

# Guidance Notes for Job Applicants



The following notes are aimed to help all job applicants who are seeking employment with Bath Spa University.

All the documents that you will require to apply for a position are available on our website:

- Application form
- Job description and person specification
- Guidance notes

You should complete your application form and, if you wish, attach additional information which will support your application. **(CV's will not be considered and will be removed if included with application forms)**. Your completed application form should be emailed to [HRContact@bathspa.ac.uk](mailto:HRContact@bathspa.ac.uk).

Your application must reach us no later than 12 noon, on the closing date stated on the advertisement. You are advised to read through each section of the application form carefully, and perhaps produce a rough draft first - especially your additional information.

If you require any of the documents in a hard copy please email [HRContact@bathspa.ac.uk](mailto:HRContact@bathspa.ac.uk) or ring 01225 876338.

## **Equal Opportunities Monitoring Form**

Please complete in full but do not detach from the application form. This will be done by the Human Resources Department on receipt of your application form. We are keen to maintain our commitment to Equal Opportunities and therefore information on gender, race and disability are kept strictly separate from the application form.

## **Details of Post**

You should state the post title and post reference number, which will be on the job advert and Job Description.

## **Personal Details**

Please complete this section as fully as possible. Please do not worry if you do not have a mobile telephone or email address. Please ensure any email address you do give us is suitable to send any recruitment information to.

## **Qualifications and Training**

Please give details of all formal qualifications from age 11 and all training since leaving school.

## **Further and Higher Education Qualifications**

Please detail any qualifications you have obtained at A Level and above. It is important to state whether the study was conducted on a full time or part time basis.

## **Other Relevant Training**

You should give details of all courses, seminars, in house training programmes or work experience programmes. These all provide evidence of your commitment to updating and refreshing your skills and expertise. Remember to give dates of in house courses or non-qualification courses you may have attended.

## **Professional Qualifications**

You may be a full or student member of a professional organisation so please state the membership category. You may also state details of any lapsed membership. It is important you state if membership was achieved by experience, project or by examination or a combination of these.

## **Research and Publications**

This is applicable to lecturing staff only. Please continue on a separate sheet if necessary.

## **Employment History**

Start with the most recent first and ensure that no periods are unaccounted for. Continue on an additional sheet if necessary.

## **References**

Please complete this section, indicating two referees, one of whom must be your present or most recent employer. Please do not nominate relatives, someone you live with etc. If you have not been employed before, please give the name of your headmaster/headmistress, College Principal or an appropriate teacher or lecturer instead.

## **Sickness Absence**

It is very important you indicate details of ill health and absence from work as requested on the equal opportunities form.

## **Availability and Notice**

Please also indicate any periods you would not be able to attend for interview. Interviews are scheduled by and around the interview panel, but in exceptional circumstances candidate availability may also be taken into account. It is also useful to have some idea of your availability to start work, should you be successful.

## **Driving Licence**

Bath Spa University is situated over 2 main sites within the Bath area, with a further site at Corsham Court. For some staff, they may be required to travel occasionally between sites as part of their job. It is therefore useful to know whether you have a full driving licence; please provide this information in the Statement in Support of your Application section.

## **Statement in Support of your Application**

This is the most important section of the application form as it is here that you persuade the University that you have the necessary background and are therefore worthy of shortlisting for the position. Ensure you know the type of person we are looking for. You do this by reading the job description, person specification and the advertisement. Look carefully at the **essential requirements** for the job. Use the Person Specification as your guide for the details within your additional information. This information is used to process and shortlist your application.

You should describe your experience and how each matches the requirements on the person specification. Remember you may have gained this experience from previous jobs or experience from voluntary jobs, raising children, from your knowledge of the local community, from your hobbies or your interests. You may, for example, have responsibilities or organisational experience acting in an unpaid capacity for a local club or society or community group.

If you are emailing your application, a signed hard copy is not necessary.

## **OTHER INFORMATION**

### **Information for Non-EU Nationals**

The University has a responsibility to check that all of its employees are entitled to live and work in the UK. Before applying please ensure that you are able to provide evidence of your eligibility to live and work in the UK. For further information or to check whether you may be eligible to work in the UK under the new points-based immigration system, please visit the UK Border Agency's website at [www.ukba.homeoffice.gov.uk/workingintheuk](http://www.ukba.homeoffice.gov.uk/workingintheuk)

### **Interview Expenses**

Reasonable travelling and accommodation costs will be reimbursed at a rate of 26 pence per mile for car mileage and up to £75 for one nights' accommodation. We regret that we're unable to pay towards the air fares of overseas candidates. Only journeys made from a UK port or airport can be reimbursed. An interview expenses claim form, which will detail the terms and conditions, will be given to those that are offered an interview. Please

note however that expenses of the successful candidate are only paid on taking up the appointment. If a successful candidate refuses an offer of appointment on unreasonable grounds, no expenses will be paid.

### **Disability**

If your health is good but you have a disability, do not state this fact on your application form. Please record these details on the Equal Opportunities Monitoring form. You can of course volunteer this information on the application form if you wish. A disability is defined as a physical or mental impairment, which has a substantial and long-term adverse effect on your ability to carry out day to day activities. If you believe there are any changes or adjustments to the job, conditions or environment or hours which you may find beneficial, or you require the University to provide training or special equipment, or other arrangements with regard to your disability and your application for the job, please specify on the Equal Opportunities Monitoring form.

### **Acknowledgement**

The University acknowledges all applications received and you will hear from us once the short listing has taken place. If you are not successful, please do not be discouraged from applying again for another position. Next time, you may be just what we are looking for.

Members of minority ethnic groups and disabled people are currently under represented in the workforce and the University welcomes applicants from these groups.

### **Feedback**

We appreciate the time and effort applicants put into applying to the university and that those who are not shortlisted may find feedback useful. However, we receive thousands of applications each year so regrettably do not have the resources to offer feedback to applicants who are not offered an interview.

### **Interview Invitations**

If you are shortlisted we will contact you via email to invite you to attend an interview. Whilst we try to be as flexible as possible to accommodate your needs, it is often not possible to rearrange interview dates and times due to other commitments the interview panel may have.

### **Data Protection**

By signing the declaration on the application form you are giving the University explicit consent to process your personal data. Your consent is conditional upon the University complying with its obligations and duties under the Data Protection Act 1998. If you are applying electronically we will not require a hard, signed copy of your form.

### **Criminal Records Bureau**

The University is required to satisfy itself with regard to the suitability of individuals employed within it. The process for this is called "Disclosure" and requires individuals to declare any previous criminal convictions for verification to the Criminal Records Bureau.

Some new appointments to the University are subject to an enhanced Criminal Records Bureau Disclosure. This will be indicated within the additional information in the job description. The cost for this check is paid for by the University. Where a Disclosure is required, the post is considered exempt under the Rehabilitation of Offenders Act and therefore all convictions, whether spent, or not, will need to be declared.