How to apply for a job

How do I search for a job?

Interested in a career with CLIC Sargent? All you have to do is click on 'Latest opportunities' on the jobs page and search for jobs using any one or all of the following filters.

- By job function, to view jobs in a particular specialist area
- By region, to view jobs close to you
- By job type, to view permanent, temporary or causal / zero hours jobs

Sort the jobs based on title, job function, region / location, job type and closing date for easy reference.

Too confusing? Why not search using free text, to find key words in the role profile that match your skills.

What if none of the current vacancies are appropriate for me?

You can register for job alerts by entering your name and email address and selecting types of roles, locations and job functions that you are interested in. You will automatically receive notifications when we have vacancies that match your search criteria.

If I'm interested in applying for a job, how do I proceed?

After you have reviewed the role profile and the job description, if you would like to apply for the role, just click on the 'Apply for this role' link at the bottom of the page.

If you find a role that you think would be of interest to a friend, you can share the details via LinkedIn, Facebook, Twitter, email and other such social media by selecting the appropriate social media from the list provided against the 'Share this page' option.

How do I apply?

Upon clicking on 'Apply for this role', you may be asked to answer initial questions that are essential for the role. You will not be able to return to these questions at a later stage so please answer them carefully at this point. Once you have answered these questions or if there are no questions for a particular role, you will be directed to the login page. If you have already registered your details on the careers website, please use your usual login details. If you have not registered previously, you can do so under the 'First Time Applicant' section.

Once you have logged in, you will be taken to the application form for the role that you have selected. This application form needs to be completed for you to be considered for the selected role. You could export details from your LinkedIn profile to populate the data fields in the application form. No LinkedIn profile? No worries, you can just type in the details yourself. Any information you have previously populated will be shown in the new application form for the position you are now applying to.

Please complete as much of the application form as you can. Each section has a 'Tick here to mark this section as completed' option. This must be ticked on each of the sections when saving, before you will be able to submit your completed application form. Remember, you can come back to the application form at any time via the Login page once you have created an account, to change contact details or complete the form at a later date.

Once you have completed all sections, a 'Submit Application' button will appear in the 'Submit & Declarations' section, allowing you to submit your application form to CLIC Sargent. Once submitted, you can view your application in the 'My Applications' section, however, you will not be able to modify the application form for that specific role.

The 'My progress updates' section has all details of any communication emails we have sent to your registered email address. If your application has been shortlisted and you have been invited for an interview, you would be able to book interview dates in this section.

Do I have to apply online?

Yes, applications will only be accepted via the online process.

What email address should I use?

You can use any email address as long as it is unique to you. We use your email address to identify you, so please use an address that you have regular access to and isn't shared with anyone else

What if I forget my password?

If you do forget your password at any time, you can simply request a new one by clicking on 'forgotten your password' link on the login page and providing your registered email address. An email with a link to reset your password will be sent to your email address.

What do I do if I have difficulties applying online?

If you are unable to apply online for any reason, please contact our recruitment team who can assist you via recruitment@clicsargent.org.uk or call 0208 752 2901.

Can I apply for a job by sending my CV instead of the application form?

No, there is no scope to accept CVs in the CLIC Sargent recruitment process. You must submit the completed application form, if you wish to be considered for a specific role.

Can the application form be downloaded?

No, unfortunately it is not possible to download our forms. If you are having difficulties applying online, please call our recruitment team on 0208 752 2901 or email recruitment@clicsargent.org.uk

How will I know if my application has been submitted correctly?

You can check this by logging onto your application profile on the CLIC Sargent website, and checking the 'My Applications' section. Once you have logged in, your most recent application will automatically appear on the screen. Below this is the current status of your most recent application. If it says 'Submitted', you have completed your application correctly. If it says 'Incomplete Application' this means that you have not completed all 'Sections' of the application. If so, you will need to check each section and 'tick it as completed', in order to submit the application.

When will I receive a response after I have completed my application?

You will automatically be emailed to acknowledge receipt of your application. We notify all candidates by email if they have been unsuccessful in their application for a role with us.

Feedback:

We value your feedback and encourage you to send us your input on how we can make the application and recruitment process an enjoyable experience for you. You can provide your feedback against the vacancy advertisement on the latest opportunities page.