



Our application process has been designed so that it is quick and easy. These notes have been designed to assist you in completing your application online, so please take a few minutes to read through them.

The information you provide will be used by the hiring manager to decide whether you have the skills and experience to enable you to be shortlisted for interview. It is important that you provide us with accurate and honest information.

Registering for our online job portal

- Click on the Current Vacancies tab on the Careers page. This will take you to the online applicant portal. Please select the vacancy that you wish to apply for (alternatively click on Get Started).



Applicant Portal
Current Vacancies

Here are our current vacancies. Use search to find the job you wish to apply for. Click the job name to see more details and to apply.
[Sign up for alerts](#) and we will email you when we have a suitable new vacancy

Vacancy Name ▲	Vacancy No	Employment Type	Location	Applications Close Date
Test Vacancy	VN292	Full-Time	Cowley	31 Aug 2018

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- Please review the Description of the Role and Key Responsibilities. If you meet the requirements please click on the Apply Button

Applicant Portal
Job Details: Test Vacancy

Full details of the job.

Vacancy Name	Test Vacancy
Vacancy No	VN292
Employment Type	Full-Time
Work Location	Cowley
Description of Role	This is the description field
Key Responsibilities	This is the key responsibilities field
Applications Close Date	31 Aug 2018

- You will be asked to register as a new candidate. Please complete the mandatory fields in Red and ensure that you read and accept the Privacy Statement and select register.

Current Vacancies
Get Started

Get Started

Please do not register again if you have already done so or been given a candidate reference number. If you know your reference please enter it. If you can't remember please ask for a reminder.



Register as a new candidate | Enter your candidate reference number | Reminder of your candidate reference number

In order to apply for jobs on this site you must first register. Please complete the details below.

First Name	<input type="text"/>
Surname	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Home Street 1	<input type="text"/>
Home Street 2	<input type="text"/>
Home City	<input type="text"/>
Home Country	<input type="text"/>
Home Post Code	<input type="text"/>
National Insurance Number	<input type="text"/>
Source	--None--
I agree to the Privacy Statement	<input type="checkbox"/>

Register

Please read our Privacy Statement found [here](#). You will need to agree to this in order to apply for positions with us.

- Once you have registered you will receive an email with your candidate reference number which can be used to access the system at anytime. If you forget your candidate reference number you can ask the system for a reminder which will be emailed to you.
- You will then be taken to the next page where you will need to upload your CV (resume) and Covering Letter. Please answer the additional information about yourself and press Submit Application.

Tips for Covering Letter and CV

- The covering letter is your opportunity to demonstrate how you meet the criteria in the job role.
- Please provide evidence of how your skills, experience and qualifications match those listed within the criteria. What recent examples, either work related or outside work, can you give to demonstrate your suitability.
- Ensure that your CV is up to date and shows the correct information.
- Please review the information you have provided carefully, reviewing spelling and grammar.

Please note the system will only allow you to proceed with your application if you meet the criteria set within the section Information about yourself

To apply, answer the questions below (if any) and click "Save".

Information about your application

Attach Resume Browse...

Attach Cover Letter Browse...

Information about yourself

Do you have the right to work in the UK?

Do you require a work permit to work in the UK?

Submit Application

- Once your application has been submitted you can login to the online job portal and withdraw your application at any time.
- Once you have selected 'submit', your application will be sent directly to our recruiting manager to review. You be notified of the outcome.
- If you need any assistance at any stage please contact human.resources@uk.allportcargoservices.com.

Signing up for Job Alerts

- If you wish to sign up for job alerts please use the link under the Current Vacancies to receive email alerts when we advertise any new role that meet your search criteria