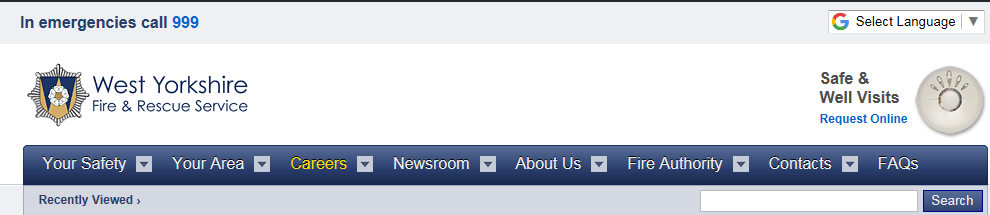
**CANDIDATE EXPERIENCE:  
Navigate to the website or enter the following link to your browser address bar:**Visit website: [**www.wyfs.co.uk/careers/vacancies/**](http://www.wyfs.co.uk/careers/vacancies/)

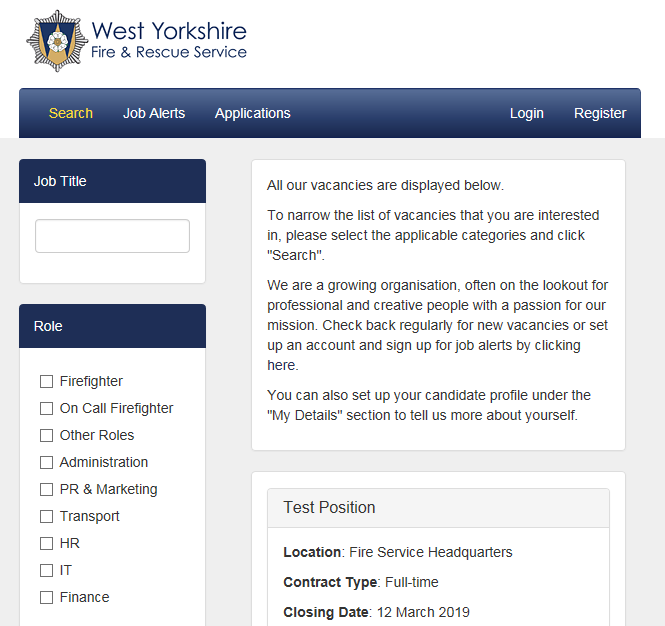


Click to **apply** for the position you are interested in

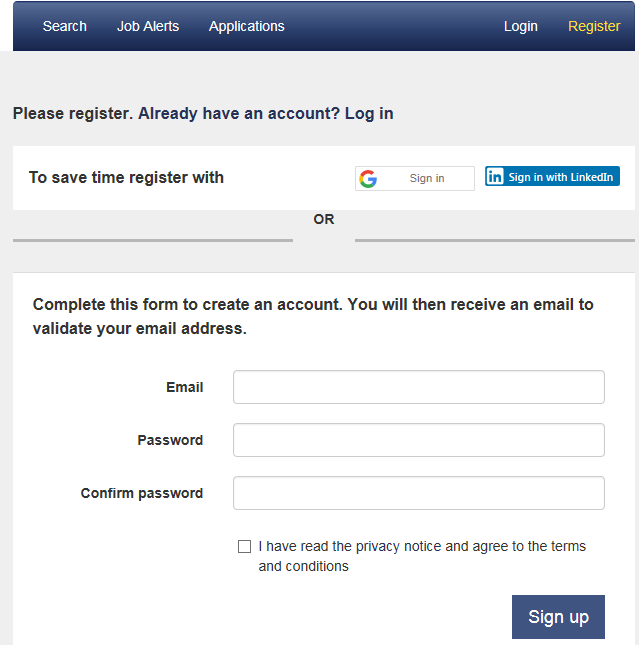
You will be re-directed to AccessRecruit.

The direct link for which is

<https://isw.changeworknow.co.uk/west_yorkshire_fire_and_rescue_service/vms/e/careers/search/new>



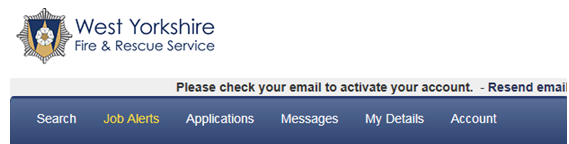
Click **Register** top right of page 



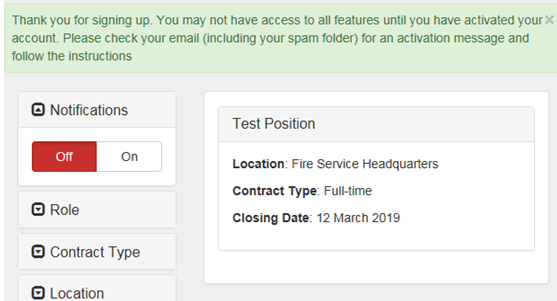
Complete all your details and tick the box for **privacy notice** and click **Sign up**

**You will receive an email to validate your email address**

This screen appears:  
**Validate account to activate**



Name 



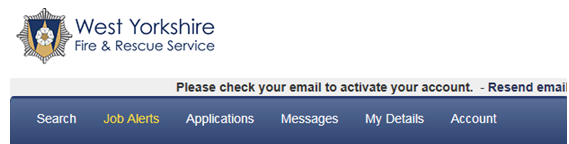
**Validate your account** by clicking on the email received **click here** see below:



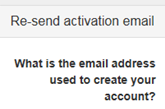
Your email address will show here

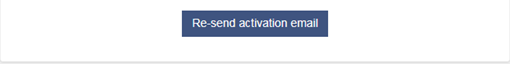


**If you do not receive an email: Please double check your Spam/Junk mail folder in your email OR  
Click Resend Activation email** 



Name 

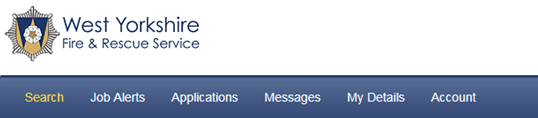
Box with email address



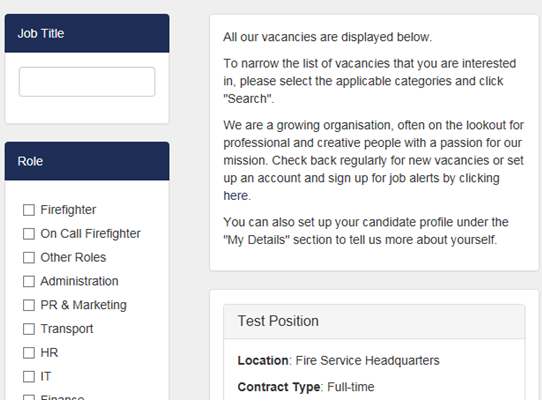
**Once you have registered log into your account at the address below to apply for a position**:

<https://isw.changeworknow.co.uk/west_yorkshire_fire_and_rescue_service/vms/e/careers/search/new>

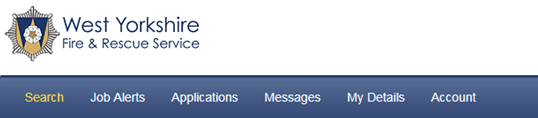
Click on the Position to apply for: e.g. Test Position



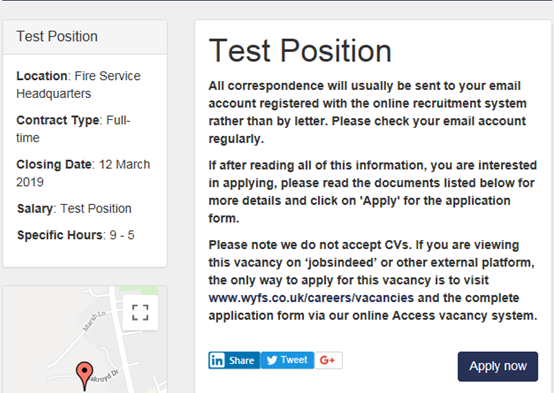
Name 



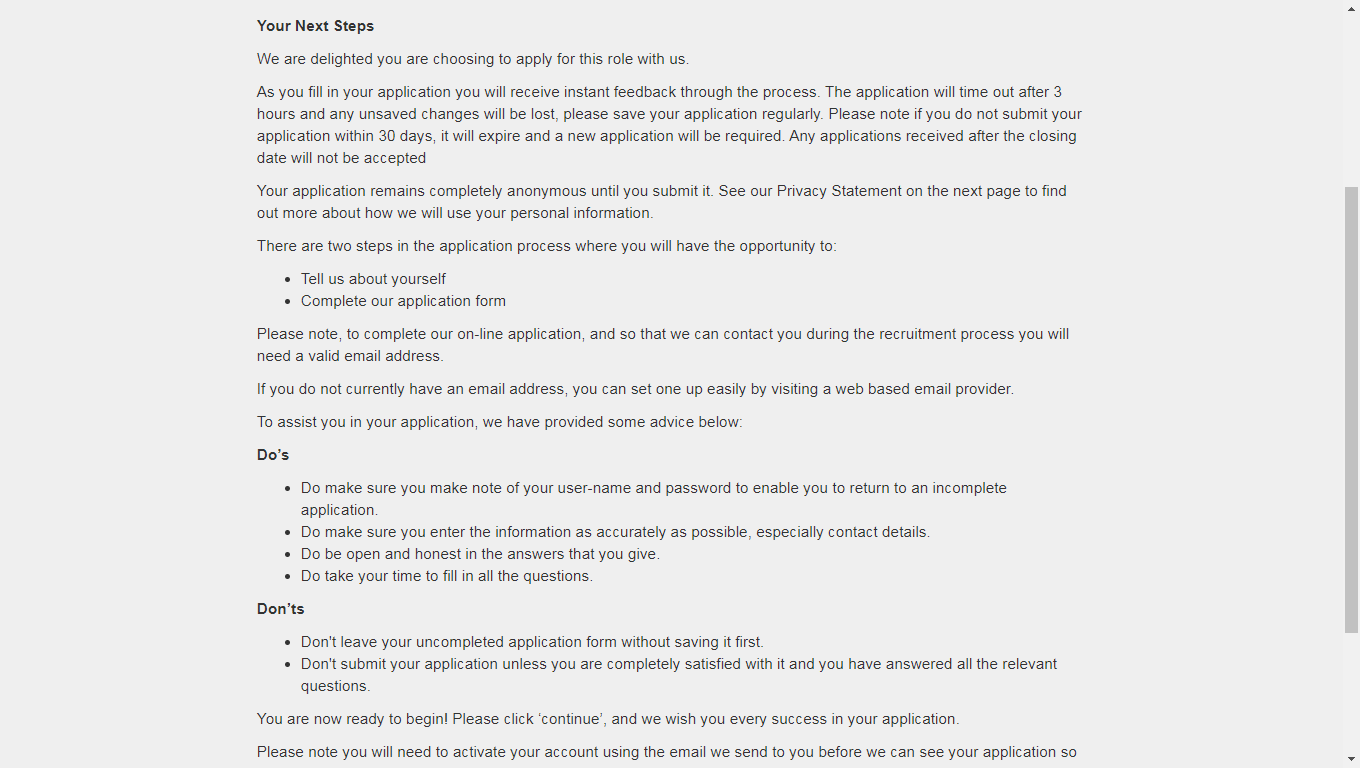
Click **Apply Now** 

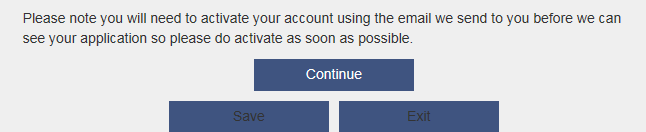


Name 



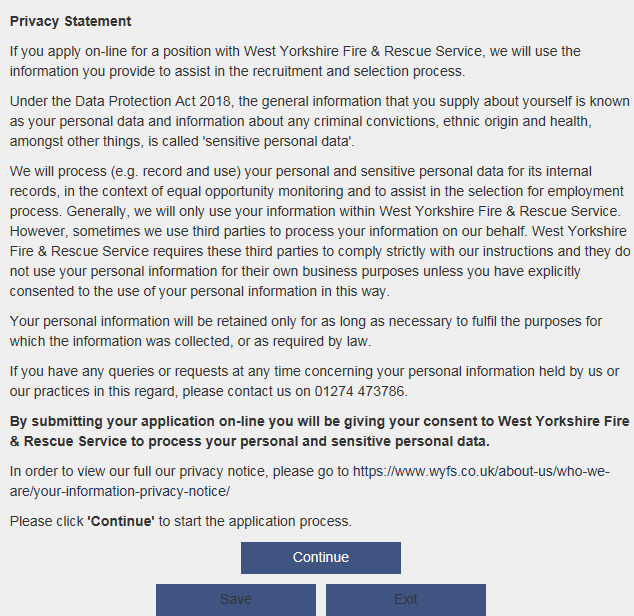
**Information/Guidance about your application:**





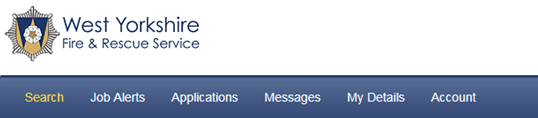
Click **Continue**  

**Data Protection and Personal Information:**

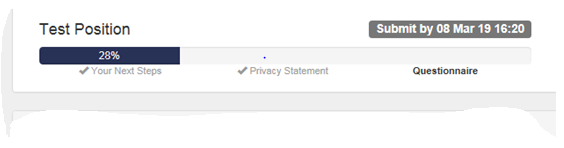


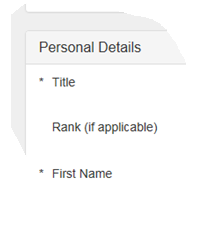
Click **Continue** 

**Complete Personal Details:**



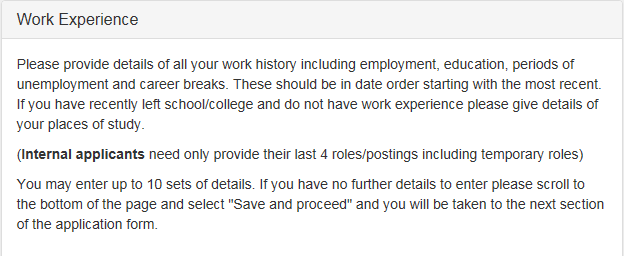
**Name** 





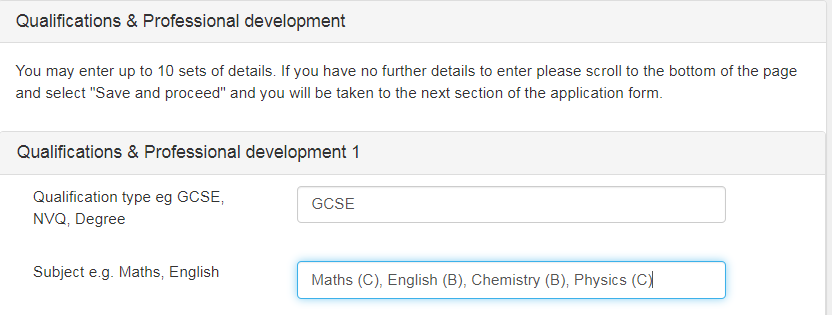
Click **Continue** at the bottom of each page, you can **Save** as you go along 

**Complete Work Experience:**



Click **Continue** at the bottom of each page, you can **Save** as you go along 

**Complete Qualifications:**



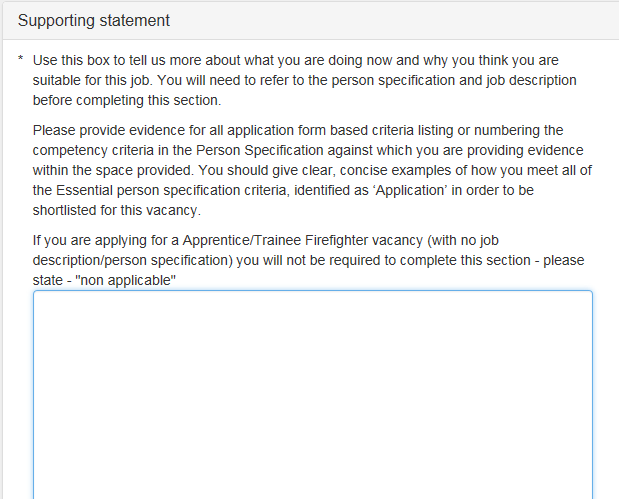
Click **Continue** at the bottom of each page, you can **Save** as you go along 

(please note should you wish to return to this or any section to make amends before submitting your application, an opportunity is available in the ‘declaration’ section of the application to ‘modify answers’, as shown on [page 14](#DeclarationSection) of this guide).

**Complete Supporting Statement:**

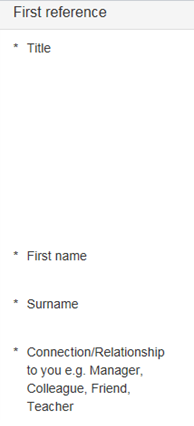
Please note the application will time out after 3 hours, please save your application regularly. Candidates are advised to complete their supporting statement in Microsoft Word and then transfer the text into the supporting statement section of the application form.

To address the supporting statement please refer to **Person Specification** uploaded with the vacancy.

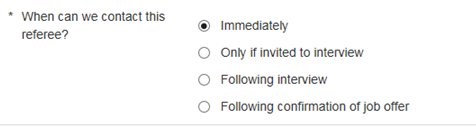


**Complete References:**

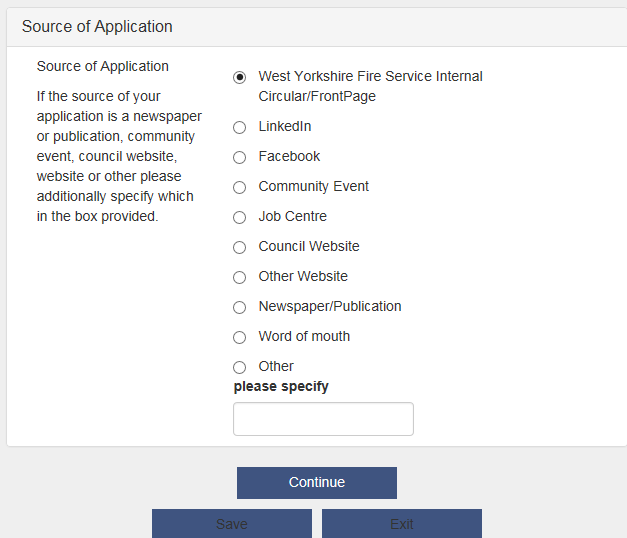
**TIP: MUST COMPLETE TWO REFEREES WITH FULL DETAILS**



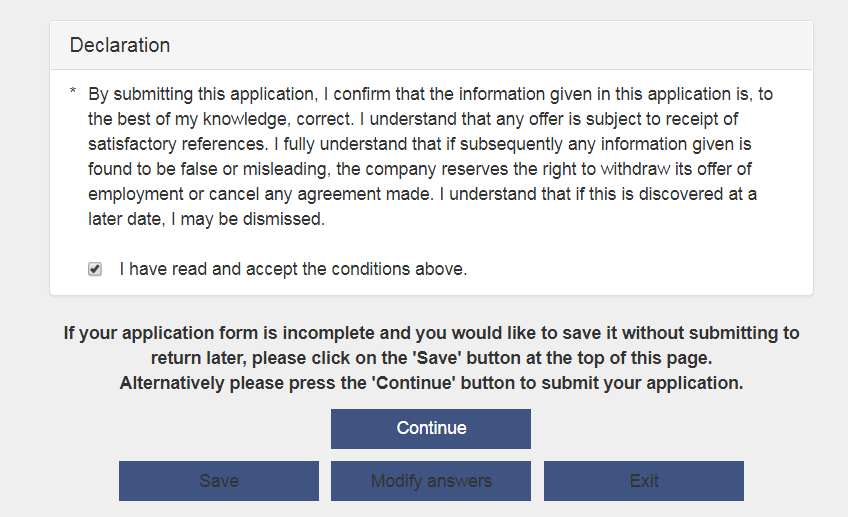




**Complete Source of Application:**



**Complete Declaration**

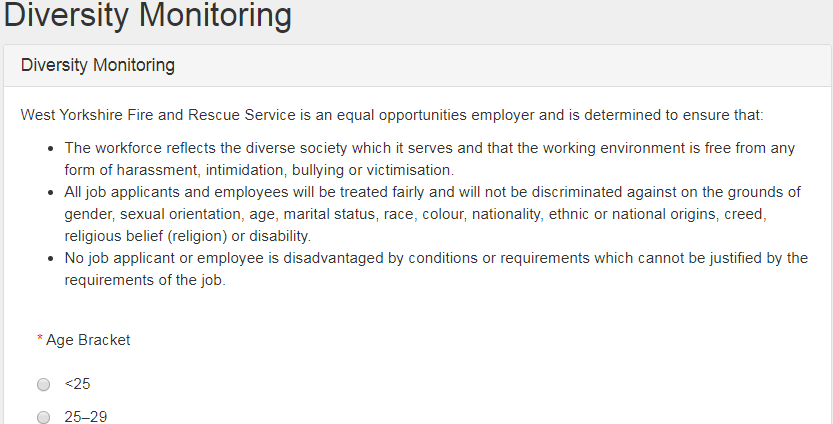


If your application is incomplete and you would like to save it without submitting to return later, please click on the  button at the top of this page.

If you would like to go back and amend your answers and review your application before submitting please press 

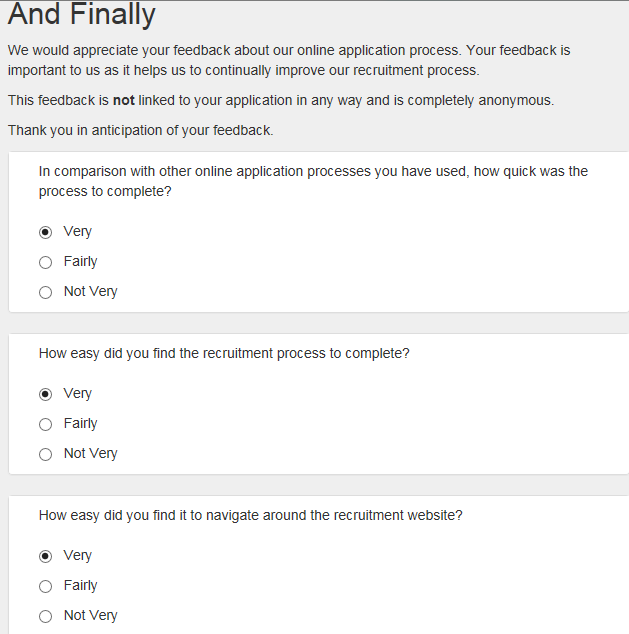
If your application is **complete** press  to **submit** your application. Please note once you submit your application you will not be able to amend your application.

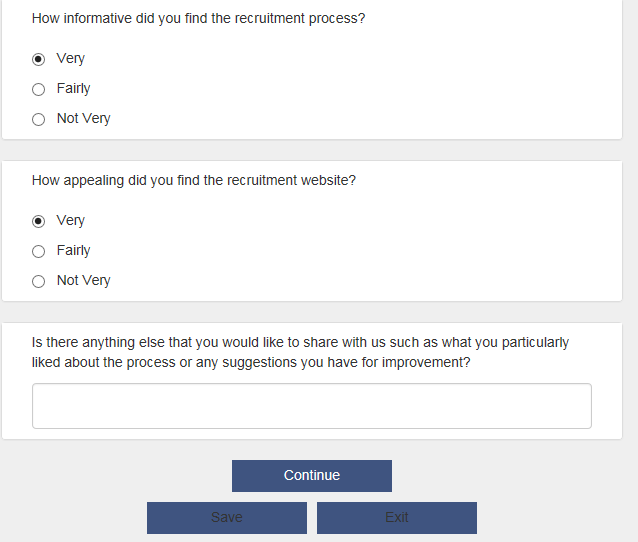
**Complete Diversity Monitoring:**



Click **Save & Proceed**  

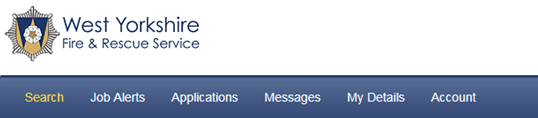
**Complete Feedback:**



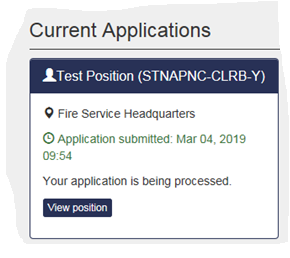


Click **Continue** at the bottom of each page, you can **Save** as you go along 

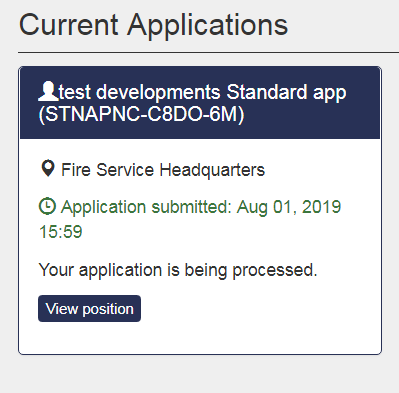
This will take you back to your **Current Applications screen:**



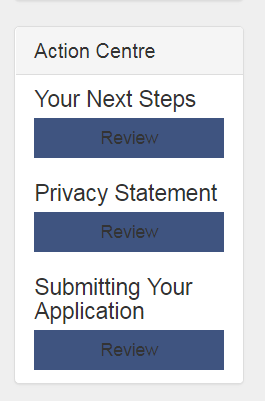
Name 



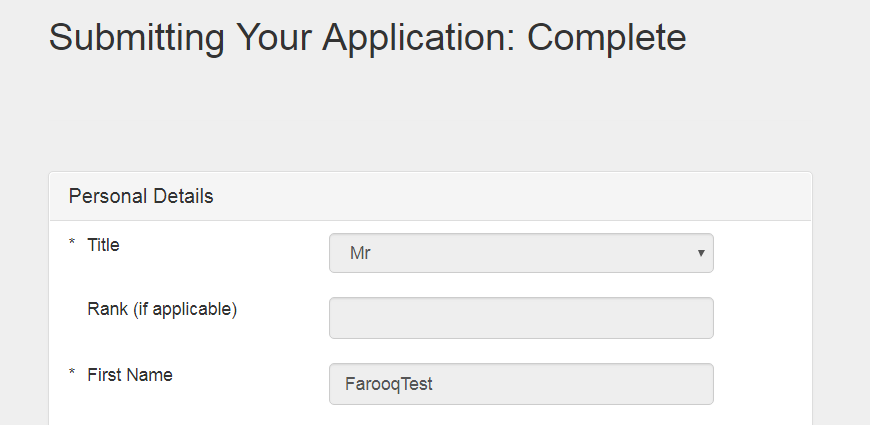
To review your application please click on the vacancy name as below



And Click on Review as below



Which will bring up your submitted application



Always remember to Logout of account 

# General Recruitment System Navigation

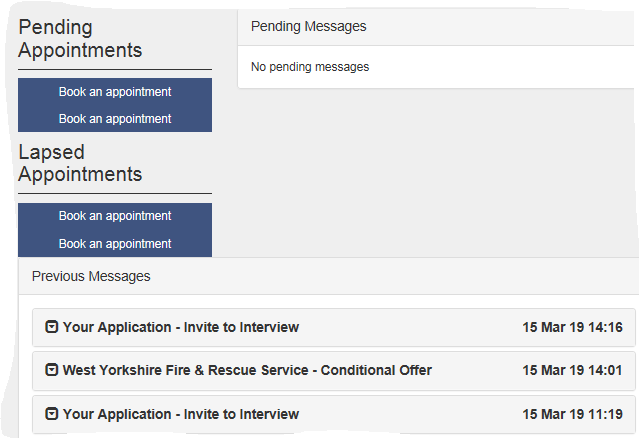
**Toolbar at the top of the screen has the following:**

**Search:** allows you to search for vacancies

**Job Alerts:** will show current vacancies

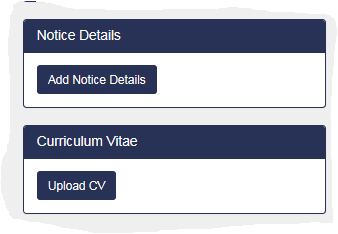
**Applications:** will show current applications, each vacancy is in a box which will have a link which allows you to **View Position** or **Click here** e.g. **You have been invited to book an appointment,** just click on the link and select appointment slot for example. **Previous applications** are listed at the bottom of the page.

**Messages:** this allows you to click on the **book an appointment.** You can view **Pending Messages.**

  
You can also look at **Previous Messages** by clicking on the drop down arrow  at the side of the previous message, this will show you the full content of the email or message you were sent example below:

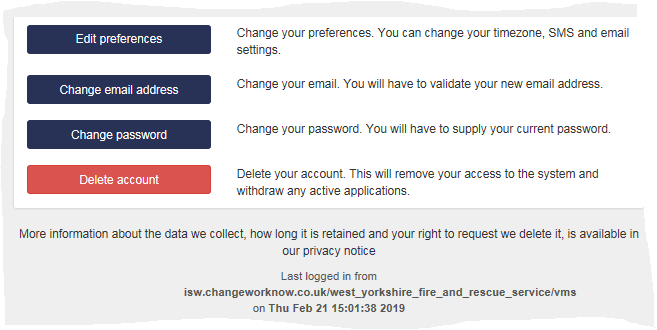
  
**My Details:** shows the personal details you have entered, these can be edited by clicking **Edit Details** in the relevant boxes. There is also a facility for you to add **Notice Details, Curriculum Vitae (upload- however we do not accept CVs), Employment Details OR Education Details, these are not automatically populated from the application form, THESE NEED TO BE ADDED SEPARATELY.**

**TIP: You can also Edit your personal statement in this section.**





**Account:** In this section you can **edit and change account** details and **delete account**.



**Logout:** you can logout using the logout button on the right hand side 