

Candidate Help & Support

Frequently Asked Questions

Click on the questions below to find answers to the most frequently asked questions

Applications

[How do I apply for a vacancy?](#)

I have clicked on apply, but nothing has happened?

How can I check on the progress of my application?

How can I amend my application?

How can I withdraw my application?

Email Alerts

I would like to create a 'job alert' search

I would like to edit or delete a 'job alert' search

My Account

How do I create a profile without applying for a vacancy? (Join our Talent Community)

I would like to change my registered details

I have forgotten my password – how can I access my account?

How do I change my password?

How do I remove my Candidate Profile?

General

Contact the Recruitment Team

Applications

How do I apply for a vacancy?

To apply for a position you have seen on our site click the 'Apply Now' button at the bottom of the advert.

You don't need an account to apply to one of our roles. **Type** in your email address, **tick** the box to agree with our terms and conditions and click **Next**.

If you have used this email to apply with Tata Steel previously then you will be sent a 6 digit verification code to log in. This will carry across the details you have inputted in previous applications that can be edited.

This screenshot shows a form titled "You don't need to have an account". It includes a sub-header "Get started right away by simply using your email. Your profile will be created and kept up to date automatically as you enter details for each of your job applications." Below this is a text input field for "Email address *", a checkbox for "I agree with the terms and conditions *", and two buttons at the bottom: "CANCEL" and "NEXT >".

Once logged in, you will be directed to the **Apply Page** where you will need to enter your contact details and upload your CV. If you are using an existing candidate profile, please verify the information is up to date.

When you click **Next**, you will be taken to the application page for the vacancy. Enter the personal information in the application form. Some of this will already be pre-populated using the information in your profile. You should answer all the Questions.

Note: Fields with a red asterisk (*) are mandatory to complete.

This screenshot shows a form titled "CONTACT INFORMATION". It starts with "Dear candidate," followed by a welcome message: "Welcome to your Tata Steel UK profile. In this section you have the opportunity to provide us with more details about yourself. The details that you provide as part of your profile will be used by our recruitment team when considering your application for the role and to keep you updated on the progress of your application. Please ensure that your details are up to date prior to submitting your application." Below this is a note: "If you don't find a role you are interested in applying for today, don't forget to register to be notified of any future vacancies as they arise via our job agents service." It then says "Kind regards, Tata Steel UK Talent Acquisition Team." and a disclaimer: "*Please note: With the exception of your equal opportunities data, our recruiters will be able to see and access all the information you provide." The form has a "Title" dropdown menu and a "First Name *" text input field.

To submit your application you will need to sign your application with your full name. Once you are happy with your application, click **Submit**.

You will receive a verification code to your email address. You will need to enter this verification in order to verify and submit your application. Click **Verify**.

This screenshot shows a form titled "E-SIGNATURE". It has two checkboxes: "I agree to receive updates about new job opportunities" and "I agree to receive marketing communications". Below these is a text input field for "Full Name *". A "SUBMIT >" button is at the bottom right.

This screenshot shows a form titled "You're almost done". It includes a sub-header: "The verification code was sent to this email address: [email address]. When you get the code, type the code into the field to confirm your identity and complete your job application. Note that it may take some time before you receive the code." Below this is a text input field for "Verification Code *". A "VERIFY >" button is at the bottom right, with a "Send New Code" link below it.

I have clicked on apply, but nothing has happened?

Please ensure you have enabled pop-ups on your internet browser for this website.

How can I check on the progress of my application?

Sign in to your candidate profile from the [Tata Steel Careers](#) web page.

This will load up your profile with your active job applications.

On this page you can view all the jobs you have applied for, the status of your application and other details such as date applied, and job location.

How can I amend my application?

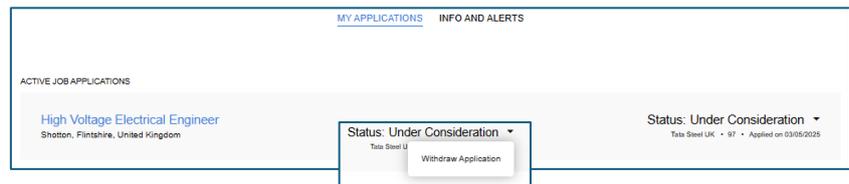
You cannot amend your application once it has been submitted and verified.

How can I withdraw my application?

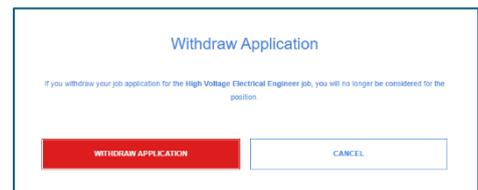
Sign in to your candidate profile from the [Tata Steel Careers](#) web page.

Your profile will display your [Active Job Applications](#).

Next to Status, using the drop down menu under click on [Withdraw Application](#).



A pop up message will ask if you are sure you want to withdraw your application. Click on [Withdraw Application](#) to confirm you would like to withdraw your application. The status of your application will update to [Withdrawn](#).



Email Alerts

I would like to create a 'Job Alert' search

Sign in to your candidate profile from the [Tata Steel Careers](#) web page.

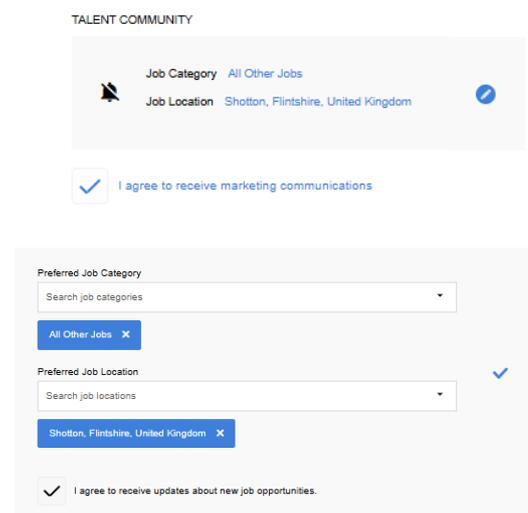
Click on [Pencil icon](#) and type in the filters you would like to apply.

Tick the box next to [I agree to receive updates about new job opportunities](#). Click on the [tick](#) to the right.

I would like to edit or delete a 'Job Alert' search

Sign in to your candidate profile from the [Tata Steel Careers](#) web page.

Click on [Pencil icon](#) and type in the filters you would like to apply or click 'x' on the ones you would like to delete.



My Account

How do I create a profile without applying for a vacancy? (Join our Talent Community)

On the [Tata Steel Careers](#) web page, click on [Search jobs](#). Scroll down and click [Join our talent community](#).

Input your email address and agree to the terms and conditions to access the Talent Community sign up page. Input your details to create your profile.

Note: Fields with an asterisk (*) are mandatory to complete.

I would like to change my registered details

[Sign in](#) to your candidate profile from the [Tata Steel Careers](#) web page. Click on [Info and Alerts](#).

Click on [Edit Personal Information](#) to change your registered details

I have forgotten my password – how do I access my account?

Passwords are not required for this account.

On the [Tata Steel Careers](#) web page, click on [Sign in](#).

Enter your email address, a verification code will be sent to your email to allow you access to your account.

How do I change my password?

Passwords are not required for this account. To sign in you will be sent a verification code to your email in place of having a password.

How do I remove my Candidate Profile?

[Sign in](#) to your candidate profile from the [Tata Steel Careers](#) web page and click on [Info and Alerts](#).

At the bottom of the screen, click on [Delete My Profile](#)

General

Contact the Tata Steel UK Recruitment Team

If you have any further queries regarding your application or a vacancy, you can contact the Tata Steel UK Recruitment team by sending an email to recruitmentuk@tatasteelurope.com