

# Handy tips for applying for a job with North Ayrshire Council

Focus. Passion. Inspiration.



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## 1. Where do I apply for a job with North Ayrshire Council?

We advertise all of our [vacancies on My Job Scotland](#). To apply for a job, you will be required to create an account.

## 2. How do I create a myjobscotland account?

You will need:

- 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)

**Handy tip:** make sure your email address is professional.

This information will be stored automatically against your account, so there is no need to re-enter the same information for future applications.

## 3. How do I search for a job?

You can search for a job using the filter tool on the left side of the website. Once you have found a job you are interested in, you can select it as a favourite by clicking on the gold star at the top right of the job advert.

## 4. How do I set up a job alert?

- Login to your account.
- Select the tab/section at the top named 'my searches and alerts'.
- You can then name your alert and select your criteria. Once finished, select 'Save'.

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

**Handy tip:** Avoid making your criteria too restrictive as jobs can fall under multiple categories.

## 5. 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:

### 5.1 Background details

- **Referee contact details** – these should include people who can provide a work, character, or school reference.
- **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.

- **Work history** – a record of your last three 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.
- **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.

## 5.2 Application Questions

You will be expected to tell us why you're the ideal candidate for the job. We ask you to demonstrate our stall values which are **Focus, Passion and 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 on our Staff Values and Behaviours page on our website.

**Handy tip:** Don't assume we know anything about you, ensure you have included everything in your application form.

## 6. How do I edit my account?

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

## 7. 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 libraries section of the website for days and times.
- Employability hubs:
  - Stevenston Library
  - The Ayrshire Community Trust, Ardrossan
  - Kilbirnie Library
- [Skills Development Scotland](#)
- [Care and Support North Ayrshire](#)
- [Business Gateway](#)
- [Citizens Advice](#)
- [Community Enterprise in Scotland \(CEIS\)](#)