



Job Application Form Help

The online application form has been designed to make it simpler and quicker for you to apply for a number of jobs at the same time. Your data will be captured electronically and enable us to more quickly process your interest.

Below are few points to help you use our on-line application form.

Mandatory fields

All of the fields must be completed, to ensure your application can be processed as quickly as possible.

List of all current vacancies

Our jobs are classified into six different geographical areas, shown on the map below. The full list of jobs can be seen by using the scroll bar just to the right of the map (see below):

The screenshot shows the 'Current Personal Assistant Vacancies' page. On the left, there is a form to 'Enter your details below' with a list of checkboxes for job categories: ILA Website, Jobsite, Total Jobs, Jobs Today, Sussex Local, All Regional Jobs, and Other please specify. The main content area features a map of the region divided into six key areas: Burgess Hill, Chichester, Crawley, Littlehampton, Midhurst, and Worthing. Below the map, a list of current vacancies is shown, with the first entry being 'BURGESS HILL' with two sub-entries: 'Female* Personal Care Assistant' (ref: DTY2540) and 'Personal Care Assistant' (ref: MP268). Two callout boxes are present: one pointing to the scroll bar on the right of the map area with the text 'Scroll down the list of vacancies here', and another pointing to the vacancy list with the text 'The list of current vacancies is here, sorted by our six key areas'.

To go back to the top of the list, just slide the scroll bar back to the top of this window.

This window sits within the application form, but it is not part of the application form.



Displaying the full job specification

If you want to review the full job specification just click on either the job description of the ILA reference number.

Current Personal Assistant Vacancies

Littlehampton

A full list of our current Personal Assistant (PA) vacancies are below.

- Click on the vacancy to open a detailed job description.
- Click [HERE](#) to show list of vacancies, when reviewing a job description.

BURGESS HILL

Female* Personal Care Assistant	DTY2540	Burgess Hill
Personal Care Assistant	MP268	Burgess Hill
Female* Buddy/ Personal Care Assistant	DP3647	Haywards Heath
Female* Personal Care Assistant	MP416	Haywards Heath
Personal Care Assistant	DTY227	Scyanes Hill

CHICHESTER

Female* Personal Care Assistant	TM541	Barnham
Personal Care Assistant	DTY3355	Bognor Regis
Female* Personal Care Assistant	JH1771	Bognor Regis
Female* Personal Care Assistant	JH3630	Bognor Regis

This will then open up the PDF file with the job details in it, all within the same window that is within the online application form as below:

Current Personal Assistant Vacancies

Littlehampton

A full list of our current Personal Assistant (PA) vacancies are below.

- Click on the vacancy to open a detailed job description.
- Click [HERE](#) to show list of vacancies, when reviewing a job description.

PDF toolbar: Print, Save, Zoom (56.5%), etc.

Find: _____

Job Reference: MP268

Personal Care Assistant Burgess Hill

Job Reference No	MP268
Job Title	Casual Personal Care Assistant/ Companion
Location	Burgess Hill
Hourly rate	From £7.70 ph weekdays to £8.00 weekends and £50.00 for Sleep-in-Night Shift Mon-Thurs/ £60.00 for Sleep-in-Night Shift Fri-Sun.
Job Type - (Perm or Temp)	Temp Casual (On call)
Hours	As required



Going back to the full job listing

If you have a job description open and you want to go back to the full listing, simply press the click **HERE** text, as highlighted below.

The screenshot shows a web browser window titled "Current Personal Assistant Vacancies" for Littlehampton. It lists instructions: "Click on the vacancy to open a detailed job description" and "Click **HERE** to show list of vacancies, when reviewing a job description." A red circle highlights the word "HERE". A callout box points to it with the text: "Click this to go back to the full job listing". Below the instructions is a detailed job listing for "Personal Care Assistant Burgess Hill" with a job reference of MP268. The listing includes a table with the following details:

Job Reference No	MP268
Job Title	Casual Personal Care Assistant/ Companion
Location	Burgess Hill
Hourly rate	From £7.70 ph weekdays to £8.80 weekends and £50.00 for Sleep-in-Night. Shift Mon-Thurs/ £60.00 for Sleep-in-Night Shift Fri-Sun.
Job Type - (Perm or Temp)	Temp Casual (On call)
Hours	As required

NOTE: Please note that if you click this button when you are in the full listing you will go back to the page you were on before entering the ILA online application form.

Filling out the form

The form is self-explanatory, asking a number of questions that require a yes/no answer, select one option and a number of free format text boxes for your answers.

Any questions on how to answer a question should be raised with the recruitment team either:

- Calling on: 01903 219482
or
- Email recruitment team on: Recruitment@ilawestsussex.org