

Guidance Notes for Interviewees

The following notes are aimed to help candidates who have been shortlisted for interview.

Your interview letter will provide you with details of:

- the post for which you have been shortlisted;
- the date of your interview;
- the time you need to arrive;
- where you need to report to on arrival;
- what we require from you in advance if you have been asked to make a presentation;
- and (if applicable), details of any test or exercise you will be asked to complete.

How to find us

Please find enclosed a leaflet explaining how to find our Newton Park and Sion Hill Campuses. Further details are available on our website: <http://www.bathspa.ac.uk/services/hr/jobs/contact-us/>

Interview Expenses

We will pay towards the cost of your travel and accommodation (if applicable) providing you meet the terms and conditions of our interview expenses policy. Please see the enclosed Interview Expenses form for further details.

Unsuccessful candidates will receive a cheque payment; successful candidates will receive their expenses back as part of their monthly salary. However, if a successful candidate refuses an offer of employment on unreasonable grounds, no interview expenses will be paid.

Please note that if you are flying to the UK for your interview, expenses will only be reimbursed from the UK mainland port onwards.

What to expect on your interview day

All candidates will attend a formal interview, during which the Chair of the interview panel will explain how the interview will be structured and who will ask interview questions. You will be given the opportunity to answer these questions and an opportunity to ask any questions of your own that you may have. The questions from the interview panel will be based on the person specification for the post. In most, but not all cases, candidates will be given the opportunity to see where they would be working and to meet other colleagues. Any presentation or skills exercise task you have been asked to undertake will also be based on the person specification.

As the University is bound to comply with the Immigration, Asylum and Nationality Act 2006, it is a requirement that employers ensure prospective employees have the legal right to work in the UK. **You will therefore be asked to present an original document to show evidence of your eligibility to work in the UK to Reception, prior to your interview.** In most cases this is a passport or a full birth certificate, showing at least one parents name, together with an official document showing your National Insurance number i.e. NI card, P60/P45. Further details can be found below.

If you require any further information, please call the HR enquiry line on 01225 876338.

Right to Work in the UK Required Evidence & Checks



UK Citizen

Passport

OR
Long Birth Certificate
(showing at least one parents name)

AND
Official Government documentation showing a National Insurance Number (P60, P45, NI Card)

Please contact HR Admin on 01225 876338 for other valid combinations



European Economic Area

(Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Portugal, Spain & Sweden)

Passport
OR
National Identity Card



A8 European Accession States

(Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia & Slovenia)

Please contact HR Admin on 01225 876338 for guidance



A2 European Accession States

(Bulgaria & Romania)

Passport

AND

Documentation stating right to work in the UK



Non-Europeans

Valid Passport

AND
Valid Visa/Entry Clearance stamp /Biometric card issued by the UK Border Agency giving permission to work.

NB: Student Visas, please contact HR Admin on 01225 876338 for further guidance.