



Teesside University

Human Resources

Thank you for your interest in working at Teesside University. We would like you to have the best possible chance of gaining the right job within our university, so these guidance notes are here to help you through our application process and allow you to complete a high-quality application. You are also advised to read the job description and person specification for each particular vacancy carefully before completing an application as the decision whether to short-list you will be based on the information provided in your application. Curriculum Vitae (CVs) alone are not accepted in place of an application but you may include one as additional supporting information.

Registration & Maintenance of your account

Registration

To enable you to use the online web recruitment application facility you will require a user account and password. If you have not used the system before, and are not already a member of Teesside's staff, you must register as a new user by using the 'New user registration' link on the initial 'Apply for Job' page. Here you will enter your e-mail address and password (your password must be a minimum length of 8 characters and is case sensitive) after which a confirmation email containing such will be forwarded to the email address supplied. You will use these credentials each time you wish to apply for a job at Teesside, thus enabling a history of your applications to be accessible under one account.

Current members of University staff **DO NOT** need to create a new user account, but simply use their staff U number as their User Name and their University password to log on to the web recruitment site. If you are a member of staff and you do not have a University IT account, please contact the Recruitment Team at HRRecruitment@tees.ac.uk.

Forgotten password

If you have forgotten your password for your account please click 'forgotten password' under the New User Registration link which will then ask you to submit your registered email address, forename and surname. After submitting these details a password will be sent to the address given along with a new password to log in. Please note that applicants who fail to enter the correct login 3 times in succession will be locked out of the Web Recruitment facility and must contact the system administrator via the 'Contact us' link on the left hand side tool bar to have the lock removed.

The Application Form

Once you have registered and selected the 'Apply Online' button for the position you wish to apply for, you will be taken to the Summary page. This page is split into sections called application pages.

When the mandatory fields on each application page have been completed, a  will be displayed. Applications can only be submitted when all pages display this symbol. Mandatory fields are identified with a red star. *

You can take a break from completing your application and log out at any time; however, you must save your progress first by selecting the 'Summary' button. You can then continue your application form at a later time by logging in to the system with your registered username and password, and continue your application.

Any part-saved applications will be stored in your 'My applications' section, ready for when you next return to finish completing it. You must always ensure you take note of the closing date, and submit your fully completed application form before the deadline. **Any 'in progress' applications will automatically be deleted from the system after the closing date.**

Please note the closing date for the position that you are applying for, all Teesside University vacancies close at 12 midnight (GMT/BST) on their specified closing date. Applications submitted after the deadline will not be considered.

Making a good impression is vital. Remember the application form will be the first point of contact with Teesside University. Your application form is the main basis on which the recruiting manager decides whether or not to invite you to interview; therefore it is essential that you complete it as fully as possible, paying particular attention to the person specification and providing evidence to show how your skills and experience match the requirements. This applies equally to internal candidates. We cannot make assumptions about your abilities and do not take into account any previous applications you have made.

Personal Details

Please include all your forenames and surname/family name. If you use a different forename, please enter this as your preferred name. If you provide more than one address, please use the tick-box to indicate your mailing address. This will help identify the correct address if more than one is held on your account. It is essential that you provide us with a valid and accurate email address as, wherever possible, correspondence will be sent to you by email. You can input more than one contact type i.e. a home telephone number and a mobile number just please ensure that you click the add button each time.

Employment history

Please complete this section starting with your most recent job first. This section should include all of your previous posts including any voluntary posts or work experience. If you do not know the exact dates of your previous employment, please use the first day of the relevant month i.e. 01/01/2012

Education and Qualifications

Ensure that you provide information on the education and professional qualifications you have gained. Make sure that you provide all the information required including institution type, place of learning, subject, qualification level and grade. Use the "Full title of qualification" box to input any information regarding your qualifications that is not contained within any of the drop down menus. Please use the 'Add Another' button to add further qualification records. The University reserves the right to request applicants to submit original qualification certificates.

If you are a current member of University staff the qualifications currently recorded on the HR System will be shown. If you wish to include additional qualifications please include these in the Additional Qualification Information box. This information should also be updated through the Unity portal to enable your HR record to be updated.

Training and staff development

Please give details of training/staff development undertaken. To include place of study and qualifications obtained, if applicable.

Professional memberships

Please give details of any professional memberships that are relevant to the post applied for. This section should include name of body/qualification, class/grade of membership.

Referees

Please give the names of two people who you wish to provide a reference for you; the first should be your current or most recent employer. The other must be from someone who is able to comment on your aptitude for the post. If you are currently out of paid employment, or have never been employed, you need to name someone who knows you well who is able to comment on your suitability for the post that you have applied for e.g. a teacher, tutor or lecturer. This must not be a friend or relative.

Contacting referees

References will be requested prior to interview. If you do not want us to approach your referees before interview please indicate and we will comply with your request. If you are successful, references will be taken up with your permission before any appointment is confirmed and all offers are subject to the receipt of satisfactory references.

It is always advisable to ensure that your referees know that you have used their names before we contact them to obtain the references. It is essential that you give clear and full contact details for your referees, as difficulties in contacting referees and obtaining references may affect the time it takes to confirm an offer of appointment.

It is essential that you provide us with a valid and accurate email address as, wherever possible, correspondence will be sent via email.

Application supporting statement

This section is for you to provide any additional information about yourself which you feel is relevant to the post for which you are applying and has not already been mentioned. This is your opportunity to promote yourself and to provide evidence that you match the criteria of the post that you are applying for.

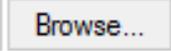
Please read the job description, person specification and further particulars (if any) before completing the application form. The job description provides information about the purpose and the main duties and responsibilities of the post being advertised. The person specification provides information about the characteristics that are necessary or desirable to perform the duties in the job description i.e. knowledge, skills, experience, abilities and qualifications that an ideal candidate will have to enable them to undertake the job.

Please pay particular attention to this section giving full reasons as to why you feel that you are suitable for the post. You must state how you meet each of the criteria detailed on the person specification and it will be helpful to deal with each point in turn. This will ensure that you structure your supporting statement coherently. You should give examples of when you have undertaken duties in previous roles which will demonstrate to the recruiting manager that you meet the criteria. You can state how your skills, previous experience, qualifications and training are relevant to the post. If you fail to demonstrate that you meet the criteria, it is unlikely you will be shortlisted for interview.

Please note that the Supporting Statement form will time-out after 3 hours and any un-saved information will be lost. We strongly advise that you save your application regularly by selecting the 'Next and Save' button at the bottom of the screen. Alternatively, you can type your Supporting Statement in another application first and then copy and paste the text into the box, please note any formatting you have done prior to pasting, may be lost. You cannot format the text once you have entered information.

Attachments

You can attach a maximum of 2 documents which could include details of research publications, grants, and a CV. The maximum file size for each individual attachment is 2MB. If you do try and attach a file larger than the stated size then it will not be accepted and will possibly clear anything you have written in your supporting statement box. To assist the recruitment process, when adding an attachment please ensure that the file name of the attachment includes your name and job reference number, e.g. TJones.T0001.cv.doc.

To attach a document select the Browse button . To attach a second document, select 'Next and Save' , this will take you back to the Summary page, so then you need to navigate back to the Further Information in support of your application page, and select Browse again to add your second document and select 'Next and Save'. To check that the documents have been successfully attached, please view the Summary page.

Equal opportunities

Teesside University is committed to equality of opportunity in a diverse learning and working environment. We aim to be a caring, fair and supportive institution which seeks to optimise and enhance the experience of its staff, partners and external clients.

We believe individuals should be able to achieve their full potential. Within the University this means providing development opportunities and removing barriers.

Our commitment to Equality and Diversity is reflected in our values of:

- encouraging and embracing diversity, equality of access, esteem and opportunity and actively opposing and eradicating prejudice
- empowering individuals to develop themselves and enhance their contribution to the future aims and strategic direction of the University
- communicating openly and effectively in all directions
- Being open, transparent, honest and reflective.

In accordance with our mission we will provide opportunities and enable individuals to achieve their potential while demonstrating a real and continuing commitment to social inclusion.

The information you provide in this section will be treated as Strictly Confidential and will be used only for Equality & Diversity monitoring purposes. All employees and applicants for jobs will be considered on their abilities and will not be discriminated against on the grounds of age, caring responsibilities, colour, disability, employment status, gender, gender identity, marital status, membership or non membership of a trade union, nationality, political belief, race or ethnic origin, religion or belief, sexual orientation, socio-economic status or any other irrelevant distinction.

This information will not be forwarded to any of the recruiting departments and is not taken into consideration for short-listing or interviewing purposes.

Health and disability

Teesside University is positive about persons with disabilities. We would endeavour to make reasonable adjustments to enable employees to perform their duties to the best of their ability. Examples of reasonable adjustments are: making adjustments to the premises; allocation of work; being flexible about working hours; providing training; using modified equipment; making instructions and manuals more accessible; using a reader or interpreter. If you require a reasonable adjustment for either your interview or employment then please state this in the boxes provided and the recruiting manager will contact you to discuss the requirements you have indicated.

Criminal Convictions

You will be asked to declare any previous criminal convictions; you must answer this question honestly and provide accurate information. If you have stated 'Yes' to convictions, please ensure that you include type of conviction, date and sentence in to the details box.

Having a criminal record 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).

Disclosure and Barring Service (DBS)

This section is only relevant to applicants who currently have a DBS certificate and have subscribed to the DBS update service.

Eligibility to work in the UK

This section is only relevant to applicants who are not a legal national of the UK/Ireland. If you are unsure about whether you need to complete this section please contact please contact the Recruitment Team at HRRecruitment@tees.ac.uk for advice.

Relationship with University

The University is committed to the highest standards in public life. It is a condition of employment that candidates declare any relationships they have with senior members of the University staff, or Board of Governors. A relationship will not preclude employment and will not be divulged to the short listing panel, provided it is declared. If you are unsure about whether or not a relationship needs to be declared, please contact Human Resources for advice.

If you are currently studying at Teesside University please provide your student reference number.

Media Source

Please select from the drop down list, where you saw the advert for the post that you are applying for. This will be used for internal monitoring of recruitment activity.

Final Declaration

Please ensure you read the declaration statement on this page, in order to submit your application you must tick the box to confirm you have read and agree to the terms of the declaration. Deliberately providing false or inaccurate information or deliberately omitting to provide information requested could result in your application being disqualified. If this becomes apparent after an offer has been made, the offer may be withdrawn. If this only becomes apparent after commencement of employment in post, this could result in dismissal.

Submitting your application

Before submitting your application form please ensure that you take time to read through the form to check for any errors or omissions as you will not be able to make any changes once the form has been submitted. You can view and print off a copy of your application form by clicking on the  print preview.

The 'Submit Application' button will only be enabled when all Application Pages display the  symbol. When you are happy with your application form you must click on the 'Submit Application' button to apply. You will then be asked to confirm if you wish to proceed. You must select 'Confirm' in order for your application to be submitted. **You will receive an automated acknowledgement when your application has been submitted successfully.**

Under the My Applications link you will also be able to see a history of the applications you have submitted for previous jobs in addition to partially completed forms.

You can obtain a copy of these old applications by clicking the Select checkbox and then

clicking on the Send Email button.

Send email

This will email a copy of your past application to your email address.

Progress of your Application

Short-listing usually takes place within four weeks of the advertised closing date and you will be contacted, by email or letter, to let you know the outcome of your application.

Alternative Formats

Our application form is part of a web recruitment system and we are currently unable to offer an alternative format, however, the system should interact with most systems. We can provide supporting documents in an alternative format, if this is required please contact HRRecruitment@tees.ac.uk. If you do need support with your application please let us know.