

Thank you for considering Brunel University as a prospective employer; we are located in Uxbridge, West London and enjoy excellent transport links into central London and Heathrow is located approx 10 miles away. The University is nearing completion of its £250 million campus redevelopment programme and we now possess an impressive range of modern, state-of-the-art facilities for both students and staff.

We are one of the largest employers in the area with approx 2,500 staff and offer a diversity of job opportunities. As well as competitive salaries, we are able to offer our staff, benefits in terms of childcare vouchers, gym membership at reduced rates, access to library facilities, discounts on Private Healthcare Schemes and In-House Staff Training courses.

We have recently introduced our on-line recruitment web pages and it is hoped that you will find the application process more streamlined with the added benefit to you of being able to monitor the progress of any application you make to us. We can of course send out paper application forms upon request should you prefer to submit an application in this manner.

When making an on-line application please ensure you access and review all of the accompanying documents relating to the specific role. Guidance Notes are available to assist you when completing the on-screen pages and you are advised to read these carefully before you begin. You will be invited to attach a letter of suitability and full cv, and for academic and/or research staff, a list of publications **before** submitting your application. You are advised that you should pay particular attention to the main duties and competencies required for the role when drafting your letter of suitability to ensure you have clearly demonstrated how your skills and experiences meet these requirements. Further, you should note that the information you complete on the first three on-screen pages are retained within Human Resources and do not form the part of the application accessed by the recruiting Department and/or School.

Brunel University is positive about employing people with disabilities . We will offer an interview to a disabled applicant whose application clearly demonstrates that they meet the essential competencies of the role. When short listing is carried out the manager/panel will not have access to the Equal Opportunities information you will have entered on-line

(this is retained within Human Resources) and therefore if you wish to disclose the nature of any declared disability to those short listing you should ensure this is contained within your letter of suitability.

We wish you well in your job search and would like to once again take this opportunity to thank you for considering Brunel University as an employer.

**COMMITTED TO EQUAL OPPORTUNITIES AND REPRESENTING THE DIVERSITY OF THE
COMMUNITY WE SERVE**

