
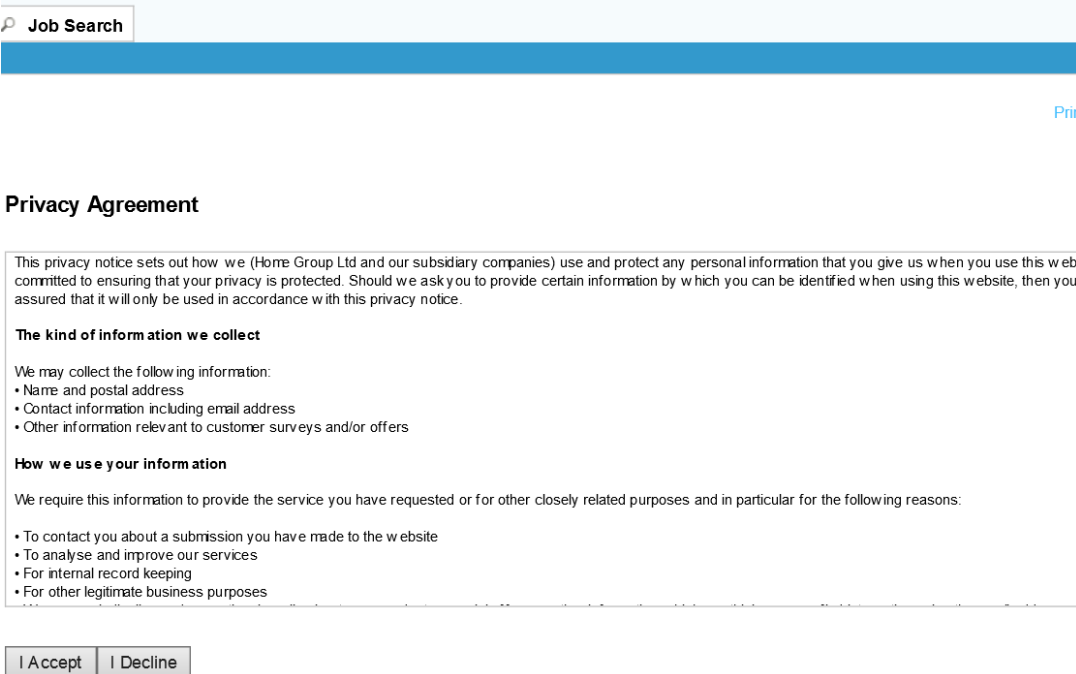



Candidate Support;

Applying for a role – External Candidate

Step	Action																				
1	All external jobs are available on our website at www.homegroup.org.uk																				
1	<p>Please find the role you wish to apply for and click on apply</p>  <p>The screenshot shows a search results interface with a 'Save this Search' button, a 'Sort by' dropdown set to 'Relevancy', and a 'Descending' order dropdown. Below is a table of job listings:</p> <table border="1"> <thead> <tr> <th>Requisition Title</th> <th>Location</th> <th>Unposting Date</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Apprentice - Business Administration</td> <td>Tyne and Wear-Newcastle upon Tyne-Newcastle upon Tyne (Gosforth Park Way)</td> <td></td> <td>Apply</td> </tr> <tr> <td>Apprentice - Health and Social Care</td> <td>Warwickshire-Stratford upon Avon-Stratford Upon Avon (Evesham Place)</td> <td>15.Sep.16</td> <td>Apply</td> </tr> <tr> <td>Administrator</td> <td>Tyne and Wear-Newcastle upon Tyne-Newcastle upon Tyne (Gosforth Park Way)</td> <td>14.Sep.16</td> <td>Apply</td> </tr> <tr> <td>Administrator</td> <td>County Durham-Durham-Durham (Mercury House)</td> <td>14.Sep.16</td> <td>Apply</td> </tr> </tbody> </table>	Requisition Title	Location	Unposting Date	Actions	Apprentice - Business Administration	Tyne and Wear-Newcastle upon Tyne-Newcastle upon Tyne (Gosforth Park Way)		Apply	Apprentice - Health and Social Care	Warwickshire-Stratford upon Avon-Stratford Upon Avon (Evesham Place)	15.Sep.16	Apply	Administrator	Tyne and Wear-Newcastle upon Tyne-Newcastle upon Tyne (Gosforth Park Way)	14.Sep.16	Apply	Administrator	County Durham-Durham-Durham (Mercury House)	14.Sep.16	Apply
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2	<p>Please read the privacy agreement and click on accept</p>  <p>The screenshot shows a 'Job Search' input field, a 'Print' link, and a 'Privacy Agreement' section. The agreement text states: 'This privacy notice sets out how we (Home Group Ltd and our subsidiary companies) use and protect any personal information that you give us when you use this website committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy notice.'</p> <p>The kind of information we collect</p> <p>We may collect the following information:</p> <ul style="list-style-type: none"> • Name and postal address • Contact information including email address • Other information relevant to customer surveys and/or offers <p>How we use your information</p> <p>We require this information to provide the service you have requested or for other closely related purposes and in particular for the following reasons:</p> <ul style="list-style-type: none"> • To contact you about a submission you have made to the website • To analyse and improve our services • For internal record keeping • For other legitimate business purposes <p>At the bottom of the agreement are two buttons: 'I Accept' and 'I Decline'.</p>																				
3	You will need to click on new user to create an account																				

	<p>Mandatory fields are marked with an asterisk.</p> <p>*User Name <input type="text"/></p> <p>*Password <input type="text"/></p> <p>Forgot your user name? Forgot your password?</p> <p>Login New User</p>
4	<p>Please complete the below fields, you will need to ensure your username and password is unique. Please ensure your password includes capital letters, numbers and a symbol.</p> <p>An example password - P4ssword!</p> <p>Mandatory fields are marked with an asterisk.</p> <p>*User Name <input type="text"/></p> <p>*Password <input type="text"/></p> <p>*Re-enter Password <input type="text"/></p> <p>Email Address <input type="text"/></p> <p>Re-enter Email Address <input type="text"/></p> <p>Register Cancel</p>
5	<p>Please ensure that you complete all of the below sections</p> 
6	<p>Once all of the sections have been completed please review your application and submit. You must ensure that your application is fully submitted, if this is not complete your application will not be reviewed and considered for the role.</p>