitled to work in the UK? *

Yes No

Do you have/require a work permit? *

Yes No

If yes, when does this expire and do you have a restriction on the number of hours you are able to work?

950 Characters Left

Where did you see the vacancy advertised? *

If I am offered and accept a post with Thera Group, I give permission for my ID photo to be used for alternative purposes within Thera including sharing with partner organisations *

Yes No

If I am offered and accept a position with Thera Group, I give my permission for my personal email address to be used for alternative purposes within Thera including sharing with partner organisations (such as our pensions administrator). Thera will never share your details with any other third party not connected with your employment. *

Yes No

If you have been recommended by a Thera employee? If so, please state their name.

950 Characters Left

Data Protection Statement

I confirm I have been informed, that my work status check may be carried out and I give permission for my personal information to be shared with the UK border

Statement of Application

- Please provide a short summary of the reasons behind your application for the job

Statement of Application

Amesbury- Female Support Workers

Please use this space to explain why you are interested in this post and what you can bring to it. This should include your experience (paid or unpaid) that is relevant to the person specification and competencies.

Comments

Back

Save and Next

Equal Opportunities Monitoring

- Please complete all fields marked with an *
- This section requires your national insurance number
- Please complete in format **AB123456B** (no spaces and please use capitals)

Equal Opportunities Monitoring

Amesbury- Female Support Workers

Our policy is to ensure that no applicant or employee receives less favourable treatment because of, or is disadvantaged by, any conditions that cannot be shown to be justifiable. To assist us in checking that this policy is carried out and for that purpose only, it would help if you would complete the following. You are under no obligation to complete this section. It will not affect your application in any way and will not be used when shortlisting candidates for interview.

Disabled	<input type="text" value="Prefer not to say"/>
Disability 1	<input type="text"/>
Disability 2	<input type="text"/>
Nature of Disability	<input type="text"/>
Gender	<input type="text" value="Prefer not to say"/>
Nationality	<input type="text"/>
NI Number *	<input type="text"/> ⓘ

Section Not Applicable

Return to Summary

Save and Next

Submitting your application

Once you have completed all sections they will display a ✓ against them.

It will then ask you to tick the box for the Terms and Conditions.

Your Application

Amesbury- Female Support Workers

Section	Completed
Personal Details	✓
Career History	✓
Reference Details	✓
Questionnaire Section	✓
Qualification Details	Optional
Statement of Application	✓
Equal Opportunities Monitoring	✓
CV and Covering Letter Upload	Optional

By clicking on the checkbox you agree to the Terms & Conditions as outlined in the document

Save for later

Print Friendly Summary

Submit

By clicking on the checkbox you agree to the Terms & Conditions as outlined in the document

Save for later

Print Friendly Summary

Submit

Once you have ticked the box you can submit your application ready for the manager of that vacancy to view.

By clicking on the checkbox you agree to the Terms & Conditions as outlined in the document

Save for later

Print Friendly Summary

Submit

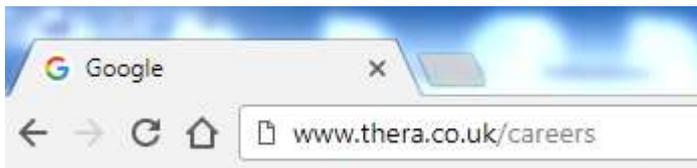
You will receive an email once you have submitted your vacancy to confirm this has been sent.

A manager will then be in touch with you within 48 hours of you submitting your application. If someone does not contact you within this time please call The Recruitment Team on 0300 303 1280.

Once your application has been submitted you cannot amend or delete this. Should you need to add additional information please email this to hrrecruitment@thera.co.uk.

Returning to review/amend your application

Enter www.thera.co.uk/careers into your web browser



Scroll down the page until you find 'search and apply for jobs' and click the wording

This will then take you to the search page.

Click 'Login'

Navigation

- > Search for a Job

- > Login

- > Find out more about working for us

- > Terms & Conditions

Enter your email address and password

Login Section

If you are a new user, please click on the 'Register Now' button.

Note: You are required to fill out fields marked with an asterisk *.

Please avoid using the 'back' button on your browser, click the 'Search Vacancies' link on the left hand side to return to the home page.

Email Address *

Password *

Login

Forgotten Password

Register Now

Click 'Login'

If you have forgotten your password enter your email address and click 'forgotten password' this will then email you a temporary password. **Check your junk and spam mail folders for this.**

Once logged in, click application history

Navigation

- > Search for a Job

- > Application History

- > My Account

- > Reset Password

- > Logout

- > Find out more about working for us

- > Terms & Conditions

This will then display all of the applications you have submitted.

Application History Section

Vacancy ID	Vacancy Description	Completion Date	Application Status	Delete	Actions	Details
004266	Amesbury- Female Support Workers		Application not Submitted	X		
003443	Communications Assistant	18-MAY-17, 11:54	Application Submitted			
003342	Pa To Director Of Operations	09-MAY-17, 11:01	Application Submitted			

Here you can see the vacancy ID, vacancy description, completion date, application status, delete, actions and details.

Clicking on the magnifying glass under details will bring up your application to view. Or here you can amend if the status is NOT submitted.

Clicking on the 'X' will delete the not un-submitted application.

Application status

Application not submitted – this means you have created the application but not sent to the organisation.

Application Submitted – Your application has been sent to the organisation on the completion date.

Application Cancelled – The vacancy has ended and closed. Please complete and 'Print Friendly Summary' and email to hrrecruitment@thera.co.uk or send by post to

Thera Trust
The West House
Alpha Court
Swingbridge Road
Grantham
Lincolnshire
NG31 7XT

Print Friendly Summary