GUIDANCE NOTES FOR APPLICANTS

Thank you for your interest in working for the University of Roehampton. These guidance notes have been developed to help you create a good application, as well as to provide practical information about completing the application form itself. So please do take time to read through them before completing your application.

Technical Issues

- Our jobs pages are compatible with the following browsers: Internet Explorer versions 7, 8 and 9, Firefox, Safari and Chrome. Pages may not display fully on handheld devices and we recommend you make your application on a desktop or laptop machine using one of the supported browsers.

- Help text will guide you through completing your application form, but make sure to navigate using the "Previous", "Save and Summary" and "Save and Next" buttons.

- Please do not use non-standard characters when completing your application form, for example: umlauts, accents or any other diacritical marks even they are correct in the context of your name, address or the title of a publication. All diacritical marks cause the application form to corrupt.

- Please do not use capital letters to complete the application form. Doing so will cause it to corrupt.

General information

There are two application forms; one for applications for professional/Support roles and one for academic roles. The vacancy you apply for will be linked to the appropriate application form.

- Please read the job description and person specification before completing the application form.

- Have to hand your own personal information (eg, employment history, qualifications, dates, etc). This applies equally to internal candidates.

- Please include all your forenames and surname/family name. If you use a different forename, please enter this as your preferred name.

- Where possible, correspondence will be sent by email so it is important that you provide a valid email address.

- The sections of the application form marked with a red asterisk are mandatory.

- The on-line form will time-out if you do not save any data for a 60 minute period. We advise that you save your application regularly.

- The submission deadline for all applications is midnight on the published closing date.

ACADEMIC APPLICANTS

Research pathway: academic applicants are asked to attach a CV, covering letter and up to 4 outputs, their best published since 2014. UK applicants will be familiar with the Research Excellence Framework (REF), the national assessment of university research that takes place very few years. Submission of research for the REF is covered by the prevailing regulations. Further information can be found on the REF website: www.ref.ac.uk

If you are an early career researcher, the number of outputs may be reduced and you may need only to submit one, two or three research outputs rather than four. Similarly if you have had any period of leave that would reduce the requirements for the number of outputs, it's important to let us know.

Attaching outputs: these are attached by pressing browse, selecting the attachment to attach, then clicking save and summary. This takes you back to the front page where you can check if the attachment successfully loaded. To attach further items click the academic research section again and repeat the process as many times as necessary.

Supporting statement and CV: This section allows you to briefly tell us why you would like to work at Roehampton and note any aspects of the job specification not already covered in the CV or elsewhere.

Professional practice pathway: some academic appointments will be made on the basis of a candidate's background and expertise in an area of professional practice relevant to the work of an academic department. In your CV or covering letter, please provide us with details of up to four critical professional engagement activities which provide evidence of a role in high quality professional development activities or other initiatives. The levels of activities will vary depending on the level of the appointment. Examples may include: membership, committee membership or leadership of professional body; engagement with esteemed external organisations at national level; shaping national and international agendas in areas of professional

practice (eg membership of working group of professional body); publishing practitioner articles; engagement in projects to secure external income; evidence of working with external organisations; Chair of relevant charity or other organisation; attendance or presenting at professional body conference.

PROFESSIONAL SERVICES/SUPPORT APPLICANTS

Professional services/support applicants should list their current and previous posts and dates of employment, as well as the reason for leaving.   Any gaps in the employment history must be accounted for.

Supporting statement: this should be used to provide any additional information which you feel is relevant to the post you are applying for. Please read the job description and person specification carefully, as this identifies the criteria relevant to the role, and take care to address each point in your supporting statement.

- You should provide information, examples and evidence to illustrate how you feel you meet the criteria for the post.

- Meeting all of the essential criteria, however, does not guarantee you an interview. In a strong field of applicants, there may be other applicants who have demonstrated they meet the criteria more comprehensively.

INTERNAL APPLICANTS

You will need to register as a candidate but your application will be populated automatically with the personal data currently held about you. However, you will need to complete the supporting statement for the role, as well as any information that is essential for the role and which is not automatically populated. Please treat your application as though you were an external applicant and ensure you address all of the external criteria on the person specification.

ADDITIONAL INFORMATION

Reference Details

All applicants must provide the name, address, email address and telephone number of at least two people who can provide a reference. One referee must be your present or most recent employer. Referees should not be a relative and ideally both referees should be able to comment on your suitability for the post for which you have applied.

- If you do not want HR to take up references before interview, please tick the 'do not contact before interview box' and we will not do so. It is our preference to take references before interview for all academic posts if possible.

Right to Work

You must indicate whether you have permission to live and work in the UK. If your permission is limited, please provide full details of your immigration status, renewal dates and any other relevant information.

- All offers of employment are subject to proof of eligibility to work in the UK and you will be asked to provide appropriate documentation for verification.

Sensitive Information

Equal opportunities

The University has an Equality and Diversity Policy and governance structure that reflects the requirements of the Equality Act.

Applications are welcome from all sections of the community. The University aims to ensure that everyone who works or applies to work for us is treated fairly and is not subjected to discrimination relating to any protected characteristic. In order to monitor the effectiveness of our Equality and Diversity policy you are requested to complete this section of the application form. This section will not be forwarded to the selection panel.

We offer all applicants with a disability and all BAME applicants an interview providing they meet the essential criteria for a vacancy. All candidates are asked if they need any specific adjustments or arrangements at interview.

Criminal convictions

Having a criminal conviction will not necessarily bar you from working with us. This will depend on the nature of the post you are applying for and the circumstances and background of the offence(s). For all posts, you are required to declare unspent convictions. For posts requiring a disclosure and barring service check, if you are identified as the preferred candidate, you will be required to complete the on-line process.

Source of application

To help us monitor the effectiveness of our recruitment process, please tell us how you found out about this vacancy.

Relationship with the University of Roehampton

Please state if you are related to or have any substantial connection with any employee of the University.

Declaration

You must complete this section on the form to confirm that the information you have provided is, to the best of your knowledge and belief, true and complete so that we can process your application in accordance with the Data Protection Act.

Submitting your application

You must click the 'Submit' button in order to submit your completed application. If you are unable to submit an application on-line, please contact: Human.resources@roehampton.ac.uk

Progress of your application

You will receive an automated acknowledgement when your application has been successfully submitted. Short-listing usually takes place within four weeks of the advertised closing date. You will learn within that timeframe whether you have been selected for interview or not.

Data protection

All of the information included in your application to us will only be used for recruitment purposes. Once the procedure is completed, the data for unsuccessful candidates will be stored confidentially for a period of six months and then deleted.

Further information

If you need any further details about any of the areas covered in this guidance note, please contact Human.resources@Roehampton.ac.uk

We would like to thank you for the interest you have shown in working for us and we look forward to receiving your completed application form.