

## How to register with Caffyns Jobs

- Click on 'New Applicant Registration' on the Recruitment page.
- Complete your name and email address. Use a password that is easy to remember then click 'Submit'
- If you are already registered, simply log in using your email address and password.
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- Complete the details required for registration. sections are mandatory and you cannot move to on until you have completed the mandatory section
- Date of Birth
- National insurance number (if you have one)
- Address and one telephone number - **mandatory section**
- Responsibilities of Current role (if applicable)
- Contact details for at least two referees, and whether you wish them to be contacted prior to interview - **mandatory section**
- Have you applied to Caffyns before? If yes, please provide details
- Days of sickness in last 12 months
- Application details - Please give as much detail as possible in each applicable section, paying particular attention to the 'application details' section. After studying the full description and person specification please provide as much information as possible regarding your skills and abilities that match the role being applied for – **mandatory section**
- Where did you hear about this vacancy – **mandatory section**
- Education and training details – **mandatory section**
- financial Service Authority (FSA) Accreditation and course details (if applicable)
- Apprenticeship Preferences (if applicable)
- Driving License details – **mandatory section**
- Work entitlement in UK – **mandatory section**
- Criminal offences – **mandatory section**
- Hobbies/leisure activities
- Emergency contact details – **mandatory section**
- Please select box to indicate you agree with the declaration
- Equal Opportunities form – this is an optional section and details, if submitted, are treated confidentially.

Once you have started/completed the application form you can either:

- Cancel and leave the application form - no changes will be saved
- Save the form and return to it at a later date
- Send your application - check you have completed the form fully and check for any spelling mistakes before hitting 'send application'

## Searching for vacancies

It is easy to search for Caffyns Vacancies. Please click on 'View Current Vacancies'. You may apply for vacancies directly from this page or print the details for reference when applying.

Check the closing date carefully and apply early if you can. Please note - vacancies will be withdrawn from the site at the end of the business on the relevant closing date

Once you have applied for a vacancy using Caffyns Job application form it is automatically saved. You can re-use the form for any other positions you might apply for. However, please check that all the information, especially your application details, is relevant to each vacancy you apply for and change it as necessary.

**If you have not received a response within three weeks of the closing date you should assume your application has been unsuccessful.**