

GlasgowGuarantee@glasgow.gov.uk

GLASGOW GUARANTEE

Registration Process for School Leavers

ELIGIBILITY

Candidate Eligibility - Glasgow Guarantee

All candidates MUST:

- Reside within Glasgow City Council postcode boundary or attend a Glasgow School
- Be **unemployed** and are eligible to work in the UK

There is 1 entry route to register:

- Eligible to leave school 3 months prior to and 3 months after the official school leaving date
 - Winter Leavers: October - March
 - Summer Leavers: March - August

whatever your background or personal circumstances we can help you to find your next job

3 STEP REGISTRATION PROCESS

The registration process includes the following steps:

- Online registration form
- Email address verification
- Indicating sector interests

Candidates will have access to their account and be able to view vacancies after they submit the online registration form, however they **WILL NOT** be able to apply for any vacancies, until all the above areas are complete and the candidate has been approved by Glasgow Guarantee.

Registrations can only be approved once all 3 areas have been completed and school leaving date is verified. Glasgow Guarantee will refer to the School Winter and Summer Leavers List, (which is provided by Glasgow City Council, Education Services) to confirm and verify school leaving date.

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Glasgow Guarantee

We can help you to grow and prosper

#MAKE IT WORK AND GET RECRUITING

The Glasgow Guarantee is a highly regarded employability programme which supports Glaswegians into work and helps local businesses to grow and prosper.

It offers many benefits if you are:

- a Glasgow resident who is unemployed or about to leave school or college- we have lots of job opportunities available to you
- a Glasgow based business, who employs less than 250 staff we can support you financially when you are recruiting your next employee.



#MAKE IT WORK – find your next job
Register to apply for jobs here

As a candidate looking for a new job - join our scheme to benefit from:

- **instant access to a large number of permanent Glasgow vacancies and Modern Apprenticeship opportunities** when you sign up whilst still at school or college
- **full support and assistance** from your local Employability Provider, if you've been out of work for a while - to help you get ready for your new role
- **becoming a valued member of a team** – job vacancies are for a minimum of 18 months and you get access to the same terms and conditions as other employees
- **earning whilst learning** – get paid the Glasgow Living wage (or a percentage of it if under 21yrs old)
- **access to your own dedicated online account** to view and apply for vacancies once registered.



#GET RECRUITING- take the next step
Register to recruit here

As a business looking to recruit - register today to benefit from:

- **financial support** through a wage subsidy when recruiting for a vacancy or a modern apprentice
- **direct access to a diverse pool** of work ready job candidates once registered – using your online account
- **access to additional training funds** - financial support to help your recruited employee achieve a recognised qualification
- **assistance and support** from a dedicated team of business advisors
- **knowing you are making a difference** by paying the Glasgow Living Wage.

- Click on #MAKE IT WORK – find your next job. Register to apply for jobs here

whatever your background or personal circumstances we can help you to find your next job

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YOUNG PEOPLE

Good
Practice
Award

BUSINESS
GLASGOW



STEP 1: ONLINE REGISTRATION FORM

Registration

Complete the form to determine if you are eligible for Glasgow Guarantee

Fair Processing Notice

To find out how we will process and use your personal information in connection with this request please see our [Privacy Policy](#)

Date of Birth (DD/MM/YYYY)

Postcode

Find Address

[Home](#)

[Sign in](#)

[Vacancies](#)

[Cookie Policy](#)

[Business](#)

[Privacy Policy](#)

[Case Studies](#)

CONTACT US

Phone: 0141 287 7282

- Option 1 for Candidate Registration or Account Issues
- Option 2 for Business Enquiries

1. Enter date of birth
2. Enter a valid Glasgow City Council postcode. To check that the postcode is within Glasgow City, please access www.gov.uk/find-local-council
 - a. If you do not live in Glasgow but attend/attended a Glasgow school, please call Glasgow Guarantee to register - 0141 287 7282 (Option 1 or 4)

Click FIND ADDRESS

Fair Processing Notice

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Address

- Please Select -

3. Select address from the drop down list

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STEP 1: ONLINE REGISTRATION FORM

Have you left school within the last 3 months OR are you eligible to leave school within the next 3 months?

Yes No

Please select your most recently attended school

Please select your school leaving date

Are you eligible to work in the UK?

Yes No

Do you need a visa to work in the UK?

Yes No

4. Have you left school in the last 3 months OR are you eligible to leave school within the next 3 months?
 - a. Select YES or NO
5. Select the most recently attended school from the available drop down list
6. Select your school leaving date
 - a. Select Winter if you leave between October and March
 - b. Select Summer if you leave between March and August
7. Are you eligible to work in the UK?
 - a. Select YES or NO
8. Do you need a VISA to work in the UK?
 - a. Select YES or NO
 - b. Accepted VISA for registration include:
 - i. Indefinite leave to remain/settlement
 - ii. UK Partner Visa – EEA Family Permit

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STEP 1: ONLINE REGISTRATION FORM

PERSONAL DETAILS:

Personal details

First name

Middle name

Last name

Date of Birth (DD/MM/YYYY)

NI number

Address One

Address Two

Address Three

Town

Postcode

Mobile phone number

Email

Confirm email

Username

Password

Confirm Password

9. Complete all fields

10. National Insurance Number is a mandatory field

- If you don't have an NI number, please contact Glasgow Guarantee on 0141 287 7282 Option 1 or 4

11. Create a Username and Password

- Think of a username and password that you'll remember

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STEP 1: ONLINE REGISTRATION FORM

EQUALITY AND DIVERSITY:

Equality & Diversity

Achieving diversity in the workplace is important to us: it isn't just about complying with the law it's about recognising and valuing each other's differences and treating each other fairly. We want to recognise everybody's worth regardless of their age, disability, gender, sexual orientation, religion or belief and ensure equality across all areas. We want to respect others, and be a sensitive and understanding employer. We want to do this because we think that when people can be themselves they perform better and it helps us to better reflect the community we serve. To achieve this we will:

- Undertake positive action activities to promote fairness and diversity throughout all our recruitment practices.
- Strive to continually improve our processes in order to work positively with the communities we serve to develop and engage their skills and abilities to improve our effectiveness.
- Commit to fairness and diversity within all our practices and ensure respect and dignity for all employees.

Positive Action

We recognise that we are under-represented by people from minority groups such as black and minority ethnic people, lesbian, gay, bisexual and transgender and those who identify as having a disability. In order to raise awareness and promote careers within Glasgow Guarantee, we use Positive Action to encourage and inform individuals from these groups. We particularly encourage applications from Black and Minority Ethnic (BME), Disabled including Additional Supported Learning requirements and Care Experienced candidates who we would like to see better represented in employment. Positive Action is legal under the Equality Act 2010 and refers to a number of activities employed by an organisation, which are designed to counteract under representation and disadvantage. These initiatives are aimed at attracting people to apply for posts, knowing that their application will be treated equally and selection is done on the basis of merit and the ability of that individual to carry out the job. Positive Action activities that are supported through Glasgow Guarantee include access to Modern Apprenticeships up to 26th Birthday if Care Experienced and 29th Birthday if Disabled.

In order for us to ensure we are providing equality of opportunity we ask that all candidates complete an Equalities Monitoring Form, this is included within our application pack.

How would you describe your gender ? <input type="text" value="Please Select"/>	Have you ever identified as a transgender person or trans person ? <input type="text" value="Please Select"/>
What is your Religion or Belief ? <input type="text" value="Please Select"/>	What is your national Identity ? <input type="text" value="Please Select"/>
What is your ethnic group ? <input type="text" value="Please Select"/>	What is your sexual orientation ? <input type="text" value="Please Select"/>
Parental Poverty <input type="text" value="Please Select"/>	

Care experienced

Have you ever been in care or are care experienced

<input type="text" value="Yes"/>	<input type="text" value="No"/>
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Disability

Do you consider yourself to have a disability or long term health condition?

If you are invited to interview are there any reasonable adjustments the employer needs to make to help you?

<input type="text" value="Yes"/>	<input type="text" value="No"/>
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Where did you hear about us?

I have read the terms and conditions [here](#)

12. Complete the equality and diversity form

13. Read the terms and conditions and tick the box

14. Submit your online registration form

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Glasgow Guarantee

We can help you to grow and prosper

Once you submit your registration form, you will be automatically logged in to your account but you will not be approved at this stage. You will be able to view vacancies but **WILL NOT** be able to apply until you complete the 3 step registration process and have been approved by Glasgow Guarantee.

IF USING A PUBLIC PC, PLEASE DO NOT AUTOSAVE YOUR USERNAME AND PASSWORD – other people using the PC after you will be able to log in to your account

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STEP 2: EMAIL ADDRESS VERIFICATION

Once you submit your online registration form, you are automatically signed in to your account but you will also be required to validate your email address. To do this, we will send you an email (see below) to the email address you provided on your online registration form:

Thank you for your registering with the Glasgow Guarantee. Before we can begin to process your registration you will need to validate your email address. You can do that by [clicking on this link](#). If you do not do this within 14 days your details will be removed from our system and you will be required to re-register.

Kind Regards

Glasgow Guarantee Team


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When you are logged in to your account, your dashboard will be similar to below:

Glasgow Guarantee [Vacancies](#) [Business](#) [Case Studies](#)

candidate1 

My Account

Complete your Glasgow Guarantee account 3/3



Eligibility

Upload proof of eligibility or referral form



Equal Ops

Complete the Equal Opportunities form



Sector Interests

Choose at least 1 sector you are interested in.

Your Profile



Personal Details

Candidate Test 1
emma.boyd@glasgow.gov.uk
01412878609



Rejected Eligibility Documents



Qualifications

Add qualifications



Work Experience

Add work experience

My Account | [Saved Vacancies](#) | [Application History](#)



Key Skills

Add key skills



Saved Vacancies



Application History

Your Account



Change Username

candidate1



Change Password



Change Security Question

What is your first name?



Resend Email Validation

Click here if you need a new email validation

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STEP 3: CONFIRMING SECTOR INTERESTS

My Account

Complete your Glasgow Guarantee account 3/3

 <p>Eligibility Upload proof of eligibility or referral form</p>	 <p>Equal Ops Complete the Equal Opportunities form</p>	 <p>Sector Interests Choose at least 1 sector you are interested in.</p>
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- You must complete the Sector Interests Declaration on your dashboard
- [Click Here](#)
- Please select all the sectors you are interested in

All 3 steps are now complete for school leavers. Glasgow Guarantee will now be able to verify School Leaver status and eligible registration applications will be approved by Glasgow Guarantee

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