

## **ASSEMBLE ONLINE APPLICATION GUIDANCE – REFERENCE POINTS FOR NEW APPLICANTS.**

We have just moved to an exciting online system called Assemble, which allows you to view our currently available volunteering roles and make an application directly to us at the click of a button!

You can access Assemble via clicking on this link <https://scccc.goassemble.com/opportunities>

Then press on the roles that interest you and click through for more information.

If you want to make an application, simply click on 'apply' on the role you are interested in, then fill in the application form, step by step. If you are interested in more than one role, simply fill in the application for the main role you are interested and then we can discuss at interview.

If you want to ask us any questions prior to making an application, simply press on 'ask us a question' and we will get back to you as soon as we can (normally within 48 hours). You are also welcome to contact the Volunteer Coordinators Helen Abbott and Lynn Smith via [volunteers@scccc.co.uk](mailto:volunteers@scccc.co.uk) or 01142505293 option 5.

Some handy pointers to help you along the way with making a speedy and smooth application

- There is no 'save' button so you will need to allow around 15/20 minutes to complete all the sections from start to finish in one go.
- All the questions marked \* are compulsory to answer and you will need to fill them in to be able to progress to the next section and submit the application.
- You will need to provide the reference details (name and email or name and phone number) of two people that have known you for over 2 years before you can submit your application, so please have these details to hand before you sit down to start the form. These can be past or previous employers, colleagues, tutors or anyone else who knows you in a professional capacity and/or friends. We unfortunately cannot accept family members or partners as referees. If you think you are going to have difficulty with finding 2 references, please get in touch with us to discuss before starting the form.
- If you have missed any compulsory details out or made an error (such as missing a digit off a phone number), at the top of the application form the affected section will change to red with a cross. To edit this section and make any necessary changes, simply click on this section and then it will take you back to the page and questions you need to adjust. Once you have made the changes press next at the bottom right hand corner and progress to the next section.
- It really helps us to be able to monitor the diversity of our volunteers. However, if you do not want to answer ALL or some or any of the questions, please just select 'prefer not to say'. The answers are anonymized by Assemble automatically and not linked to your name or general application in any way once they have been submitted.
- Please make sure you securely write down or memorize the password you set when you submit your application form. This will enable you to log back into your applicant's portal and make any changes you want to on your application form, reference and diversity information. It will also enable you to track the progress of your application, see your interview invite, message us, and upload documents if and when requested.

- Later on, when your application has been taken through all the recruitment stages (informal interview, references, DBS check), the applicant's portal will say application closed. Please don't be alarmed by this. It simply means you have been cleared to start your induction training with us. At this point we will issue you a new log in and password, so you can access the full Assemble portal as an active user.

If you are unable to complete the form online, and need a paper copy posting, please do let us know. We will then add your details and answers onto the Assemble system once it has been returned to us.

We hope you enjoy using our new Assemble application portal. We are hoping this will streamline the recruitment process for you and us! As you are one of the first people to use it, please may we ask for your understanding and patience as there are likely to be some glitches (both human and IT) as we all start to use it. If you have any problems with making your application, or want to have a chat about volunteering, please do get in touch with SCCCC's Volunteer Coordinators Helen Abbott and Lynn Smith via 01142505293 option 5 or [volunteers@scccc.co.uk](mailto:volunteers@scccc.co.uk). They will be happy to help.