Applying for a job at the University of Chester

Completing your application

It is important that you follow these guidelines carefully when applying.

• Applications can only be accepted via our Web Recruitment page [https://jobs.chester.ac.uk/wrl/](https://jobs.chester.ac.uk/wrl/) (unless otherwise specified). You must register on this site before making an application. After registration you will receive a temporary password by email. You will be asked to change this password when you first sign in.

• When you are signed-in you may apply for a position by clicking on a vacancy listed. Please download and save the Employment and Education details form to your computer. You will need to upload your completed employment and education details form as part of the online application process.

• You may attach your CV, but it is not regarded as a substitute for any part of the form. Writing “Refer to CV” on your application form is not sufficient.

• If you have a disability and would find it helpful to submit your application in another format (e.g. audio recording), please contact us on 01244 512047 to discuss this further.

• Make sure that your application specifically addresses all aspects of the person specification where the specified method of assessment states ‘application form’. You may find it helpful to organise your application under the headings used in the person specification.

• Use examples as evidence, and pay particular attention to explaining how your particular skills, abilities, qualifications and experience meet the essential and desirable criteria for the post (please try to keep this concise).

• If you are applying for an academic or research vacancy, please include details of your publications or research interests (even if you do so on a separate sheet).

• By submitting the form you certify that all the information given is correct. In doing so, you are consenting to the University storing and using the information you provide in accordance with the provisions of the Data Protection Act 1998. If you are not appointed, your application will be destroyed between 6 and 12 months after the closing date.

Please contact us if you have any enquiries about your application on 01244 512047 or e-mail hrms.enquiries@chester.ac.uk
What happens next

Acknowledgement of applications - After submitting your application you will receive an auto-reply e-mail confirming receipt.

Closing date and selection process – Your application should reach us no later than midnight on the advertised closing date. The selection panel will shortlist candidates for interview using the criteria on the person specification. Depending upon the number of applicants, this may take some time. When the selection panel have completed the shortlisting process, we will contact you to advise you of the outcome of your application. Please note that it may take up to six weeks before we are in a position to contact you again.

Disability - We guarantee to interview all applicants with a declared disability, who meet the essential criteria as detailed in the job description and person specification. Please refer to the guidance overleaf when applying. Where required, reasonable adjustments can be made during the recruitment and selection process. If you require assistance, please contact us on 01244 512047.

Diversity and equality - The University is committed to promoting equality of opportunity for staff, students, stakeholders and members of the local community. We aim to create an intellectual community and workplace that respects, welcomes and promotes diversity and equality through learning and teaching; research and scholarship; outreach; and other University activities and practices. No applicant should receive less favourable treatment on the grounds of age, disability, gender identity, marital or parental status, race, colour, nationality, ethnic origin, creed, sexual orientation, or religion/belief. We have a positive, legal duty to promote equality in respect of all protected characteristics and this duty is supported by a Diversity and Equality Strategy, Equality Forum, Single Equality Scheme and Action Plan and a team of Diversity Advocates. The University’s annual Diversity Festival includes themed events, aimed at creating greater awareness among staff, students and the wider community. During the recruitment process, we do our best to ensure that all candidates are given fair and appropriate opportunities to demonstrate their abilities to do a job. Please complete the Equal Opportunities section as part of your application, to enable us to maintain our responsibilities. Your information is kept confidential and not used as part of the selection process.

Interviews - These will usually be conducted by a panel and candidates may be asked to give a presentation or take part in a selection test, which will be explained in the invitation letter. We will check that you have certificates for all the qualifications which you have referred to in your application. You will also be asked to provide evidence of your right to work in the UK. Offers of employment are conditional upon a successful pre-employment health screening check.

References - Where asked, you should provide the names and addresses of two people who have agreed to provide a reference for you. They must not be related to you and one must be your present or most recent employer. Email addresses would be helpful, wherever possible. We will usually take up references for all shortlisted candidates and will not make an offer of employment until they have been received.

Rehabilitation of Offenders - In accordance with the Rehabilitation of Offenders Act 1974, convictions will only be taken into account where they are considered relevant to the job. Certain posts require that you disclose any conviction, caution or binding over, including ‘spent’ convictions under the terms of the ROA 1974 (Exemptions) Order and ROA (Exceptions) (Amendments) Order 1986. If so, this will be indicated in the job details and the University will undertake a Disclosure & Barring Service check if your application is successful.

Overseas Applicants - If you are from outside the European Economic Area (EEA), you will need to obtain a visa through the UK Border Agency’s Points Based System in order to work in the UK. More information on this is available on the Visas and Immigration section of the Home Office website. For a skilled worker from outside the EEA to obtain a visa under Tier 2 of the Points Based System, the University must issue a valid Certificate of Sponsorship. Before this can be issued, the University must be satisfied that the post cannot be filled by a settled worker and that the individual will meet the points requirements of Tier 2. The University is also subject to restrictions on the number of Certificates of Sponsorship that it can issue.