



**ASTON VILLA
FOOTBALL CLUB**



How to Apply for a Vacancy (External Applicant) Guide

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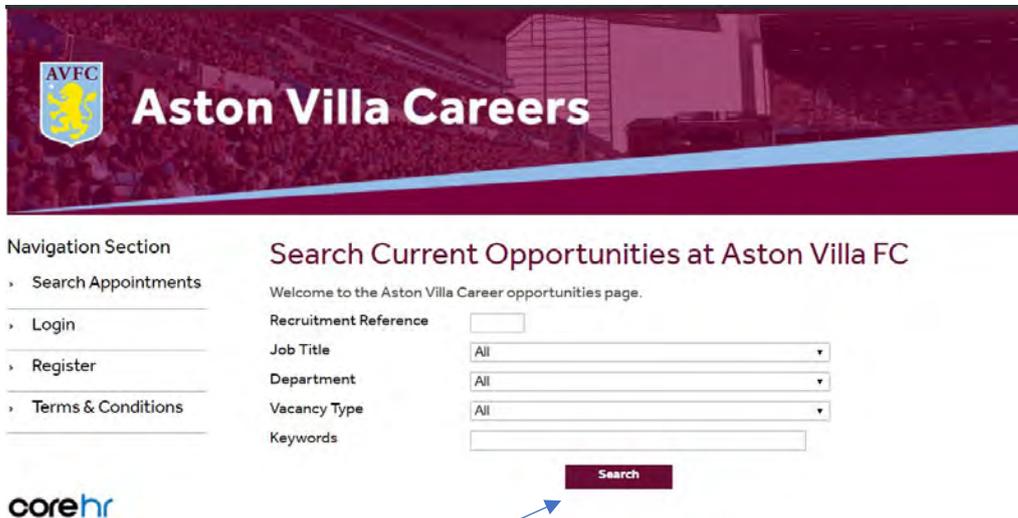
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If you have any concerns or queries about registering on our site or searching for / applying for jobs on our AVFC Recruitment Search site, then please contact the Human Resources Department to discuss this further on 0121 327 2299 or careers@avfc.co.uk.

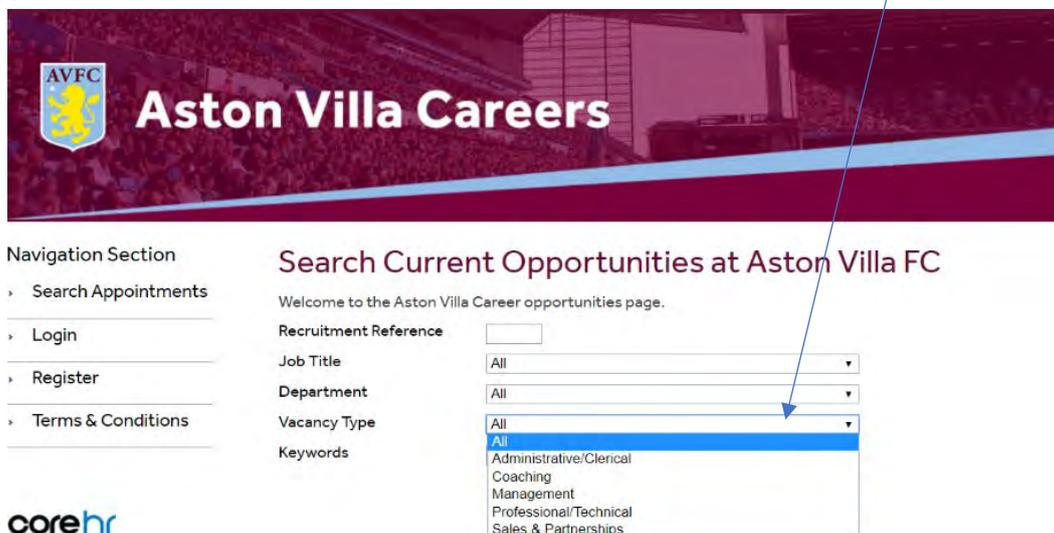
1. How to search for a job

How to search

Click onto the AVFC Careers Search Site: https://my.corehr.com/pls/coreportal_avfc/



To Search for a vacancy, select the relevant search fields i.e. job title, department or vacancy type or click 'search' to search all vacancies



2. Registering as a New User

How to apply for a vacancy – Register as a New User

To apply for a vacancy, you must register and set up an account first as a New User. You can do this by clicking 'Register' on the left-hand side.

Aston Villa Careers

Navigation Section

- › Search Appointments
- › Login
- › **Register**
- › Terms & Conditions
- › Last Search Results

Current Job Vacancies
Your search returned 8 results

In order to apply for a vacancy, you will need to log in / register your details on the site

Academy Manager Job Spec More-> 001422	Apply
Administration Assistant Apprenticeship Role Profile: <ul style="list-style-type: none"> • Ensures proper flow of office procedures. • Supports the office directors by carrying out common office duties. • Maintains a positive ... Job Spec More-> 31-Oct-2019 001262	Apply
Analysis Officer We are seeking a Analysis Officer based at BMH...	Apply

Complete the fields and click 'Register'. **PLEASE REMEMBER TO TICK THE TERMS AND CONDITIONS BOX TO SAY YOU AGREE WITH THE TERMS & CONDITIONS**

Aston Villa Careers

Navigation Section

- › Search Appointments
- › Login
- › **Terms & Conditions**

Register New User

Forename *

Surname *

Email Address *

Reenter Email Address *

Password *

Reenter Password *

By clicking on the checkbox you agree to the Terms & Conditions as outlined in the document *

Register

Once you have registered, you will be able to search for the vacancy that you wish to apply for and click 'Apply' on a vacancy you wish to apply for.

The screenshot displays the Aston Villa Careers website interface. At the top left is the AVFC logo. The main header reads "Aston Villa Careers". Below this is a navigation section with links: Search Appointments, Login, Register, Terms & Conditions, and Last Search Results. The core content area is titled "Current Job Vacancies" and shows "Your search returned 8 results". A notice states: "In order to apply for a vacancy, you will need to log in / register your details on the site". Three job listings are visible: "Academy Manager" (Job Spec More->), "Administration Assistant Apprentice" (Job Spec More->), and "Analysis Officer" (We are seeking a Analysis Officer based at BMH...). Each listing has a dark red "Apply" button. A blue arrow points from the text above to the "Apply" button for the "Administration Assistant Apprentice" role. The "corehr" logo is in the bottom left corner.

3. Applying for a job for the first time

The Application Form: Personal Details Section (Mandatory Completion)

The * indicate the mandatory fields which must be completed to move forward

Complete the relevant fields with your details and click 'Save and Next'

Registration/Personal Details

Analysis Officer
Applicants Personal Details

Title * Mr

Forename * Joe

Surname * Bloggs

Known As Joe

Address 1 * 33 Smith Lane

Address 2 * Sutton Coldfield

Address 3 * Birmingham

Address 4

Address 5

County

Country

Post Code * B73 2SS

Nationality SPANISH

Email * joebloggs@test.com

Back Save and Next

The Application Form: Your Application Section (Application Overview Page)

Each time you complete a page and click 'Save and Next', you will be taken to the below screen so you can see your progress and identify which parts of the Application Form you have completed. This table also shows which sections are Mandatory or Optional for completion.

Your Application

Analysis Officer

Section	Completed
Registration/Personal Details	Completed ✓
Applicant Document Details	Required
Previous Employment Details	Required
Qualification Details	Required
Professional Bodies	Optional
Reference Details	Required
Questionnaire Section	Required
Disclosure & Barring (DBS)	Required
Equal Opportunities Monitoring	Optional

Save for later Print Friendly Summary

If you are unable to complete your application form in one attempt, you can always click 'save for later' at any point on this screen. The information you have added into your application will be saved for when you login next time.

The Application Form: Applicant Document Details (Optional Completion)

You can upload any supporting documentation to your application e.g. CV, Cover Letter.

To do this, you need to click 'Choose File', locate the file you wish to upload from your computer, click 'Open' and then click 'Upload'

The screenshot shows the 'Applicant Document Details' page on the CoreHR system. On the left is a 'Navigation Section' with links: Search Appointments, Change Password, Application History, Terms & Conditions, Last Search Results, and My Account. The main content area is titled 'Applicant Document Details' and shows 'Analysis Officer' information. Below this is a table with columns '#', 'Filename', and 'Date Loaded'. The table is currently empty with the message 'No Applicant Document Details found'. Below the table is a prompt: 'Please choose your CV and any supporting documentation and upload'. There is a 'Choose file' button and 'No file chosen' text. At the bottom are three buttons: 'Back', 'Upload', and 'Next'. A Windows File Explorer window is overlaid on the page, showing the 'Documents' folder. Blue arrows indicate the workflow: one arrow points from the 'Choose file' button to the File Explorer, another points from the 'Open' button in the File Explorer to the 'Choose file' button, and a third points from the 'Upload' button in the File Explorer to the 'Upload' button on the webpage.

Once your documents are uploaded to your application, your screen should appear as follows identifying the documents which have been attached and the date these have been uploaded.



The screenshot shows the 'Applicant Document Details' page after documents have been uploaded. The 'Navigation Section' is on the left. The main content area shows the 'Applicant Document Details' for 'Analysis Officer'. The table now contains two rows of data:

#	Filename	Date Loaded
1	Joe Bloggs - Cover Letter	22-OCT-19
2	Joe Bloggs - Curriculum Vitae	22-OCT-19

Below the table is the same prompt: 'Please choose your CV and any supporting documentation and upload' with a 'Choose file' button and 'No file chosen' text. At the bottom are three buttons: 'Back', 'Upload', and 'Next'. A blue arrow points from the 'Next' button to the text 'Click 'Next'' located below the screenshot.

Click 'Next'

The Application Form: Previous Employment Details (Mandatory Completion)

Complete your previous employment details in the fields below. If you are currently still employed in a position, just leave the end date blank.

If you only have one previous job to add, then click 'Save and Next'.

If you have more than one previous job to add, then click 'Save and Add'.

Navigation Section

- Search Appointments
- Change Password
- Application History
- Terms & Conditions
- Last Search Results
- My Account

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Previous Employment Details

Analysis Officer

#	Position	Employer Name	Employer Address	Start Date
No Previous Employment Details found				

Previous Employment Details

Applicants previous employment details

Position *

Employer Name *

Employer Address

Start Date (DD/MM/YY) *

End Date (DD/MM/YY)

Salary

Reason for Leaving

Key Responsibilities

Back Save and Add Save and Next

If you have clicked 'Save and Add', the following screen will then appear with the one record of employment history showing at the top. You will then be able to complete the details and add another employment record:

Navigation Section

- Search Appointments
- Change Password
- Application History
- Terms & Conditions
- Last Search Results
- My Account
- Logout
- My Profile

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Previous Employment Details

Foundation Operations Manager

#	Position	Employer Name	Employer Address	Start Date
1	Actor	Self Employed	TC Productions LA	30-APR-11

Previous Employment Details

Applicants previous employment details

Position *

Employer Name *

Employer Address

Start Date (DD/MM/YY) *

End Date (DD/MM/YY)

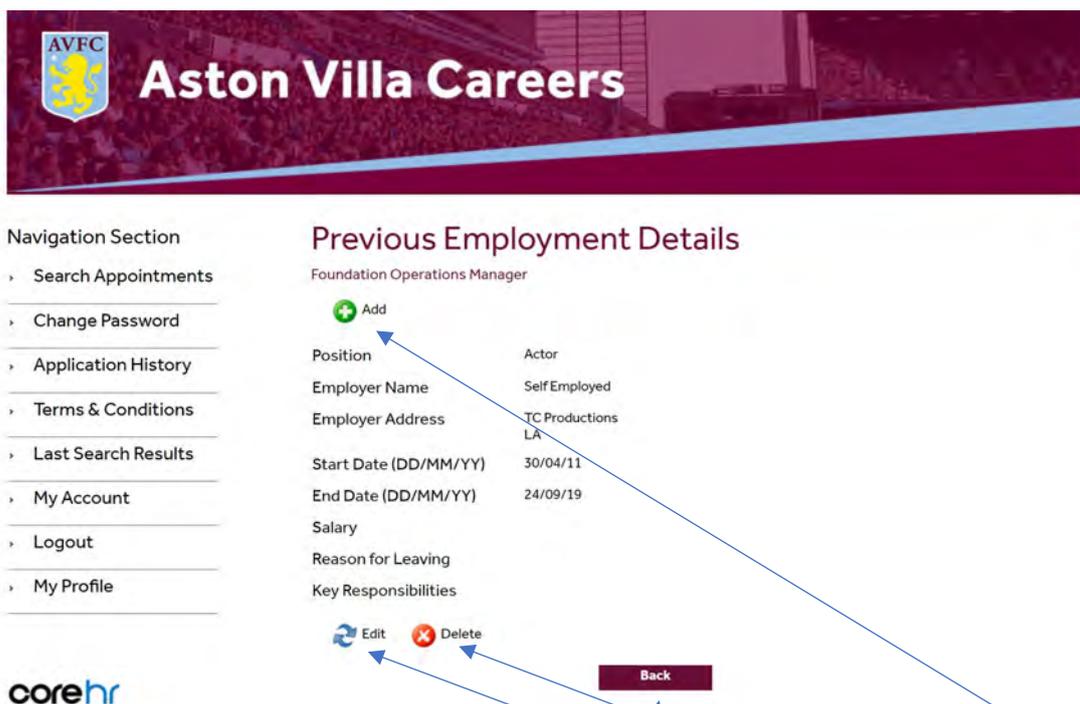
Salary

Reason for Leaving

Key Responsibilities

Back Save and Add Save and Next

If you have clicked 'Save and Next', the following screen will then appear:

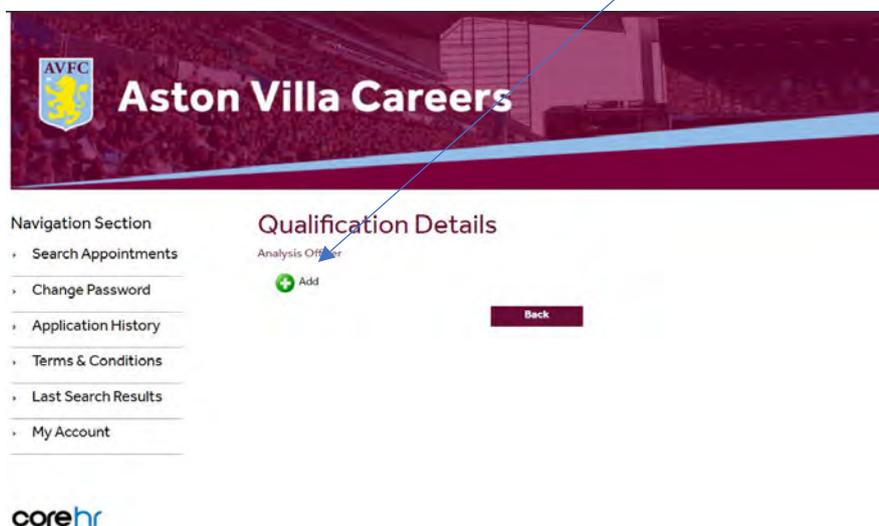


You can continue to add more previous employment records if you wish by clicking 'Add' in green at the top of this page. Alternatively, you can click 'edit' or 'delete' to amend or delete the record as appropriate.

Once you have completed this section, click the 'Back' button. This will return you to the 'Your Application' overview page showing which sections you have completed and the sections which are not yet completed.

The Application Form: Qualification Details (Mandatory Completion)

When you have clicked on 'Qualification Details' on the Your Application page, the following screen will appear. To add a qualification – click 'Add'



The following screen will then appear. Please complete your qualification details in the appropriate sections identified.

If you only have one qualification to add, then click 'Save and Next'.

If you have more than one qualification to add, then click 'Save and Add'.

Aston Villa Careers

Navigation Section

- Search Appointments
- Change Password
- Application History
- Terms & Conditions
- Last Search Results
- My Account

Qualification Details

Analysis Officer
Applicants Qualification Details

Course Name *

From Month * From Year *

To Month * To Year *

Qualification *

Qualification Other

Institute *

Institute Other

Result *

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If you have clicked 'Save and Add', the following screen will then appear with the one qualification record showing at the top. You will then be able to complete the details and add another qualification record:

Aston Villa Careers

Navigation Section

- Search Appointments
- Change Password
- Application History
- Terms & Conditions
- Last Search Results
- My Account

Qualification Details

Analysis Officer

#	Course Name	From Month	From Year	To Month
1	Masters in Analysis	September	2016	July
2	Bsc in Analysis	September	2012	July

Qualification Details

Applicants Qualification Details

Course Name *

From Month * From Year *

To Month * To Year *

Qualification *

Qualification Other

Institute *

Institute Other

Result *

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If you have clicked 'Save and Next', the following screen will then appear:

You can continue to add more qualifications if you wish by clicking 'Add' in green at the top of this page. Alternatively, you can click 'edit' or 'delete' to amend or delete the record as appropriate.

Once you have completed this section, click the 'Back' button. This will return you to the 'Your Application' overview page showing which sections you have completed and the sections which are not yet completed.

The Application Form: Professional Bodies Details (Optional Completion)

If you are a member of a Professional Body e.g. CIPD, BMA, ACCA, CIMA – you may add in your details on the 'Professional Bodies Details' page (click on the link from the 'Your Application' overview page). The following screen will appear. Click 'Add'

Navigation Section

- Search Appointments
- Change Password
- Application History
- Terms & Conditions
- Last Search Results
- My Account
- Logout
- My Profile

Professional Bodies

Foundation Operations Manager

[Add](#)

Body Name ASSOCIATION OF CHARTERED ACCOUNTANTS

Other Name

Grade of Membership LEVEL2

Other Grade

Year Admitted (DD/MM/YY) 01/01/19 Expiration Date (DD/MM/YY)

Membership No. 123456789

[Edit](#) [Delete](#) [Back](#)

You can continue to add more Professional Body details if you wish by clicking 'Add' in green at the top of this page. Alternatively, you can click 'edit' or 'delete' to amend or delete the record as appropriate.

Once you have completed this section, click the 'Back' button. This will return you to the 'Your Application' overview page showing which sections you have completed and the sections which are not yet completed.

The Application Form: Reference Details (Mandatory Completion)

You must now add the details of two (or more) references who we can contact if you are offered the role as the successful candidate. To do this, click on the link from the 'Your Application' overview page to the Reference Details Screen. The following screen will appear. Click 'Add'

Navigation Section

- Search Appointments
- Change Password
- Application History
- Terms & Conditions
- Last Search Results
- My Account

Reference Details

Analysis Officer

[Add](#)

[Back](#)

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Navigation Section

- › Search Appointments
- › Change Password
- › Application History
- › Terms & Conditions
- › Last Search Results
- › My Account



Reference Details

Analysis Officer

Applicants reference details

Title * ⓘ

Enter title

Forename * ⓘ

Enter forename

Surname * ⓘ

Enter surname

Company * ⓘ

Enter company

Position *

Email Address *

Phone No *

Address1 ⓘ

Enter address1

Address2 ⓘ

Enter address2

Address3 ⓘ

Enter address3

Address4 ⓘ

Enter address4

Address5 ⓘ

Enter address5

Post Code ⓘ

Enter post_code_prefix

Country ⓘ

Enter country

Permission To Contact ⓘ

Enter permission to contact

Back
Save and Add
Save and Next

You must enter all details – if you are happy for us to contact your referee without your permission please tick the ‘permission to contact’ box. **NOTE WE WILL ONLY REQUEST REFERENCES IF YOU ARE MADE AN OFFER OF EMPLOYMENT**

The Application Form: Questionnaire Details (Mandatory Completion)

You are then required to complete the 'Questionnaire Details' section which will ask specific questions relating to the job role and your eligibility to work in the UK. To do this, click on the link from the 'Your Application' overview page to the Questionnaire Details Screen. The following screen will appear. Complete the details and then click 'Save and Next'

The Application Form: Disclosure & Barring Details (Optional Completion)

If the role you are applying for is subject to a Disclosure and Barring Service (DBS) check, there is an option for you to add your DBS number to your application if you already hold a valid DBS certificate dated within the last 12 months. To do this, click on the link from the 'Your Application' overview page to the Disclosure & Barring (DBS) Screen. The following screen will appear. Add in your DBS Number (if relevant) and click 'Save and Next'

NOTE THIS WILL ONLY BE USED FOR PROCESSING IF YOU ARE SUCCESSFUL.

The Application Form: Equal Opportunities Monitoring (Mandatory Completion)

This section is mandatory for the Club to capture relevant information about the makeup of our workforce in terms of Gender, Ethnicity, Disability etc. There are options within each drop-down box for you to select 'information refused' or 'prefer not to say' should you not wish to provide this information.

To do this, click on the link from the 'Your Application' overview page to the Equal Opportunities Monitoring Screen. The following screen will appear. Once you have completed this, click 'Save and Next'.

Equal Opportunities Monitoring

Analysis Officer
 Equal Opportunities Monitoring Section

Date of Birth (DD/MM/YYYY) 12/01/1994

Gender * Prefer not to say

Sexual Orientation * OTHER

Marital Status * SINGLE

NI Number

Ethnic Origin * Other White Background

Country of Origin * Spain

Citizenship * SPANISH

Religion * ANY OTHER RELIGION OR BELIEF

Disabled * Yes

Disability 1 OTHER TYPE OF DISABILITY

Disability 2

Nature of Disability

Notes

Member of the Travelling Community

Back Save and Next

The Application Form: Completion & Submit

Your application is now complete! You can navigate, check and edit your application by navigating through the checklist by clicking each section heading.

Aston Villa Careers

Navigation Section

- Search Appointments
- Change Password
- Application History
- Terms & Conditions
- Last Search Results
- My Account
- Logout
- My Profile

Your Application
Analysis Officer

Section	Completed
Registration/Personal Details	✓
Applicant Document Details	✓
Previous Employment Details	✓
Qualification Details	✓
Professional Bodies	Optional
Reference Details	✓
Questionnaire Section	✓
Disclosure & Barring (DBS)	Optional
Equal Opportunities Monitoring	✓

By clicking on the checkbox you agree to the [Terms & Conditions](#) as outlined in the document

Save for later | Print Friendly Summary | Submit

You can save your application for later and return to add further details at a later point by clicking 'Save for Later'.

You will be able to access your application form again by logging back into your AVFC Careers account, clicking 'Application History' and your unsubmitted application will be there for you to click back into by clicking the magnifying glass icon under the details column and edit:

Aston Villa Careers

Navigation Section

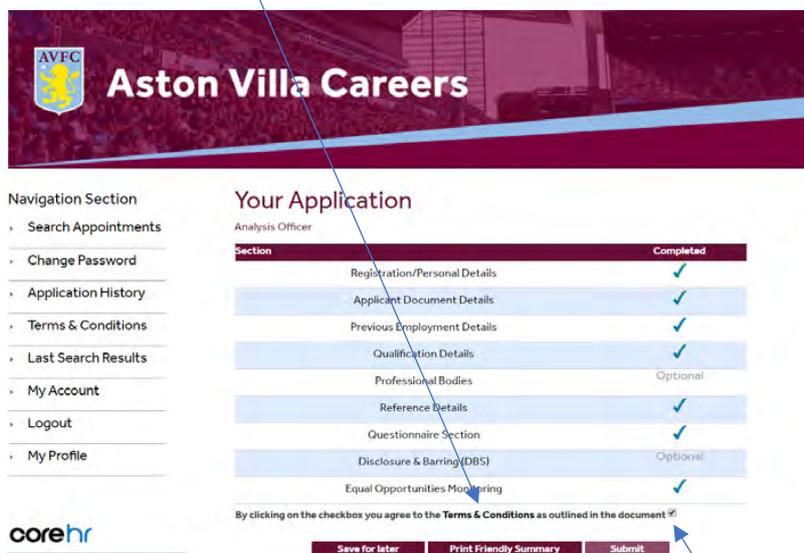
- Search Appointments
- Change Password
- Application History
- Terms & Conditions
- Last Search Results
- My Account
- Logout
- My Profile

Application History

Recruitment id	Description	Date Input	Applicant status	Delete	Actions	Details
001542	Analysis Officer		Application not Submitted	✗		

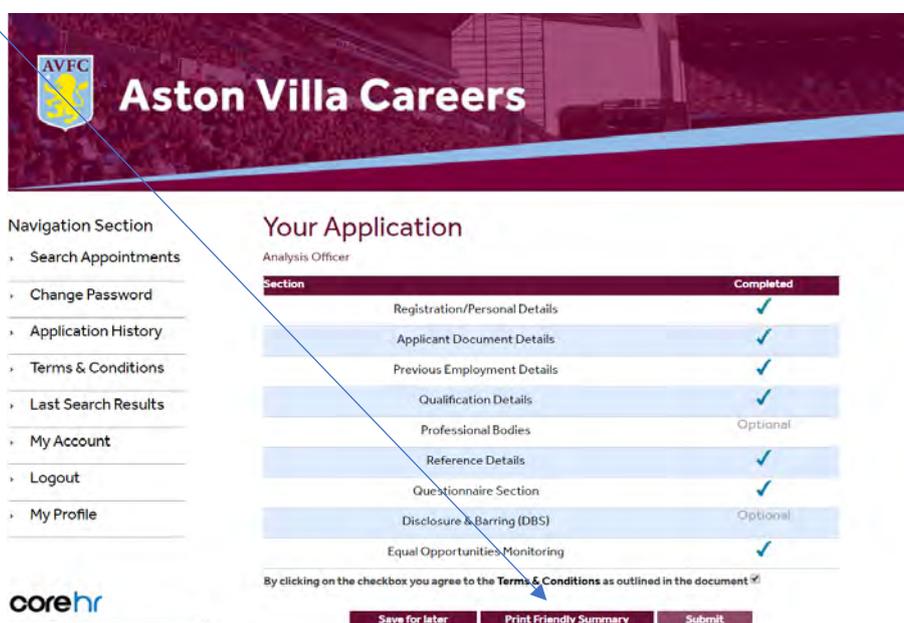
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Once you are happy with your completed application form, you should click on the Club's Terms and Conditions (Privacy Notice for Applicants and Candidates) document and review this to ensure you understand how the Club will collect, process and store your personal details:



By clicking the checkbox, you are agreeing to the Club's terms and conditions (Privacy Notice for Applicants and Candidates) document.

You are also able to view and print a summary of your application by clicking on the 'print friendly summary' button:



To then submit your application, click the 'Submit' Button:

Aston Villa Careers

Navigation Section

- Search Appointments
- Change Password
- Application History
- Terms & Conditions
- Last Search Results
- My Account
- Logout
- My Profile

Your Application
Analysis Officer

Section	Completed
Registration/Personal Details	✓
Applicant Document Details	✓
Previous Employment Details	✓
Qualification Details	✓
Professional Bodies	Optional
Reference Details	✓
Questionnaire Section	✓
Disclosure & Barring (DBS)	Optional
Equal Opportunities Monitoring	✓

By clicking on the checkbox you agree to the **Terms & Conditions** as outlined in the document

Save for later Print Friendly Summary **Submit**

You will then see the below message appear and you should also receive an automated email from CoreHR confirming your application to the email address you registered with:

Aston Villa Careers

Navigation Section

- Search Appointments
- Change Password
- Application History
- Terms & Conditions
- Last Search Results
- My Account
- Logout
- My Profile

Application Successful

Your application has been successfully submitted. You can no longer edit the details for this application. Click on the search link for further vacancies

You should then log out of your account by clicking the 'logout' menu option. Always remember to log out of your account when accessing your details and personal information, especially if you are using a public computer.

4 YOUR ACCOUNT DETAILS

Account Details

You can change your account details and preferences regarding notifications at any time by clicking on 'My Account':

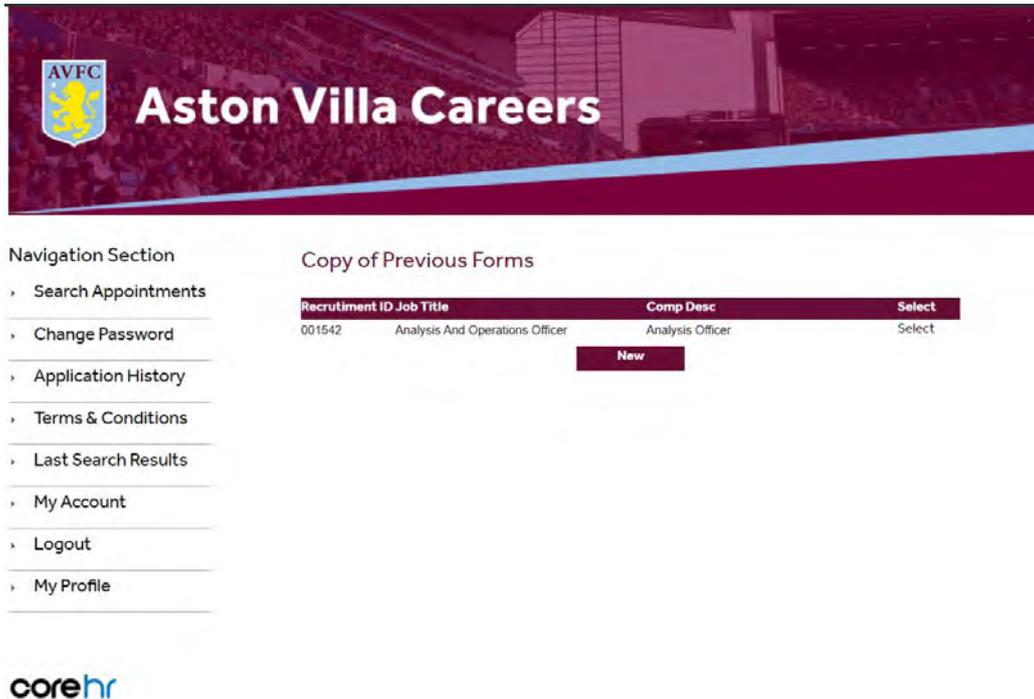
You are also able to log in and click on 'Application History' to see a list of previous applications made through the system. Click the Magnifying Glass icon in the 'Details' Column to open up the application form you wish to view:

Recruitment id	Description	Date Input	Applicant status	Delete	Actions	Details
001542	Analysis Officer	22-OCT-19, 15:50	Application Submitted			

5 Applying for a job if you have previously applied for another job on this AVFC Recruitment System

Applying for a Post

If you have previously applied for a vacancy with AVFC Careers through our Recruitment Search site and you wish to apply for another vacancy, you can either create a new application form if you wish or use a previous application form which you can edit.



Navigation Section

- › Search Appointments
- › Change Password
- › Application History
- › Terms & Conditions
- › Last Search Results
- › My Account
- › Logout
- › My Profile

Copy of Previous Forms

Recruitment ID	Job Title	Comp Desc	Select
001542	Analysis And Operations Officer	Analysis Officer	Select

New

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Always remember to log out of your account when accessing your details and personal information, especially if you are using a public computer.

6 INTERVIEW STAGE

If you do not hear from AVFC via email within 6 weeks of the vacancy’s closing date, then please assume that you have been unsuccessful in your application.

If you have been shortlisted for interview and you have received an email from AVFC confirming this, please continue to read on and follow these instructions:

Interviews

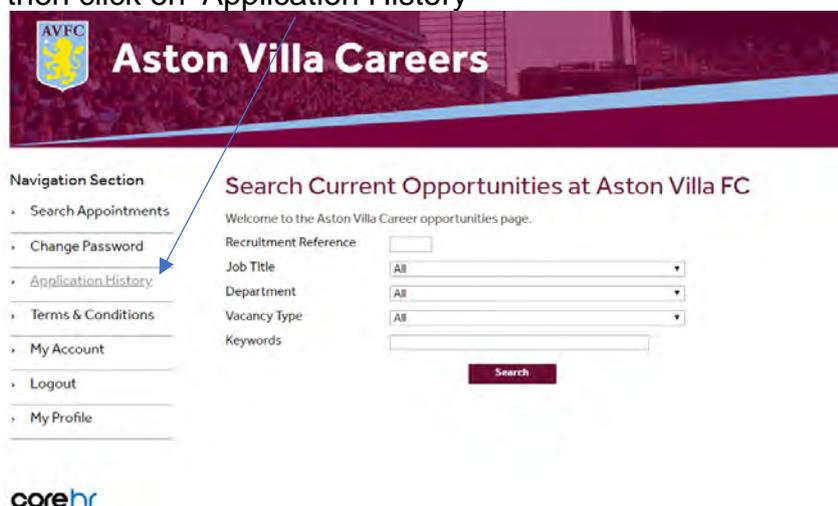
If you have been shortlisted for an interview, you will receive correspondence from AVFC regarding interview arrangements via email so always make sure you have input the correct email address when applying and regularly check your emails.

When you are invited to interview, you will either be given either:

- **A specific time / date** - If we assign you a date and time we will ask you to confirm by replying to careers@avfc.co.uk confirming your attendance at interview. *Please ignore the following instructions and screenshots as the following will not apply in this instance.*
- **A choice of date(s) and times available for you to select a slot from** - If we do give you a choice of date(s) and times available for you to select a slot, you will receive an email asking you to log into your AVFC Careers Account (in the AVFC Recruitment Search site) to confirm your selected time slot. These timeslots are only available on a first come, first served basis. **To book your slot, follow the below instructions:**



You should then click on ‘Application History’



You will then see a record of all the applications you have made at the Club. In the 'Actions' column, you will see an icon indicating that you have an action to do something against your application. Click on the icon next to your submitted application in the 'Actions' Column:

Aston Villa Careers

Navigation Section

- > Search Appointments
- > Change Password
- > Application History
- > Terms & Conditions
- > My Account
- > Logout
- > My Profile

Application History

Recruitment id	Description	Date Input	Applicant status	Delete	Actions	Details
001542	Analysis Officer	22-OCT-19, 15:50	Application Submitted			

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You will then see a list of available date(s) and times that you can select from for your interview. Once you have decided the most appropriate date / time for you, click on the button in the 'Select' column next to the time you would like. Click 'Submit':

Aston Villa Careers

Navigation Section

- > Search Appointments
- > Change Password
- > Application History
- > Terms & Conditions
- > My Account
- > Logout
- > My Profile

Online Interview Selection

Analysis Officer

Invite to Interview for Analysis Officer

Date Available	Time Available	Select
Monday, 4th Nov 2019	09:00	<input type="radio"/>
Monday, 4th Nov 2019	10:05	<input type="radio"/>
Monday, 4th Nov 2019	11:10	<input type="radio"/>
Monday, 4th Nov 2019	12:15	<input type="radio"/>
Monday, 4th Nov 2019	13:20	<input type="radio"/>
Monday, 4th Nov 2019	14:25	<input type="radio"/>
Monday, 4th Nov 2019	15:30	<input type="radio"/>

Back Submit

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Interview slots will be on a first come, first served basis so please log on and choose an interview slot as soon as you receive the invite email. Availability of interview slots cannot be guaranteed as other candidates for this post will have the opportunity to book the same interview slots.

Once you have booked your interview slot, you will see the below message:



If you find that you are unable to attend your interview at your selected date / time, or if you have selected the incorrect interview slot by mistake, please contact the AVFC Human Resources Team via email: careers@avfc.co.uk or telephone: 0121 327 2299.

7 ACCEPTING OR REJECTING AN OFFER OF EMPLOYMENT

Accepting or Rejecting an Offer of Employment

Following your interview stage, the Recruiting Line Manager will call you to confirm if you have been selected as the successful candidate.

If you have been offered the post, you will then receive an email from AVFC asking you to log into your AVFC Recruitment Account again to review the offer and accept or reject it. To do this you will need to log into your account:

Go to 'Application History' and you will see a magnifying glass icon under the 'Actions' column. Click on this icon and details of your offer will appear:

Recruitment id	Description	Date Input	Applicant status	Delete	Actions	Details
001602	Football in the Community Officer	04-NOV-19, 13:28	Application Submitted			
001462	Corporate Relations Officer		Application not Submitted	x		
001582	Health and Wellbeing Manager	23-OCT-19, 17:43	Application Submitted			
001382	Team Support Co-Ordinator		Application Cancelled	x		
001562	Social Media Executive	22-OCT-19, 15:16	Application Submitted			
001542	Analysis Officer	22-OCT-19, 15:09	Application Submitted			
001442	Foundation Operations Manager		Application Cancelled	x		
001262	Administration Assistant Apprentice	25-SEP-19, 16:36	Application Submitted			
001343	Cashier	24-SEP-19, 14:07	Application Submitted			
001305	Assistant Head Coach	05-SEP-19, 15:05	Application Submitted			

Your offer details will appear as follows:

Aston Villa Careers

Online Offer Response

This section allows you to enter Online Offer Response details.

Comments

Offer Documents	Date Loaded	Filename	Filesize	View Document
Job Title	ANALYSIS AND OPERATIONS OFFICER			
Company	ASTON VILLA FC LTD			
Employee Status	PERMANENT			
Employee Sub Status	FULL TIME			
Salary Amount	25000			

If you wish to accept the offer of employment, click the 'Accept Offer' button and the following page will appear:

Aston Villa Careers

Offer has been accepted

The changes to your offer have been saved.
Please click on menu on left to continue.

If you wish to reject the offer of employment for any reason, please add the reason(s) for your decision in the 'Comments Box'. Click the 'Reject Offer' button.

Please can you also contact the Human Resources Department to discuss this further on 0121 327 2299 or careers@avfc.co.uk.



Navigation Section

- > Search Appointments
- > Change Password
- > Application History
- > Terms & Conditions
- > My Account
- > Logout
- > My Profile



Online Offer Response

This section allows you to enter Online Offer Response details.

Comments

Offer Documents	Date Loaded	Filename	Filesize	View Document
-----------------	-------------	----------	----------	---------------

Job Title ANALYSIS AND OPERATIONS OFFICER
Company ASTON VILLA FC LTD
Employee Status PERMANENT
Employee Sub Status FULL TIME
Salary Amount 25000