

TALENT POOL

Candidate User Guide

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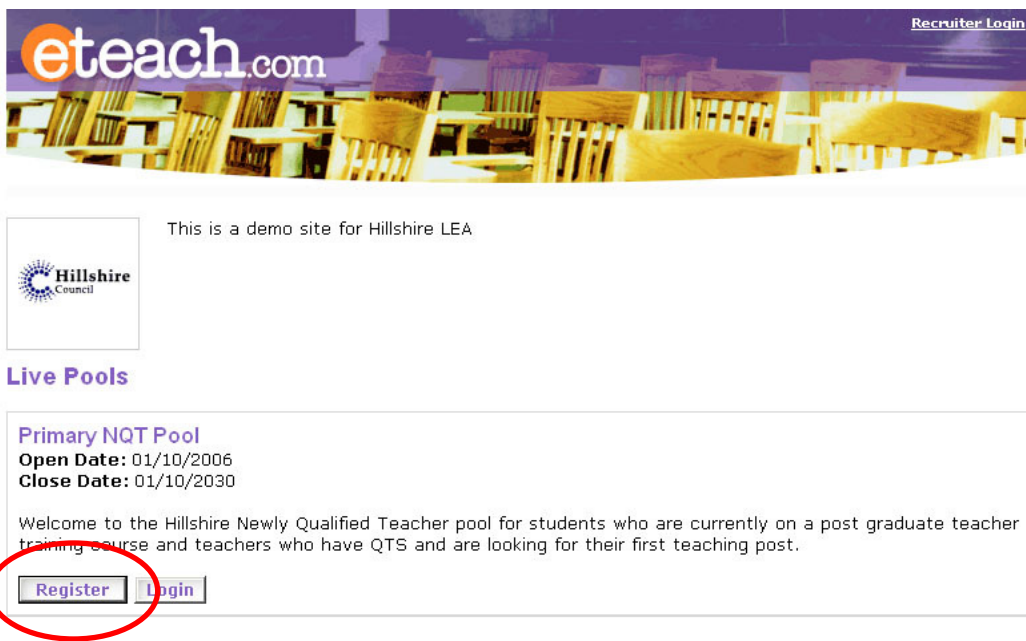
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TALENT POOL

Candidate User Guide

Logging In

To join a Talent Pool you will firstly need to visit the Talent Pool website URL (for example: <http://hillshire.talentpool.eteach.com>) – your local authority (LA) or recruiter website will have these details. Click on the 'Register' button to register as shown in the example below:



You will then be asked to enter your email address and password as follows:

Join Eteach

* Email address:

* Password:

* Confirm Password:

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You will then see the following confirmation screen which lets you know that you have been registered to join the Talent Pool.

Confirmation of Registration

Thank you for registering for the Talent Pool.

Your login details will have been emailed to you to allow you access to the talent pool so that you can complete and submit your registration.

Once you have received your login details, click on the link within your email or return to this website and click the login button to continue your registration.

[Login](#)

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If you click 'Login', you will be asked to enter your email address and password; once you have done this you will be taken to the 'Personal Details' screen, the first part of the Talent Pool application form.

You then need to fill in the application form by completing each individual section. You can save your application at any point to come back to it before submitting.

Please note that fields marked with * are mandatory and need to be completed before you can move on to the next section.

The LA will add guidance notes providing specific requirements for the LA. Most LAs also upload a person specification document for candidates to refer to which can be found with the user guide.

Step One – Personal Details

Please complete all relevant fields and click the 'Save and Next' button at the foot of the page:

Personal Details	1. Personal Details
CV Details	* Family name: <input type="text"/>
Position Sought	* Other names: <input type="text"/>
Qualifications	Title: <input type="text"/>
Experience	Previous family name (if relevant): <input type="text"/>
Supporting Information	* Date of birth (dd/mm/yyyy): <input type="text" value="28/01/2008"/>
References	* Email address: <input type="text"/>
Equal Opportunities	* Address line 1: <input type="text"/>
Declarations	Address line 2: <input type="text"/>
Summary	* Town or city: <input type="text"/>
	* County: <input type="text" value="Please select"/>
	* Post code: <input type="text"/>
	* Please enter at least one contact number below
	Telephone number: <input type="text"/>
	Mobile telephone number: <input type="text"/>
	* National insurance number: <input type="text"/>
	* = required field
	<input type="button" value="Save and Next"/>
	Click here to view your profile as a PDF
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Step Two – CV Details

On the next screen (see example below) you will be asked to complete a form that captures information relevant to your teaching qualifications.

Depending on whether you are applying to join a NQT Pool or a Redeployment Pool you will see the relevant screen to capture your details.

The screen below highlights the CV details required to join a NQT Pool.

When you have completed all relevant fields please click 'Save and Next' to proceed.

<ul style="list-style-type: none">Personal DetailsCV DetailsPosition SoughtQualificationsExperienceSupporting InformationReferencesEqual OpportunitiesDeclarationsSummary	<h3>2. CV Details</h3> <p>* Place of QTS recognition: <input type="text" value="Please select"/></p> <p>Other place of QTS recognition: <input type="text"/></p> <p>* Date obtained/will obtain QTS: <input type="text" value="28/01/2008"/></p> <p>Are you a fast track teacher: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Are you a GTP teacher: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Subject specialism: <input type="text" value="Any Subject"/></p> <p>Other subject specialism: <input type="text" value="Any Subject"/></p> <p>* Age ranges taught: <input type="text" value="Please select"/></p> <p>* Key stages trained in:</p> <ul style="list-style-type: none"><input type="checkbox"/> Early Years/Foundation<input type="checkbox"/> Key stage 1<input type="checkbox"/> Key stage 2<input checked="" type="checkbox"/> Key stage 3<input checked="" type="checkbox"/> Key stage 4<input checked="" type="checkbox"/> Key stage 5 <p>Skills tests completed:</p> <ul style="list-style-type: none"><input type="checkbox"/> English<input type="checkbox"/> Mathematics<input type="checkbox"/> ICT <p>* = required field</p> <p><input type="button" value="Previous"/> <input type="button" value="Save and Next"/></p> <p>Click here to view your profile as a PDF</p> <p>Acrobat Reader Get Adobe Reader</p>
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Step Three – Position Sought

The next screen is where you specify the type of position that you are searching for.

- Personal Details
- CV Details
- Position Sought**
- Qualifications
- Experience
- Supporting Information
- References
- Equal Opportunities
- Declarations
- Summary

3. Position Sought

* Subject specialism:

Other subject specialism:

Preferred location:

* Key stages:

- Early Years/Foundation
- Key stage 1
- Key stage 2
- Key stage 3
- Key stage 4
- Key stage 5

Contract type:

- Permanent
- Temporary

Hours:

- Full time
- Part time
- Job share

* If you have a preference to teach in a faith school, then please specify here:

- Catholic
- Church of England
- I do not wish to work in a faith school
- Jewish
- Muslim
- No preference
- Sikh

* = required field

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When you have completed all relevant fields please click 'Save and Next' to proceed.

Step Four – Qualifications

To edit an existing record, click on the 'Edit' link or to delete an existing record, click on the 'Delete' link.

To add details of a qualification you hold, click the 'Add a new qualification record' link.


Guidance Notes
this is some example text that can be customised

Personal Details	<h3>4. Qualifications</h3> <p>Please add your qualifications in the order of the most recent qualification first Add a new qualification record</p> <table border="1"><thead><tr><th>Establishment</th><th>Start Date</th><th>End Date</th><th></th><th></th></tr></thead><tbody><tr><td>djkdj</td><td>01 February 2007</td><td>01 February 2007</td><td>Edit</td><td>Delete</td></tr></tbody></table> <p>Previous Save and Next</p> <p>Click here to view your profile as a PDF</p> <p>Acrobat Reader </p>	Establishment	Start Date	End Date			djkdj	01 February 2007	01 February 2007	Edit	Delete
Establishment		Start Date	End Date								
djkdj		01 February 2007	01 February 2007	Edit	Delete						
CV Details											
Position Sought											
Qualifications											
Experience											
Supporting Information											
References											
Equal Opportunities											
Declarations											
Summary											

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You will then see the form shown in the screenshot below:

Personal Details	<h3>4. Qualifications</h3> <p>* Type of qualification: <input type="text" value="Please select"/></p> <p>Other type/title of course: <input type="text"/></p> <p>* Name of institution/training provider: <input type="text"/></p> <p>* Start date (dd/mm/yyyy): <input type="text" value="31/01/2008"/></p> <p>* End date (dd/MM/yyyy): <input type="text" value="31/01/2008"/></p> <p>* Subject: <input type="text" value="Please select"/></p> <p>Other subject (if not in list above): <input type="text"/></p> <p>Grade obtained (if applicable): <input type="text"/></p> <p>Subsidiary subjects: <input type="text"/></p> <p>* = required field</p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> <p>Click here to view your profile as a PDF</p> <p>Acrobat Reader </p>
CV Details	
Position Sought	
Qualifications	
Experience	
Supporting Information	
References	
Equal Opportunities	
Declarations	
Summary	

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Please complete all relevant fields in the form and click 'Save' to proceed. When you have entered details of all qualifications, click 'Save and Next' to continue.

Step Five – Experience

To edit an existing record, click on the 'Edit' link or to delete an existing record, click on the 'Delete' link.

To add details of previous employment experience, click the 'Add a new experience record' link.

Employer Name	Start Date	End Date	Experience Type		
eteach 2	01 February 2007	01 February 2007	Paid Work Experience	Edit	Delete

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You will see the form shown in the screenshot below:

* Experience type:

* Employer name:

* Employer address:

* Position/post held:

* Type of organisation:

* From (dd/mm/yyyy):

* To (dd/mm/yyyy):

* Full or part time: Full time
 Part time

* Permanent or temporary: Permanent
 Temporary

Notes (Specific responsibilities and achievements):

Reason for leaving:

In case where above employer was/is a school:
Age range of school:

Approximate school roll:

Your approximate annual salary on leaving (including any allowance/bonus):
Gross £:

Salary point:

* = required field

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Please complete all relevant fields in the form and click 'Save' to proceed. You will then be taken back to the 'Experience' screen where the new record will now appear. Click 'Save and Next' to continue to proceed. (Please note: there is a word limit of 1,000 characters on the 'Notes' and 'Reason for Leaving' fields.)

Step Six – Supporting Information

6. Supporting Information

Upload supporting document: Browse...

Upload

* = required field

Previous Save and Next

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Within this next section you will be asked a series of questions that will be set by the Talent Pool recruiter. These questions will appear next to the free-text box and are mandatory. (Please note: questions will only appear if the recruiter has set them up.)

Upload supporting document: Please upload any relevant supporting documents. Please note: only **one** Word or PDF document can be uploaded.

Step Seven – References

To edit an existing record, click on the 'Edit' link or to delete an existing record, click on the 'Delete' link.

7. References

Please add your references
[Add a new references record](#)

Name	Job Title		
dmbfnsfbd	dfnsnd	Edit	Delete

Previous Save and Next

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To add details of a referee, click the 'Add a new reference record' link. You will see the form shown in the screenshot below:

7. References

* Referee (employer or person):

* Position:

Employer name (school if applicable):

* Address:

* Telephone number:

Email address:

* Relationship:

* Period known (years):

* Period known (months):

* = required field

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Please complete all fields in the form and click 'Save' to continue. When you have entered details of all referees (we recommend that you provide at least two referees), click 'Save and Next' to proceed.

Step Eight – Equal Opportunities

Personal Details	<h3>8. Equalities and Monitoring</h3> <p>Gender: <input type="radio"/> Male <input type="radio"/> Female</p> <p>Ethnic Origin: <input type="text" value="Please select"/></p> <p>Do you consider yourself to have a disability: <input type="text" value="Please select"/></p> <p>Do any of the following disabilities or conditions currently cause you difficulty in any part of your work:</p> <ul style="list-style-type: none"><input type="checkbox"/> Hearing impairment<input type="checkbox"/> Visual impairment<input type="checkbox"/> Speech impairment<input type="checkbox"/> Mobility impairment<input type="checkbox"/> Physical co-ordination difficulties<input type="checkbox"/> Reduced physical capacity<input type="checkbox"/> Severe disfigurement<input type="checkbox"/> Learning difficulties<input type="checkbox"/> Mental illness<input type="checkbox"/> Other <p>If yes, is there anything you would like to advise recruiters about your disability: <input type="text"/></p> <p>Where did you hear about us?: <input type="text" value="eteach.com"/></p> <p>* = required field</p> <p><input type="button" value="Previous"/> <input type="button" value="Save and Next"/></p> <p>Click here to view your profile as a PDF</p> 
CV Details	
Position Sought	
Qualifications	
Experience	
Supporting Information	
References	
Equal Opportunities	
Declarations	
Summary	

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Please note: candidates are not required to complete the fields on this screen and can skip to the next section by clicking 'Save and Next'.

Step Nine – Declarations

In accordance with Department for Schools, Children and Families (DfES) guidelines, certain declarations must accompany applications. Please complete all fields in the 'Declarations' form, shown in the screen shot below:

Personal Details	9. Declarations
CV Details	* Have you ever been convicted or cautioned of a criminal offence: <input type="radio"/> Yes <input checked="" type="radio"/> No
Position Sought	If yes, please give details of each offence including date, offence and sentence:
Qualifications	<input type="text"/>
Experience	Please enter your GTC/Dfes number: <input type="text"/>
Supporting Information	* CRB Disclosure Date: <input type="text"/>
References	* CRB Disclosure Number: <input type="text"/>
Equal Opportunities	* How much sick leave have you had in the past two years?: <input type="text"/>
Declarations	* Are you related by marriage, blood, or as a co-habitee to any elected member of a council, a senior office of a council or a member of a school governing body: <input type="radio"/> Yes <input checked="" type="radio"/> No
Summary	* If yes, please give details including name, relationship, position held and name of council or school: <input type="text"/>
	* Are you a British Citizen or Citizen of the EEA and have the right to work in the UK? <input type="radio"/> Yes <input checked="" type="radio"/> No
	* If NO please specify your circumstances: <input type="text"/>
	* Tick to confirm you agree to bring proof of any qualifications stated: <input type="checkbox"/>
	* Tick to confirm you believe all the information you have provided is correct to the best of your knowledge: <input type="checkbox"/>
	You will be required to sign a printed copy of this application if invited to interview
	* = required field
	<input type="button" value="Previous"/> <input type="button" value="Save and Next"/>
	Click here to view your profile as a PDF
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Submitting Your Completed Application Form

Once you have completed all sections of your application, you will see the following summary screen:

10. Summary

Section	Status	
1. Personal Details	Completed (31/01/2008)	Edit
2. CV Details	Completed (31/01/2008)	Edit
3. Position Sought	Completed (31/01/2008)	Edit
4. Qualifications	Completed (31/01/2008)	Edit
5. Experience	Completed (31/01/2008)	Edit
6. Supporting Information	Completed (31/01/2008)	Edit
7. References	Completed (31/01/2008)	Edit
8. Equalities and Monitoring	Completed (31/01/2008)	Edit
9. Declarations	Completed (31/01/2008)	Edit

 To notify the recruiter of your interest in this pool [click here](#)

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To submit your completed application click on the 'click here' link. Your completed application will now be submitted to the Talent Pool and a confirmation will appear on the screen, as shown in the example below:

10. Summary

Section	Status	
1. Personal Details	Completed (31/01/2008)	Edit
2. CV Details	Completed (31/01/2008)	Edit
3. Position Sought	Completed (31/01/2008)	Edit
4. Qualifications	Completed (31/01/2008)	Edit
5. Experience	Completed (31/01/2008)	Edit
6. Supporting Information	Completed (31/01/2008)	Edit
7. References	Completed (31/01/2008)	Edit
8. Equalities and Monitoring	Completed (31/01/2008)	Edit
9. Declarations	Completed (31/01/2008)	Edit

 **Your application has been submitted**


If you would like to retract your application [click here](#)

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Retracting Your Application

If you decide that, after submitting your application, you want to retract it, simply click on the 'click here' link next to the 'retract application' statement to retract your application from the Talent Pool. You will be taken to the following screen and asked why you would like your application to be retracted from the Talent Pool:

✓ Personal Details	10. Summary <table border="1"><thead><tr><th>Section</th><th>Status</th><th></th></tr></thead><tbody><tr><td>1. Personal Details</td><td>Completed (31/01/2008)</td><td>Edit</td></tr><tr><td>2. CV Details</td><td>Completed (31/01/2008)</td><td>Edit</td></tr><tr><td>3. Position Sought</td><td>Completed (31/01/2008)</td><td>Edit</td></tr><tr><td>4. Qualifications</td><td>Completed (31/01/2008)</td><td>Edit</td></tr><tr><td>5. Experience</td><td>Completed (31/01/2008)</td><td>Edit</td></tr><tr><td>6. Supporting Information</td><td>Completed (31/01/2008)</td><td>Edit</td></tr><tr><td>7. References</td><td>Completed (31/01/2008)</td><td>Edit</td></tr><tr><td>8. Equalities and Monitoring</td><td>Completed (31/01/2008)</td><td>Edit</td></tr><tr><td>9. Declarations</td><td>Completed (31/01/2008)</td><td>Edit</td></tr></tbody></table>  Your application has been submitted <p>If you would like to retract your application click here</p> <div>Retract Application<p>* Please select an option that best describes the reason for retracting your application. Please note this information will only be used for statistical purposes.</p><p><input type="radio"/> Found employment elsewhere within this area Employers name: <input type="text"/></p><p><input type="radio"/> Found employment elsewhere outside this area Employers name: <input type="text"/></p><p><input type="radio"/> Change of career path</p><p><input type="radio"/> Other If other please specify: <input type="text"/></p><p>* = required field</p><input type="button" value="Save"/></div>	Section	Status		1. Personal Details	Completed (31/01/2008)	Edit	2. CV Details	Completed (31/01/2008)	Edit	3. Position Sought	Completed (31/01/2008)	Edit	4. Qualifications	Completed (31/01/2008)	Edit	5. Experience	Completed (31/01/2008)	Edit	6. Supporting Information	Completed (31/01/2008)	Edit	7. References	Completed (31/01/2008)	Edit	8. Equalities and Monitoring	Completed (31/01/2008)	Edit	9. Declarations	Completed (31/01/2008)	Edit
Section		Status																													
1. Personal Details		Completed (31/01/2008)	Edit																												
2. CV Details		Completed (31/01/2008)	Edit																												
3. Position Sought		Completed (31/01/2008)	Edit																												
4. Qualifications		Completed (31/01/2008)	Edit																												
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✓ Experience																															
✓ Supporting Information																															
✓ References																															
✓ Equal Opportunities																															
✓ Declarations																															
! Summary																															

To retract your application from the Talent Pool, select one of the four reasons from the list. Please note: you must select at least one option.

Once you click 'Save' your application will be removed from the Talent Pool.

Further Details and Support

For further details on using the Talent Pool software or for additional IT support, please contact the Eteach Team on:

Tel: 0845 226 1906

Email: support@eteach.com

For information on what to add to your application or its progress, please contact the LA.