

GUIDE TO APPLYING FOR CHRISTMAS CASUAL ROLES



To apply for a Christmas Casual role within Royal Mail, search online:

christmasrecruitment.royalmailgroup.com

to take you to our Temporary Jobs page.



If you'd like some more detail about the roles before applying, click the 'Lets Chat' button at the bottom of the Christmas Recruitment page.

Enter a keyword, location or postcode and click 'Search Jobs' to display vacancies matching your selected criteria.

A search form with three input fields: "Search by Keyword", "Search by Location", and "Search by Postal Code". A red "Search Jobs" button is located to the right of the "Search by Location" field.

Step 1 – Initial application form

Click on [Apply now »](#)

Sign in if you are already a registered user or create a new account by entering your email address and a password. To complete the initial application, add your personal details in the fields provided and complete the different sections of the application, using the drop-down menus or buttons to select the required information where necessary. All fields and questions with a * are mandatory and must be completed.

Click on the link to read and accept the data privacy statement. When you've finished, click 'Apply' at the bottom of the page.

*Terms of Use [Read and accept the data privacy statement.](#)



You will receive an email confirming your application has been submitted. If your application is progressed, you will receive a further email asking you to provide additional information and upload your documents. Remember we will be recruiting for Christmas roles into late October/early November so there may be a delay between the receipt of your confirmation email and progression to the next stage.

Step 2 – uCheck application

The email you receive will explain what you need to do next to complete your application. You will be asked to provide some further personal information and upload documents to demonstrate your Right to Work in the UK, proof of Identity and proof of your National Insurance number. You will also need an electronic head and shoulder photo of yourself to be used as your staff Identity badge.

Read through the email carefully and ensure you have the all the required documents to hand before you start. You may find it easier to take photos of the documents beforehand and load them onto the device you're going to use to submit the application. It is worth noting that if you intend to use a driving licence as part of your application it must be in your current address.

When you are ready to start click the uCheck link at the end of the email

Ready to go? [Here is your link to uCheck.](#)

Make sure you watch the informative video and read through the instructions on the front page and when you are ready click 'start now.'



Select your current Nationality from the dropdown menu and upload a photo of your proof of National Insurance number and a head and shoulders photograph of yourself (in the style of a passport photo) for the staff identity badge. Type in your National Insurance number in the field provided.

Click **Next** to continue

You will be provided with a drop-down selection of documents that are required to support your application. Select the relevant document from the dropdown list and click **Next**. You will be provided with further drop-down lists to select other documents you need to provide based on the document you selected as Document 1. Continue to select the relevant documents and select **Next**.

You can easily clear all selections or start again using the buttons at the bottom of the screen. This may be useful if you come to a drop-down list of documents where you do not have any of the documents required as it may be possible for you to select a different document in Document 1 that provides different options.

Clicking on the 'clear sections' button allows you to go back and select different documents from the dropdown picklist. If you click the 'start again' button this will take you back to the beginning of your application.

Once all the necessary documents have been selected you will be asked to upload copies of these documents. Click the upload button and select the appropriate photo from your device.

Do this for each document.

Click **Next** to continue

You will then be asked to provide your 5-year activity/work history, which must include any gaps in your employment.

The screenshot shows a form with several fields and callouts:

- Current Activity ongoing?:** A dropdown menu with "Yes" selected.
- Current Activity End Date (Day/Month/Year):** Three input fields containing "31", "07", and "2020".
- Current Activity Start Date (Day/Month/Year):** Three dropdown menus. The first contains "1", the second "Select...", and the third "Select...".
- Job Title & Company/Activity:** A text input field containing "Job Title & Company/Activity".
- Activity Description:** A text input field containing "Activity Description".

Callouts:

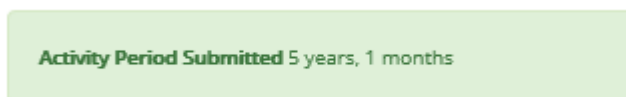
- A green box with the text "If unsure of an actual start day, select the 1st" has an arrow pointing to the first dropdown of the start date.
- A green box with the text "A brief description only is necessary here" has an arrow pointing to the activity description field.

Other text in the form:

- "Please Complete" is below the job title field.
- "Please Select" is below the second start date dropdown.
- "Date must be VALID and before END date." is below the third start date dropdown.

Continue to add activities until you have provided the full 5 years of information.

The green bar across the screen will update with the period of time submitted as you enter each activity.



You can click Previous or Next to move forwards or backwards as you progress throughout the application.



You can track how far along in the process you are from the buttons across the top of each page



On the next screen enter your personal details using the text fields and dropdown boxes, as appropriate, following any prompts that may pop up on the screen.

FIELDS MARKED IN ORANGE ARE REQUIRED!

<p>Title:</p> <input type="text" value="Select..."/>	<p>Date of birth:</p> <input type="text" value="Select..."/> <input type="text" value="Select..."/> <input type="text" value="Select..."/>	<p>Gender</p> <input type="text" value="Select..."/>
<p>Forename:</p> <input type="text" value="Forename"/>	<p>Birth Nationality:</p> <input type="text" value="Select..."/>	<p>Mothers Maiden Name:</p> <input type="text" value="Mother's maiden name"/>
<p>Middle name 1:</p> <input type="text" value="Middle name 1"/>	<p>County of Birth</p> <input type="text" value="County of Birth"/>	<p>Email address:</p> <input type="text" value="Email Address"/>
<p>Middle name 2:</p> <input type="text" value="Middle name 2"/>	<p>Country of Birth</p> <input type="text" value="Select..."/>	<p>Verify Email address:</p> <input type="text" value="Verify Email Address"/>
<p>Middle name 3:</p> <input type="text" value="Middle name 3"/>	<p>Town of Birth:</p> <input type="text" value="Town of Birth"/>	<p><small>* The email address provided will be used to send a confirmation email that the application has been submitted</small></p>
<p>Surname:</p> <input type="text" value="Surname"/>		

Enter your mother's surname at her birth

Click **Next** and confirm your Nationality and any surname changes.

FIELDS MARKED IN ORANGE ARE REQUIRED!

<p>Has your Nationality changed since birth? :</p> <input type="text" value="Select..."/> <p style="color: red; font-size: small;">Please select</p>	<p>Has your surname changed since birth? :</p> <input type="text" value="Select..."/>	<p>Have you ever been known by any other names? :</p> <input type="text" value="Select..."/> <p style="font-size: x-small;">If 'YES' is selected here then you will need to supply details on the next page</p>
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If you answer 'yes' to the question 'has your surname changed since birth', then you will be asked to provide your birth name and tell us the date your name changed.

<p>Has your Nationality changed since birth? :</p> <input type="text" value="No"/>	<p>Has your surname changed since birth? :</p> <input style="border: 1px solid red;" type="text" value="Yes"/> <p>Birth Surname:</p> <input style="border: 1px solid red;" type="text"/> <p style="font-size: x-small; color: red;">Cannot be empty Last character of name must be a letter.</p> <p>Birth Forename:</p> <input style="border: 1px solid red;" type="text" value="Birth Forename"/> <p style="font-size: x-small; color: red;">Cannot be empty Last character of name must be a letter.</p>	<p>Have you ever been known by any other names? :</p> <input type="text" value="Select..."/> <p style="font-size: x-small;">If 'YES' is selected here then you will need to supply details on the next page</p>
	<p>Used Until Month:</p> <input type="text" value="Select..."/>	<p>Used Until Year:</p> <input type="text" value="Select..."/>

If your name has changed more than once (forename or surname) then you need to state 'yes' to 'have you been known by any other name.' This will open another section for you to provide the details of the name change and the dates that you changed your name.

Other name Type:

Please Select

Other name:

From Month: From Year:

To Month: To Year:

Known by any other names?:

If 'YES' is selected here then you will need to supply details on the next page
 (Please note that you can only supply a maximum of 9 additional names used)

Please note: the maximum number of other names you can enter details for is 9.

Click **Next** and add address details using the postcode finder where appropriate.

Current Address Postcode:

You will be asked to provide a full 5 years address history.

Current Address From Month/Year:

A full 5 year address history is required. If necessary, additional details will be required on the next page.

Click **Next** and confirm your Identity documents.

Have your documents nearby so you can add their numbers when required.

National Insurance Number Available?: Passport Available?: Driving Licence Available?:

National Insurance Number: Passport Number:

National Identity Card Available?: Passport Country of Issue:

* A minimum of one form of the ID listed must be declared.

Click **Next** to review all the information you have provided. And confirm you have read and understood the statements on the right of the screen, by ticking the check boxes.

Click **Next**

Read the Declaration carefully and then tick the check boxes to confirm. Type your name into the signature field and select 'sign and submit'.

Your Signature (type in your forename and surname as entered in the application as your digital signature):

Sign and Submit

Your application has now been submitted. You will receive a confirmation email with details of the next steps and a unique HR reference number. Keep all the documents you uploaded together as you will need to take them (except the photograph for your security badge) along with your confirmation email to the Post Office for verification.