University Of Stirling: Applicant Guide

This guide provides an introduction on how to complete and submit an application for jobs advertised on the Jobs at Stirling page of the University of Stirling website.

Where are jobs advertised?

All current vacancies at the University are listed at <u>www.stir.ac.uk/jobs</u>



To view further details of any of the jobs click on the job title link.

This link will take you to a page providing further information on the following:

- The University of Stirling
- The School or Service Area the vacancy is in
- The location the job will be based at.
- The contract type
- Salary
- Advert closing date
- Details of the vacancy including the duties associated with it and the essential and desirable selection criteria

At the bottom of this screen there are five buttons you can select from:



- Close select this to close this screen and return to <u>www.stir.ac.uk/jobs</u>
- Email a Friend select this to send a link to this job to any friends who might be interested in this job. This will take you to a screen where you can enter their email address.
- Print this brings up a printer friendly version of the job details listing to allow you to print a copy of them.
- Apply for a job this takes you to the online application form for this vacancy
- Apply with my existing account if you applied for a post at the University of Stirling after 11th October 2011 and chose to create a 'My Jobs' account you are able to login in to the system and re-use the information you used in your application(s).

How do I apply for a job?

From October 2011 the University of Stirling will only be accepting on line applications.

The only exceptions will be if you have a disability which would prevent you from being able to use a computer, in these circumstances you should contact the Human Resources Team on 01786 467136.

Online applications help us to provide you and our internal customers with the best possible service.

Completing an online application

1. Click on the

Apply for job button

2. A statement explaining how your data will be stored and used by the University of Stirling:

PROTECTION OF PERSONAL DATA
The University is committed to full compliance with the requirements of the Data Protection Act 1998 (the Act) as currently in force, or any successor legislation. The personal information which you disclose to us as part of the recruitment process will be used only for the purposes of that process and will be disclosed only to duly appointed members of the selection panel and relevant office staff. Diversity information will not be disclosed to the selection panel and will be used only for monitoring purposes.
If your application is successful and you accept an offer of employment, the application form, references and any other information you supply will be used to form the basis of our personnel record and for statutory purposes. You will have right of access to all such material as provided by the Act. All copies made for the purposes of the recruitment process will be destroyed immediately after an appointment has been made. On becoming a member of staff of the University you would be given further information about our policy on use of personal information about employees for official purposes.
If your application is unsuccessful your personal information will be retained securely by the University and then confidentially destroyed. You may choose whether we hold your data for the minimum period of 6 months or up to a maximum of 2 years. This allows for your data to be stored for future applications. All copies made for the purposes of the recruitment process will be destroyed immediately after an appointment has been made.
Continue Cancel Submission

Click on the 'continue 'link to confirm you have understood the statement and want to proceed with your application.

If you do not wish to proceed you can select the 'cancel submission 'link.

3. You will then be taken through a short sequence of screens to allow you to complete the application and attach any relevant documents.

These can be saved at any point, allowing you to complete the application form over a number of sessions.

In this process a number of fields are mandatory, these are indicated with a red asterisk *. You will not be able to submit your application until these fields have been completed.

It is possible to save your application at any stage of the process and return to it at a later time.

All of the screens in the process time out if they are inactive for 30 minutes.

If for any reason you need to pause whilst preparing your application and you expect it will be 30 minutes before you return to it please save it. Failure to save a partly completed application may result in you loosing some or all of the information you have entered

Submission for Lecturer/Senior Lecturer (6 posts) Job Reference U 500053 Company	
Application Process Personal Information * -Questionnaire 1 * -Attachments (CV Requ	uired) * - <u>Cover Letter-Ouestionnaire 2</u> * - <u>Submit</u>
Personal Information Required Step	* Required Field
Title	Last Name *
Please select	
First Name *	Middle Name
Empil Address *	
Phone (Home)	Phone (Mobile)
Phone (Work)	
Preferred Method * Diago coloct	Place note SMS is not currently available, all communication will be by e-mail
Address	Address 2
Address 3	Town / City
Postcode	Country Please select
NI Number	Please select
Are you currently employed by the University of Stirling? *	
Yes	
Employee Number	
As per the data privacy statement on the previous screen if your application is unsuccessful a	l your personal information will be retained securely by the University and then confidentially destroyed
Please select whether we hold your data for the minimum period of 6 months or up to a ma	aximum of 2 years. This allows for your data to be stored for future applications. *
Please select	
Stop 1	1/6 Next Occurd Scheduler
Step 1	1 / U <u>IVEXI</u> <u>Candel Submission</u>

Some key points on this screen:

- This screen must be completed for all applications
- If you are a current employee of the University of Stirling please provide your employee number. This is shown on your payslip. If you are currently an agency worker with the University of Stirling. Please slect 'Yes' and enter 'Agency worker' in the 'employee number' field.
- In the 'Preferred method' field please select 'Email'. The University of Stirling does not currently use SMS for recruitment communication. All communication will be by e-mail.
- 4. Select 'Next' to continue

5. The next screen allows you to capture details of your employment history, qualifications and employment references. There may also be questions asking you to describe how you meet the requirement of the job.

Application Process Person	nal Information * - Questionna	ire 1 * - <u>Attachments (CV Required)</u> *	- <u>Cover Letter</u> - <u>Ouestionnaire 2</u> *	- <u>Submit</u>	
Questionnaire		Required Step			* Re
Please answer the questio Employment History Current or most recent in	ns below to assist us to process y	our application			
Job Title	[Employer		
Employed from			Employed to		
Still employed	O Yes				
Notice Period For Current	Job				
Description of duties					
Current or most recent			Reason for leaving		
salary	L		-		
Job 2			Freelower		
Job Title			Employer		
Employed from			Employed to		<u></u>
Description of duties					

Some key points on this screen:

- If there is insufficient space to list your employment history or qualifications please provide further information in your CV or a separate document in the 'attachments' section of your application.
- We require three references for Academic posts and two for all other posts
- It is important that you let us know whether or not we can contact your referees prior to interview.
- 6. Select 'Next' to continue
- 7. The next screen allows you to attach CVs and other documents to your application.

Submission for Lecturer/Senior Lecturer Job Reference US00053 Company Application Process <u>Personal Information</u>	(6 posts) * - <u>Questionnaire 1</u> * - Attachments	(CV Required) * - <u>Cover Letter-Questionnaire 2</u> * -Submit	
Attachments (CV Required)	Required Step		* Required Field
Attached CV	-	Attach a new document	
Other attachment		Attach a new document	
Other attachment	-	Attach a new document	
Other attachment	-	Attach a new document	
Other attachment		Attach a new document	
	!	P <u>revious</u> Step 3 / 6 <u>Next Cancel Submission</u> Save Application	

To attach a CV select the 'attach a new document' link



Select the Choo	button		
← → C ♠ 🔒 https://emea	3.recruitmentplatform.com/appproc/index.cfm		
Submission for Lecturer/Senior Lecture Job Reference US00053 Company	rr (6 posts)		
Application Process <u>Personal Informatic</u> Attachments (CV Required)	<u>n</u> * - <u>Questionnar</u> 1 * - Attachments (CV Required) Required Step) * - <u>Cover Letter-Questionnaire</u>	2 * -Submit
Attached CV	Choose File No file chosen	Upload	Warning: The size of a document should not exceed 2048 kB. File formats allowed: (.bmp, .doc, .gif, .jpeg, .jpg, .pdf, .png, .rtf, .tif, .tiff, .bxt, .xls, .docx, .xlsx, .ppt, .pptx)
Other attachment Other attachment Other attachment Other attachment		<u>Attach a new di</u> <u>Attach a new di</u> <u>Attach a new di</u> <u>Attach a new di</u>	ocument ocument ocument
	Previous Ste	p 3 / 6 <u>Next</u> <u>Cancel Su</u> Save Application	bmission

9. Navigate to the location on your computer where your CV is saved

Open							? 🔀
Look <u>i</u> n:	CV		~	0	0 🖻	•	
My Recent Documents	DCV_3						
Desktop							
My Documents							
My Computer							
	File <u>n</u> ame:	CV_3			*		<u>O</u> pen
	Files of type:	All Files			~		Cancel
My Network		Open as read-only					:

Select 'Open'

10. Select the 'upload' link to add your CV to your application

Submission for Lecturer/Senior Lectu Job Reference U 800053 Company Application Process <u>Personal Informat</u>	tion * -Questionnaire 1 * - Attachments (N Required)	• - <u>Cover Letter</u>	Questionnaire	e 2 * -Submit	
Attachments (CV Required)	Required Step				* Required Field
Attached CV	Choose File CV_3.doc	A U	<u>oload</u>	Warning: The size of a document should not exceed 2048 kB. File formats allowed: (.bmp, .doc, .gf, .jpeg, .jpg, .pdf, .png, .rtf, .ttf, .ttff, .txt, .xls, .docx, .xlsx, .ppt, .pptx)	
Other attachment		А	tach a new (document	
Other attachment	-	Ā	tach a new (document	
Other attachment	-	A	ttach a new o	<u>document</u>	
Other attachment		A	ttach a new (document	
	Previous Ste	p 3 / 6 <u>Next</u> Save Application	Cancel S	Rubmission	

Once you've upload your CV the screen should look like this:

Submission for Lecturer/Senior Lect Job Reference US00053 Company	urer (6 posts)		
Application Process <u>Personal Informa</u>	ation * - <u>Questionnaire 1</u> * - Attachments (C	CV Required) * - <u>Cover Letter-Questionnaire 2</u> * - <u>Submit</u>	
Attachments (CV Required)	Required Step		* Required Fi
Attached CV	CV_3.doc	Remove	
Other attachment		Attach a new document	
Other attachment	-	Attach a new document	
Other attachment	-	Attach a new document	
Other attachment	-	Attach a new document	
	Pre	vious Step 3 / 6 <u>Next</u> <u>Cancel Submission</u> Save Application	

If you want to attach further documents, repeat steps 7-10 but rather than selecting the 'attach a new document link' in line with 'attach CV' pick those in line with 'other attachments'.

- 11. Select 'Next' to continue
- 12. This screen allows you to attach a Cover Letter and/or type a Cover Letter

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Submission for Lecturer/Senior Lecturer (6 posts) Job Reference US00053 Company				
Application Process <u>Personal Information</u> * - <u>Questionna</u>	re <u>1</u> * -Attachments (CV Required)* .	- Cover Letter - <u>Questionr</u>	<u>aire 2</u> * - <u>Submit</u>	
Cover Letter				* Required Fie
Attached Cover Letter	Choose File No file chosen	<u>Upload</u>	Warning: The size of a document should not exceed 2048 kB. File formats allowed: (.bmp, .doc, .gr, .jpeg, .jpg, .pdf, .png, .rtf, .tif, .tiff, .bxt, .xls, .docx, .xlsx, .ppt, .pptx)	
Type Your Cover Letter				
	<u>Previous</u> Ste	p 4 / 6 <u>Next</u> Cano Save Application	<u>el Submission</u>	

a. To attach a Cover Letter

Repeat steps 7-10

b. To type a cover letter

Enter text into the large text field:

Submission for Lecturer/Senior Lecturer (6 pos Job Reference US00053 Company	sts)		
Application Process <u>Personal Information</u> * -Q	uestionnaire 1 * -Attachments (CV Required) * -	Cover Letter - <u>Questionnai</u>	r <u>e 2</u> * - <u>Submit</u>
Attached Cover Letter	Choose File No file chosen	<u>Upload</u>	Warning: T File formats .rtf, .tif, .tif
Type Your Cover Letter	Dear Sir/Madam, Please find enclosed my application for th Senior Lectured	e position of Lecturer /	

- 13. Select 'Next' to continue
- 14. Before submitting an application form you will be asked to provide some diversity information and details of any criminal convictions

Submission for Lecturer/Senior Lecturer (6 posts)
Job Reference US00053
Company
Application Process Personal Information * - <u>Ouestionnaire 1</u> * - <u>Attachments (CV Required)</u> * - <u>Cover Letter</u> - Questionnaire 2 * - <u>Submit</u>
Austrian Star Star Star
Questionnaire required step
The University of Stirling is committed to the promotion of equality and diversity in its recruitment and employment practices. As part of our work to achieve these goals, we need to collect data on the equality
profile of our staff. This will help us to identify any areas of under-representation which might indicate barriers or inequalities. In turn, this will assist us to identify actions required to ensure the University remains a
Tar and equivable place to work.
The monitation you provide wind the hardware in the softensis and wind in the softensis and wind any reports produced. Your assessment the softensis to your application. This soften is confidential and approximately will be softensis espectial process for any visite.
We hove that you understand the reasons for collecting this data, and the benefits this will have for staff at the University. Thank you for your cooperation.
I would describe my cultural and ethnic origin as: *
Please select 🔹
How would you define your religion or belief system? *
Please select
My gender is: *
Please select
Is your gender identity the same as it was at birth? *
Please select
I would describe my sexual orientation as: *
Please select
Do you consider yourself to be disabled? *
Please select
My age is: *
Please select
Do you have caring responsibilities (i.e. are you the primary caregiver to a child or children, or other dependents including disabled, elderly or sick adults)?
Please select
Renabulization of Ottenders 1974 (KOA) The University is comparised to selection people for employment on the basis of their individual skills, abilities, experience, knowledge and where appropriate, audifications and training. We will not therefore
The other sky is commuted to selecting people of an important of the basis of the manufacture and same sequences, a non-negative sequences of any offerce to the natively negative negative sequences of any offerce to the natively negative negative sequences of any offerce to the natively negative sequences of any offerce to the natively negative negative sequences of any offerce to the natively negative negative sequences of any offerce to the natively negative negative sequences of any offerce to the natively negative negative sequences of any offerce to the natively negative negative sequences of any offerce to the natively negative negative sequences of any offerce to the natively negative negative sequences of any offerce to the natively negative negative sequences of any offerce to the natively negative sequences of any offerce to the natively negative negative sequences of any offerce to the natively negative negative sequences of any offerce to the natively negative negative sequences of any offerce to the natively negative
of care to other staff, students and third parties.
Under the ROA, an individual who has a conviction for a criminal offence is, after a specified time, allowed to treat the conviction as if it never occurred (i.e. spent). However, there are certain exceptions to this
rule as detailed in the Exemptions Order 1975. The University has a number of posts which require applicants to make a full declaration, prior to interview, of all convictions including those spent. These
declarations are subsequently checked with Disclosure Scotland
- For posts that require prior interibetising prease declare in you have even and any connections (including spent and unspent convictions)
To you have any criminal Please select
convictions which are not
"spent" in terms of the
Kenaputation of Ultenders Act
13/4
Previous Stan 576 Mays Cancel Submission

Some key points on this screen:

- Whilst the diversity questions on the form all require a response, 'Prefer not to Say' is available for all questions.
- This diversity information you provide will be handled in the strictest confidence and will only be used for statistical monitoring purposes. It will not be possible to identify you or any other individual from any reports produced. Your answers will be saved separately to your application. This section is confidential and anonymous. It will never be used in the selection process for any job.
- Following the closing date of a post the rehabilitation of offender's information is checked by HR. Where a candidate has a conviction which may be relevant to the post and the panel wish to proceed with inviting the candidate for interview, they will at this time be provided with more information from HR.
- 15. Select 'Next' to continue and submit your application

If you have completed all of the required fields in the form you will be presented with this screen:

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← → C ∰	https://emea3.recruitmentplatform.com/appproc/index.cfm	<u>ل</u> ا م
Submission for Lect Job Reference US000 Company	turer/Senior Lecturer (6 posts) 053	
Application Process	Personal Information * -Questionnaire 1 * -Attachments (CV Required) * -Cover Letter-Questionnaire 2 * - Submit	
Submission		
You are about to su	ubmit your application.	
Click any link above	to review your data and update it if necessary.	
	Previous Print Submit Cancel Submission	
Select 'sub	omit' to send your application	

If you haven't completed all of the required fields you will be prompted to update the missing information:

New Tab	🔍 🕼 striling.build.squiz.co.uk/jobs/l X 📓 Lecturer/Senior Lecturer (6 po X 🔦 Options - Basics X 🚼 2048 kb to mb - Google Searci X 🕁	31 X		
← → C 👚 🔒 http	s://emea3.recruitmentplatform.com/appproc/index.cfm f	☆ ㅋ		
Submission for Lecturer/Seni Job Reference US00053 Company	ior Lecturer (6 posts)			
Application Process Personal	Information * -Questionnaire 1 * -Attachments (CV Required) * -Cover Letter-Questionnaire 2 * - Submit			
Submission				
You are about to submit you	r application.			
WARNING: The following steps are required. Click any link below to review your data and update it if necessary. - Step 2: <u>Questionnaire</u>				
- Step 5: <u>Question aire</u>				
Please go back to these step	is before submitting your application			
	Previous Print Submit Cancel Submission Save Application			

Click on the links to return to the screens with the missing data.

Any required fields you have not completed will be highlighted in red:

Right to work in the Please select Reference 1	К * 					
Name *		Position				
Email Address		Telephone *				
Can be contacted prior to interview?						
Please select 🗸						
Reference 2						
Name *		Position				

Once you have updated these fields' select the submit link:

New Tab	× 🔇 stirling.build.squiz.co.uk/jobs/i × 🎬 Lecturer/Senior Lecturer (6 po × 🔦 Options-Basics	
←⇒ C fi	https://emea3.recruitmentplatform.com/appproc/index.cfm	ক্ষি ৰ
Submission for Lec Job Reference US00 Company	cturer/Senior Lecturer (6 posts) 0053	
Application Process	Personal Information * -Questionnaire 1 * -Attachments (CV Required) * -Cover Letter-Questionnaire 2 * -	Submit
Submission		
You are about to s	submit your application.	
Click any link above	a to review your data and update it if necessary.	
	Previous Print Submit Cancel Si Save Application	ubmission

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16. You will then be asked whether you wish to create a candidate homage

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← → C f A https://emea3.recruitmentplatform		\$ 4			
Submission Information					
Your submission for Lecturer/Senior Lecturer (6 posts) IS NOT	yet transmitted				
Candidate Homepage				* Required Fie	
To save this information for a future application, create a Candidate Homepage.					
	Create My Candidate Homepage	No, just submit application	Close		

Creating a candidate homepage allows you to view the status of you application and reuse your details in any future applications you might make.

Whilst we'd recommend this, it is not required. If you would prefer not to select 'no, just submit application'

If you click close at this point you will **not** submit or save your application

You should receive an email confirming your application has been submitted. If you have chosen to create a candidate homepage, a separate email (titled 'Candidate Homepage confirmation message') confirming this has been created will be sent you.

Please note: the Candidate homepage confirmation message email does not confirm you application has been submitted. If you do not receive a separate message confirming your application has been received you have saved your application rather than submitting it.

To submit your application please activate your homepage using the link provided in the email, access you application and select 'submit'.

Further Information

- Further information on the application process is available on our <u>FAQ page</u>
- If your query is not answered here please contact our HR Team by email (<u>jobs@stir.ac.uk</u>) or on 01786 467136