How to submit your interest in Redeployment
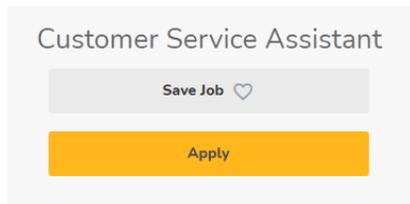
If you are looking to be redeployed within the Society, you can search for internal vacancies on the Careers website. Once you have found a role to apply to, for redeployment, follow the guidance below.

1. On the vacancy, click the yellow 'Apply' button to start your submission, this will open a registration form that you will need to complete.

Customer Service Assistant

Save Job ♡

Apply

2. When registering your account, select "Current Employee" for the 'How did you hear about us?' questions.

Create a new profile

*How did you hear about us?

Current Employee

3. For us to identify that you're a colleague seeking redeployment, ensure that you choose **YES** for 'Do you currently work for Midcounties Co-operative?'

*Do you currently work for Midcounties Cooperative?

⦿ Yes
◯ No

4. Confirm which branch you currently work in and who your current line manager is.

*What is your current Work Location?

Leamington Spa Travel

Who is your current Line Manager?

John Smith

5. Tick **YES** for the 'Are you a colleague that's looking to be redeployed within the Society?' and then confirm your colleague number in the following questions.

*Are you a colleague that's looking to be redeployed within the Society?

⦿ Yes
◯ No

*Please confirm your employee number:

808080

You do not need to receive job alerts as part of this process so, please tick NO.

6. Complete the personal details section to create your account.

*Title:

Miss ▾

*Forenames:

Jane

*Surname:

Roberts

*Email Address:

janerobertseploytest@hotmail.com

*Confirm Email Address:

janerobertseploytest@hotmail.com

*Password:

••••••••

7. Confirm that you are happy to consent for use of your personal data. You **do not** need to upload a CV so click register when you are finished.

Register

Your account will be created, and you will be required to answer a few questions about your redeployment preferences.

8. Complete the questions regarding redeployment so that we have a good idea of your preferences and availability.

*What is your current availability for redeployment?

Full-time ▾

Please confirm your location preferences; you must choose two from the dropdown lists below.

*Preferred Location:

- - Leamington Spa ▾

*2:

- - Warwick ▾

*Would you be able to commute within a 10-mile radius?

◉ Yes
○ No

*Mobile Telephone No:

07000000000

Please ensure there are no spaces or symbols in the telephone number you provide.

Home Telephone No:

Please ensure there are no spaces or symbols in the telephone number you provide.

Submit

9. Click 'Submit'.

You will receive a confirmation email to acknowledge your submission. Our central Resourcing team will contact you regarding an opportunity and next steps.

How to register your account

If you do not find a vacancy that you would like to apply for, you can still register an account and apply later.

1. Click 'Register' on the top right of the Careers website.

2. When registering your account, select "Current Employee" for the 'How did you hear about us?' questions.

3. For us to identify that you're a colleague seeking redeployment, ensure that you choose **YES** for 'Do you currently work for Midcounties Co-operative?'

4. Confirm which branch you currently work in and who your current line manager is.

5. Tick **YES** for the 'Are you a colleague that's looking to be redeployed within the Society?' and then confirm your colleague number in the following questions.

You do not need to receive job alerts as part of this process so, please tick NO.

6. Complete the personal details section to create your account.

7. Confirm that you are happy to consent for use of your personal data. You **<u>do not</u>** need to upload a CV so click register when you are finished.

Register

Your account will be created.

8. On the next page, click 'Save' as you do not to complete the following sections.

You can come back to the Careers website at any point and apply to be redeployed when you find a role that you're interested in.