

USING COTSWOLD ARCHAEOLOGY'S RECRUITMENT PORTAL

Register on the Portal

To be able to apply for positions through our recruitment portal you need to be registered as a user. To do this visit <https://cotswoldarchaeology.ciphr-irecruit.com/Applicants/> and click on the REGISTER button.

- Enter all the information requested in the 'Personal Details' page.
- If you wish to receive emails when new vacancies are added to the portal, select your preferences under the categories listed. If you want to select more than one, hold down the CTRL key whilst selecting the options.
- Read the GDPR privacy notice and if you are happy with the contents click in the box to agree
- Read the Terms and Conditions, and if you are happy with the contents click in the box to agree
- Click on REGISTER

Applying for a Vacancy

- Click on SIGN IN
- Enter your login details
- Click on VACANCIES, and any active vacancies will be listed.
- Click on VIEW DETAILS to view the details of the vacancy.
- To review the Job Description for the vacancy, click on the JOB PROFILE DOCUMENT
- To submit an application, click on APPLY NOW
- Answer the Eligibility question. NOTE CA will not be able to recruit new employees from outside the UK after the 1 January 2021. Confirm your answer
- Confirm if you are currently working for CA.
- Enter all the information requested on the 'Personal Details' screen. If the CV and Cover letter option has an * this means you need to attach one to apply. If there is no * you can still attach a CV and cover letter if you wish.
- Click on SAVE, and then click on NEXT.
- **NOTE** We advise applicants to click on SAVE after entering information at each step, this will ensure your information is not lost.
- Enter your 'Education Qualifications', click on ADD NEW QUALIFICATION and fill in the details as requested. After entering a single qualification, click on SAVE. Then if you have more qualifications to enter click on ADD NEW QUALIFICATION and make sure to click on SAVE after each entry.
- Once all qualifications are entered click on NEXT
- Enter your 'Employment History', click on ADD NEW EMPLOYER and fill in the details as requested. After entering a single employer, click on SAVE. If you have more employment history to add click on ADD NEW EMPLOYER and enter further details. Make sure to click SAVE after each entry.
- Once your employment history has been entered click on NEXT
- Answer the questions on the 'Additional Information'. Click on SAVE and then click on NEXT.
- Answer the questions on the 'Declaration' page. Click on SAVE and then click on NEXT.

- You will need to provide the details of at least 2 references on the 'References' page. Click ADD NEW REFERENCE.
- Enter all the mandatory information and as much of the optional information as possible. Click on SAVE. Then click on ADD NEW REFERENCE to add additional referee information.
- Click on SAVE and click on NEXT.
- Complete the 'Equality and Diversity' information. For all questions there is a 'Prefer not to say' option that can be chosen. Click on SAVE and click on NEXT.
- The information you have entered for your application will now be displayed. Check all the information is correct. If you notice any errors you can click on PREVIOUS to go back and make changes. Make sure to click on SAVE if you do make any changes.
- Once you are happy all the information is correct click on SUBMIT