

# Applying and registering for jobs online



**Kent  
Police**

## **Applying and registering for jobs online**

The following guidance may help you register your details and apply for a job with Kent Police.

### **Using the system**

To use the e-recruitment system, you may be prompted to turn off your pop-up blocker temporarily. Please follow the instructions provided in the warning.

### **Registering your details**

All fields marked with an \* must be completed.

Your password must be a minimum of eight characters and include at least two numbers.

Where statements or questions are asked alongside a tick box, please select the box only if the statement applies to you.

### **Education/training and Employment history**

After entering details about yourself on these pages, select 'save' and then 'add' to include more information.

When searching for items in a drop down list (i.e. country), select the drop down arrow and then type the first letter of the item you're looking for i.e. 'U' for United Kingdom. This will 'jump' you to items starting with that letter and should help you find what you're looking for more easily.

### **Preferences**

When entering your 'Employment preferences' in the table, select 'Add' and choose from the drop down.

To delete a job category ('function area'), select the blue square next to the title and the 'Delete' button will become live.

### **Qualifications and skills**

In the skills table (headed Finance/HR/IT etc), use the tabs at the top to get to the relevant skills section. Select the tick box beside the skills you have and use the down arrow on the right to select your proficiency.

Select 'Add' to save and add these details to your main table of skills.

### **Overview and release**

By 'open vacancy' we mean any position currently being advertised by Kent Police.

'Releasing information' allows you to apply for vacancies currently being advertised. It will also allow your information to be available to Kent Police and we may contact you if any future suitable opportunities arise.

### **Final page**

At the bottom of the screen, you can preview the information you have entered throughout the registration process and save or print a copy. You will need to do this **before** confirming that the information is correct by completing the signature field.

### **Applying online**

If you have already registered with us, by selecting a job title (vacancy advert) you will be able to confirm that the information you previously registered is up-to-date, make any changes and apply for the opportunity.

At the end of the process, you can preview the information you have entered throughout the registration and application process and save or print a copy. You will need to do this **before** confirming that the information is correct by completing the signature field.

### **Help and feedback**

If you have any questions or need further help registering or applying, please contact Kent Police Business Centre on 01622 653653 or email [recruitment.businesscentre@kent.pnn.police.uk](mailto:recruitment.businesscentre@kent.pnn.police.uk).