

Candidate support; applying for a role

Here's some simple step by step information on how to complete your application for one of our roles.

Step 1

All jobs open for Non Home Group colleagues to apply for, can be seen on our **careers pages on our website**.

Step 2

Find the role you want to apply for and click on apply



Step 3

Please read our privacy agreement and click on I Accept



Step 4

Click on **New User** to create an account if you've not applied for a Home Group job before

!	Welcome. You are not signed in.	
	₽ Job Search	
	Login	
	To access your account, please identify you "New User" and follow the instructions to cr	
	Already king for Home Group? Please log in details already provided.	
	Mandatory fields are marked with an asterisk.	
	*User Name	
	*Password	
	Forgot your user name? Forgot your password?	
	Login New User	

Step 5

Please complete the below fields, make sure your username and password are unique.

Your password needs to include at least 1 CAPITAL letter, 1 number and 1 special symbol for example ! or * Unfortunately, you can't have any repeating characters An example password might be Welcome01!

Mandatory fields are marked with an asterisk.
<mark>∗</mark> User Name
*Password
*Re-enter Password
Email Address
Re-enter Email Address
Register Cancel

Step 7

Once you have completed all the steps please review your application summary in the **"Last Step"** page and click on **Submit**.



Be sure to check you've clicked submit, otherwise your application will show as incomplete to our hiring managers, and you could miss out on this brilliant role!

Step 8

You should now see the following to confirm we have your application.

₽ Job Search	My Jobpage Offers Tasks		
Thank You			
Application cor	npleted		
We have now re be quicker (or lo application furthe	ceived your completed job application. Our managers aim to review all applications within 2 weeks, but sometimes this can nger). We'll update you as soon as possible on the next steps, or will let you know if we won't be progressing with your er at this time.		
If you have any	questions about your application, then drop us a note on email to recruitment@homegroup.org.uk		