



QRG for Internal Applicants

This Guide is for Walsall Council employees applying for internal vacancies.

Author	Version	Edit Date
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Walsall Council

Step Number	Step Description
1	Sign into OneSource.

Step Image

ORACLE Cloud

English

Sign in

Username

Password

[Forgot Password?](#)

Next

Or

 Sign in with Walsall SSO

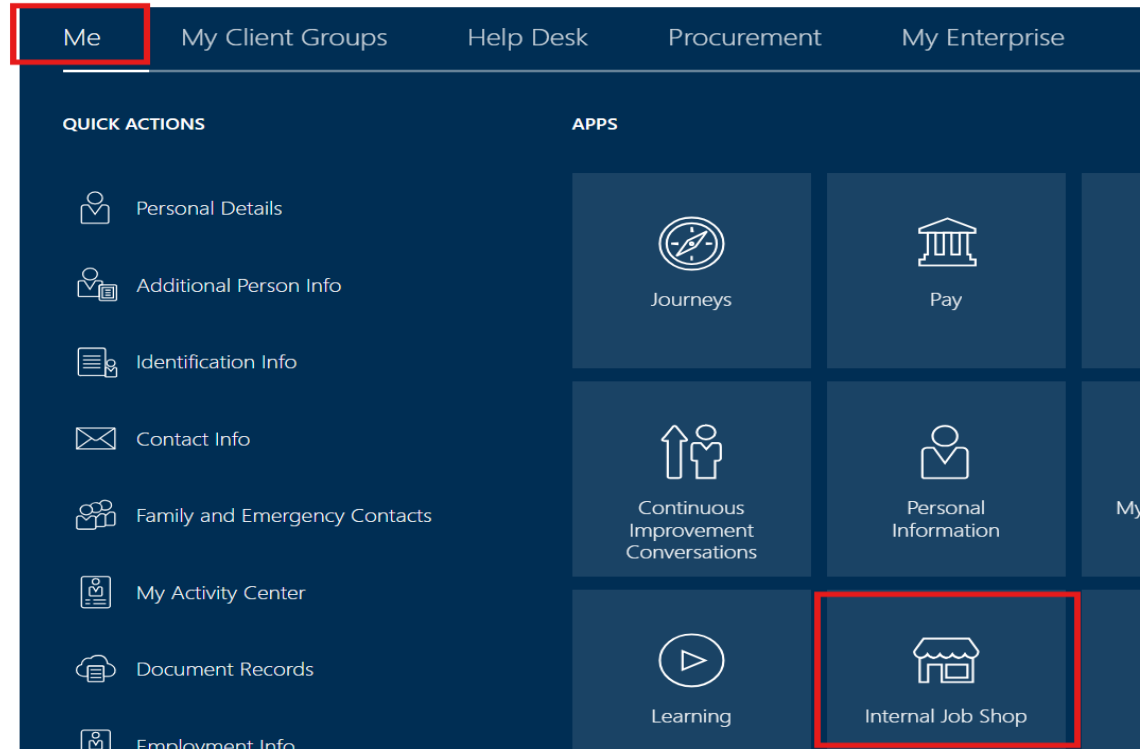
[Need help signing in?](#)

There is no need to enter a username or password, simply click the 'Sign in with Walsall SSO' option.



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- 2 Click **'Me'** and then **'Internal Job Shop'**



3

The '**Opportunity Marketplace**' page will display all vacancies currently advertised by Walsall Council. You can click the title of any vacancies you are interested in to display the full advert and further details.

< Opportunity Marketplace

Search for opportunities

Opportunity Jobs

Posting Date

Location

Organization

Job Function

Filters

20 items

+ Create

Update Interests

Job 07/10/2025

External Funding Bid Writer - Ref: RT03325

An exciting opportunity has arisen to join our External Funding Team to help drive forward the...
Walsall, West Midlands, United Kingdom

Job 07/10/2025

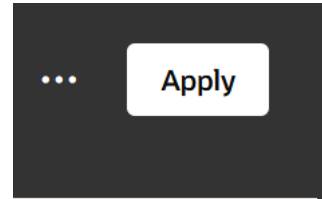
Barcroft primary school Unit Supervisor - Ref: EE08025

We are looking for an enthusiastic, adaptable individual to manage a team tasked with providin...
Willenhall, West Midlands, United Kingdom



4

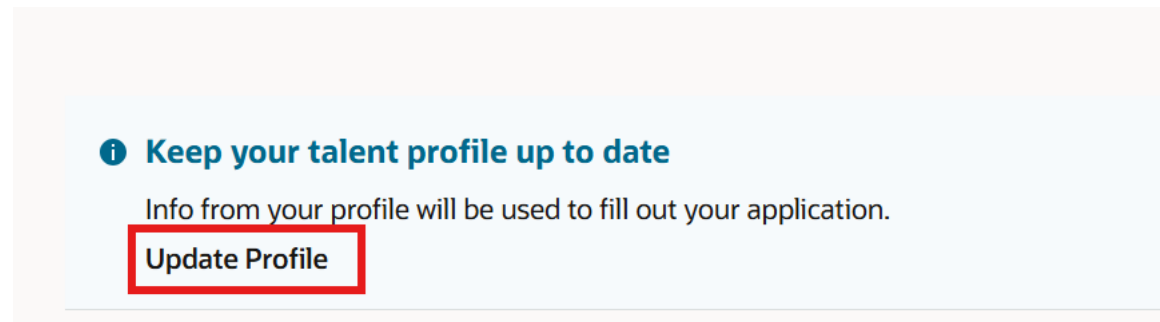
When you have found a vacancy you would like to apply for, make sure that you read through the full advert and job description and employee specification for the role, then click **'Apply'** at the top right hand corner of the advert.



The recruiting manager will be looking for how your skills, experience and qualifications meet the essential criteria set out in the employee specification when they shortlist.

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You will be taken to the online application. **Please note that at the very top of the page, the following notice will display:**



It is important to click 'Update Profile' here to ensure that your work history and qualifications are entered and up to date.



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You can add new qualifications by clicking the '+' button, or you can edit existing ones by clicking the pencil button next to the qualification.

Qualification +

Qualification to use in ORC & onesorce

Qualification ▼
Required

Course Title

School / Establishment ▼

School Name

Start Date

End Date

Grade

Date Acquired

Drag and Drop
Select or drop files here.

You can also upload copies of your certificates if you wish, by clicking the 'Drag and Drop' option and saving your files.



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When you have added the necessary information about each qualification, click **'save'**.

Qualification +

Qualification to use in ORC & onesorce

Qualification A Level	Course Title German	School / Establishment ACS Hillingdon International School	
School Name	Start Date 01/09/199	End Date 01/08/199	Grade A
Date Acquired 01/08/1997			

Drag and Drop
Select or drop files here.

URL Add URL

Cancel Save

Make sure to scroll down and add or edit your work history in the same way.

8

You can scroll down and add any details of relevant professional memberships by clicking **'+'**

Professional Memberships +

Add items to the profile.

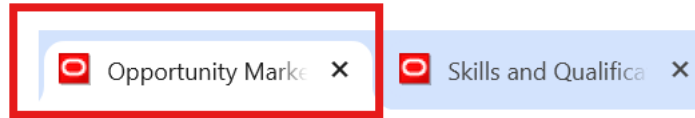
Professional Memberships for use in ORC

Don't forget to click 'save' when you add each membership.



9

Once you are happy with this, you can return to your application by closing the '**Skills and Qualifications**' tab and going back to the '**Opportunity Marketplace**' tab at the top of your browser.





10

Respond to the application questions by clicking the arrow at the side of the answer box and choosing the appropriate answer.

Do you have a disability?

Yes



Are you neurodivergent?

Yes



Care leavers / care experienced - Walsall Council will guarantee an interview for any candidate who is a Walsall Council care leaver or care experienced individual, who meets the employee specification criteria for the job (and who inform us of this at the time of their application through the below declaration). If you are a Walsall Council care leaver or care experienced and ticked yes, please provide further details in your supporting information.

Required

Armed Forces Community Covenant - Walsall Council will guarantee an interview for any candidate who has formerly served in the UK Armed Forces and who meets the employee specification criteria (and who inform us of this at the time of their application through the below declaration). If you have formerly served in the UK Armed Forces and tick yes, please provide further details in your supporting information.

Required

Note that if you answer 'Yes' to the question 'Do you have a disability?' a second question will display asking if you are neurodivergent.



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Remember when completing the 'Supporting Information' section that you will need to provide detailed information (including examples) of how your skills, abilities and experience meet the essential criteria set out in the employee specification for the role. The recruiting manager will use this information for shortlisting, so it is particularly important.

Please provide detailed SUPPORTING INFORMATION that demonstrates how your skills, abilities and experience meet the essential criteria set out in the employee specification for this role. Your SUPPORTING INFORMATION will be used by hiring managers to decide whether you will be invited to interview. You can copy and paste information from a WORD document (or similar) into this section, up to approximately 4 pages. Please note that we do not accept CV's. (Maximum 12,000 characters).

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If you are a redeployee, make sure to answer 'yes' to the question 'Are you subject to a redeployment process'? This will alert the Recruitment Team and the recruiting manager to the fact that you are a redeployee, and your application will be considered before any others (subject to the Redeployment Procedure).

Are you subject to a redeployment process?

Yes

No



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Do you have any unspent convictions, cautions, reprimands or warnings?

Self-declaration of suitability to work in posts requiring a Disclosure and Barring Service Check Where the post involves working with children, other vulnerable groups or in a position of trust it is exempt from the provisions of the Rehabilitation of Offenders Act 1974 which means you must disclose details of unfiltered convictions including reprimands, formal warnings and cautions (for guidance on the filtering of convictions see here: <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>). Any information given will be treated as confidential and will be considered only in relation to posts to which the order applies

Required

Are you related to, or a close friend of, any elected member (councillor) or employee of the organisation?

Canvassing or failure to make proper disclosure may disqualify you for the appointment, and if appointed, shall render you liable to dismissal without notice.

Required

Ensure that you answer all questions.



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- 13 Make sure to read through the final statement and add your e-signature by typing your name into the box.

I hereby consent to the recruiting organisation processing and retaining my personal data contained within this application form for recruitment, selection and employment related purposes in relation to this application only.
I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed.

Do Not E-Sign Until You Have Read The Above Statement

By my E-Signature below, I certify that I have read, fully understand and accept all terms of the statement. Please signify your acceptance by entering the information requested in the fields below.

Full Name

Required

- 14 Once you are happy with your application, go to the top of the page and click '**Submit**'

Cancel Save Submit

When you have submitted your completed application form, you will be unable to amend it – please ensure that you have included all necessary information before clicking the 'submit' button