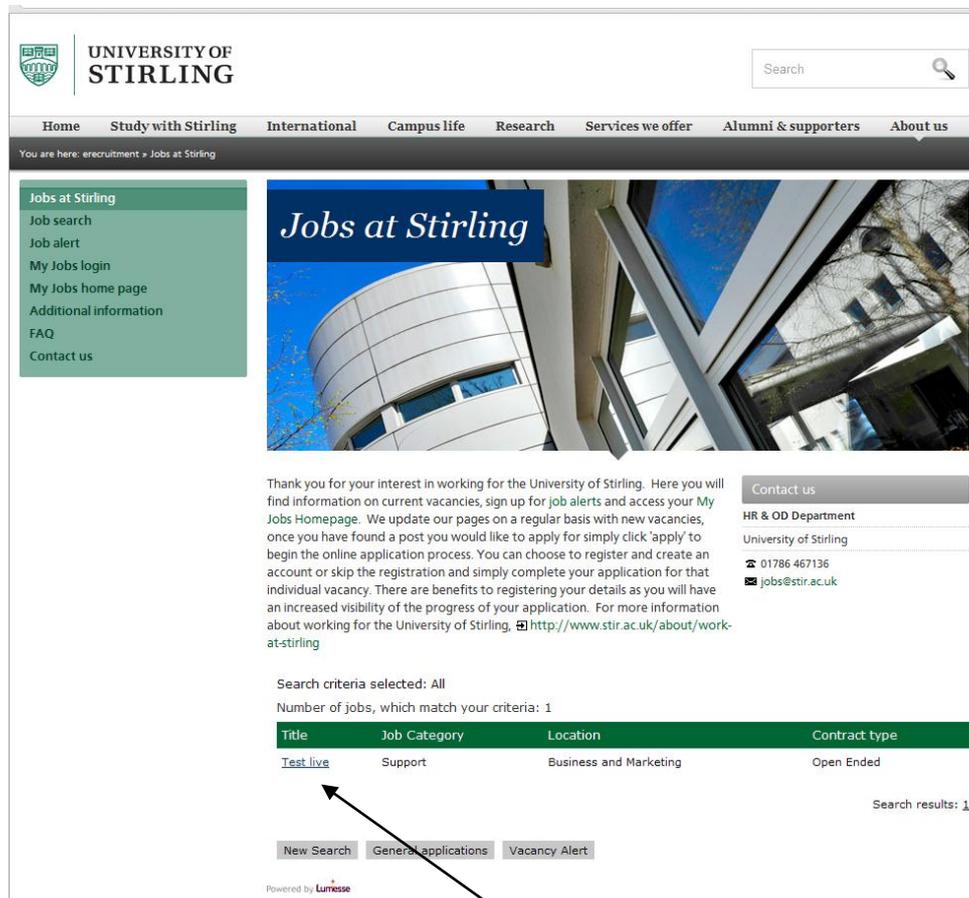


University Of Stirling: Applicant Guide

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 www.stir.ac.uk/jobs



UNIVERSITY OF STIRLING

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You are here: recruitment » Jobs at Stirling

Jobs at Stirling

- Job search
- Job alert
- My Jobs login
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- Additional information
- FAQ
- Contact us

Jobs at Stirling

Thank you for your interest in working for the University of Stirling. Here you will find information on current vacancies, sign up for job alerts and access your My Jobs Homepage. We update our pages on a regular basis with new vacancies, once you have found a post you would like to apply for simply click 'apply' to begin the online application process. You can choose to register and create an account or skip the registration and simply complete your application for that individual vacancy. There are benefits to registering your details as you will have an increased visibility of the progress of your application. For more information about working for the University of Stirling, <http://www.stir.ac.uk/about/work-at-stirling>

Contact us
HR & OD Department
University of Stirling
01786 467136
jobs@stir.ac.uk

Search criteria selected: All
Number of jobs, which match your criteria: 1

Title	Job Category	Location	Contract type
Test live	Support	Business and Marketing	Open Ended

Search results: 1

New Search General applications Vacancy Alert

Powered by Lumise

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 **Email a friend** **Print** **Apply for job** **Apply with my existing account**

- Close – select this to close this screen and return to www.stir.ac.uk/jobs
- 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).

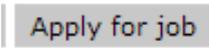
How do I apply for a job?

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  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 losing some or all of the information you have entered

Submission for Lecturer/Senior Lecturer (6 posts)
Job Reference U900053
Company
Application Process Personal Information * -Questionnaire 1 * -Attachments (CV Required) * -Cover Letter-Questionnaire 2 * -Submit*

Personal Information Required Step * Required Field

Title Please select	Last Name *
First Name *	Middle Name
Email Address *	Phone (Mobile)
Phone (Home)	
Phone (Work)	
Preferred Method * Please select	Please note SMS is not currently available, all communication will be by e-mail.
Address	Address 2
Address 3	Town / City
Postcode	Country
NI Number	Please select
Are you currently employed by the University of Stirling? *	Please select
Yes	
Employee Number	

Protection of Personal Data
As per the data privacy statement on the previous screen if your application is unsuccessful 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 maximum of 2 years. This allows for your data to be stored for future applications. *

Please select

Step 1 / 6 [Next](#) [Cancel Submission](#)
[Save Application](#)

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 select '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

- 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.

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

- The next screen allows you to attach CVs and other documents to your application.

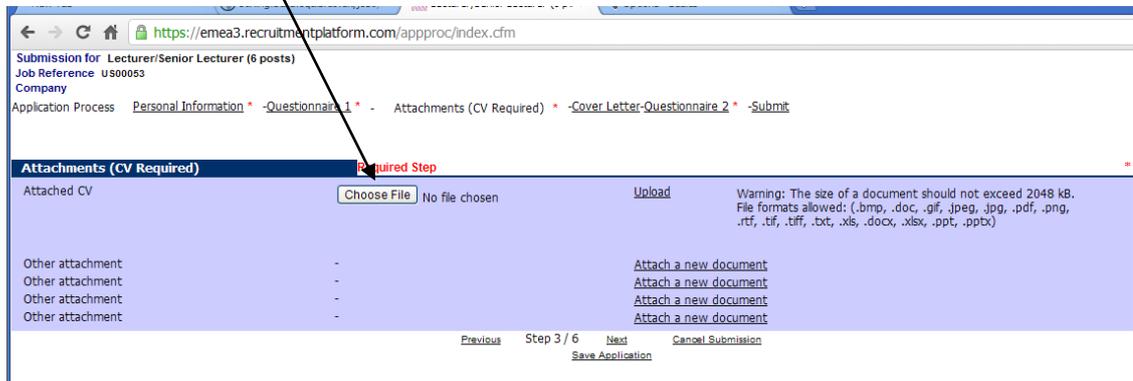
To attach a CV select the 'attach a new document' link

Please Note: Individual attached document can not be greater that 2Mb in size.

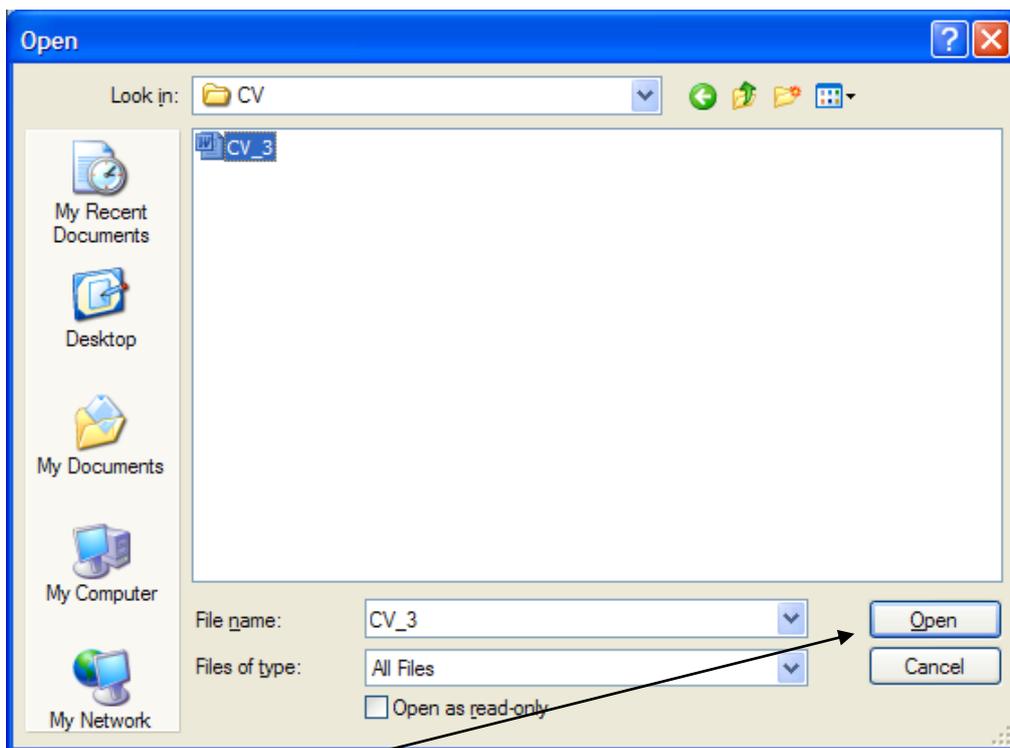
The following attachment types are currently permitted:

.bmp, .doc, .gif, .jpeg, .jpg, .pdf, .png, .rtf, .tif, .tiff, .txt, .xls, .docx, .xlsx, .ppt, .pptx

8. Select the **Choose File** button

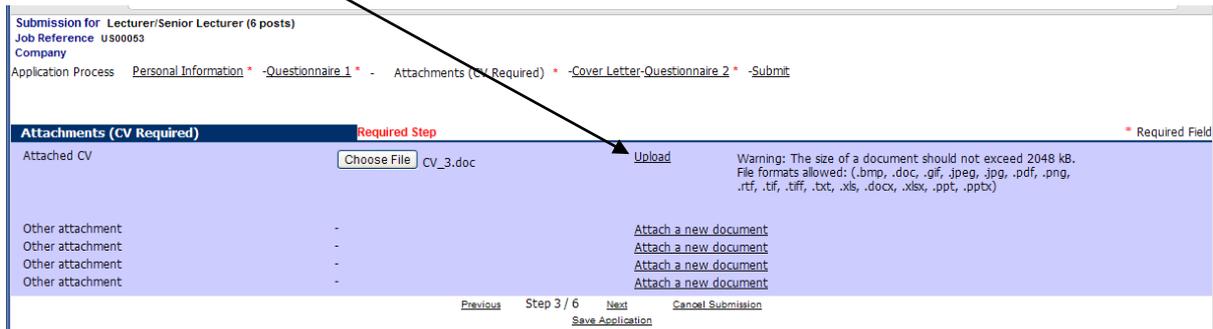


9. Navigate to the location on your computer where your CV is saved

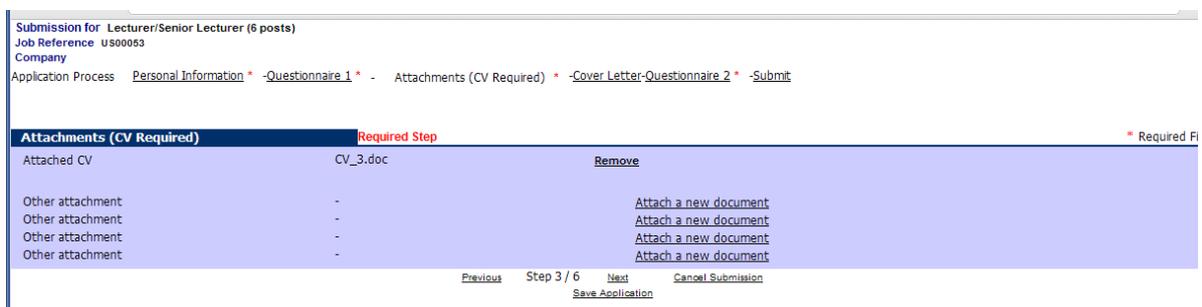


Select 'Open'

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



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



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

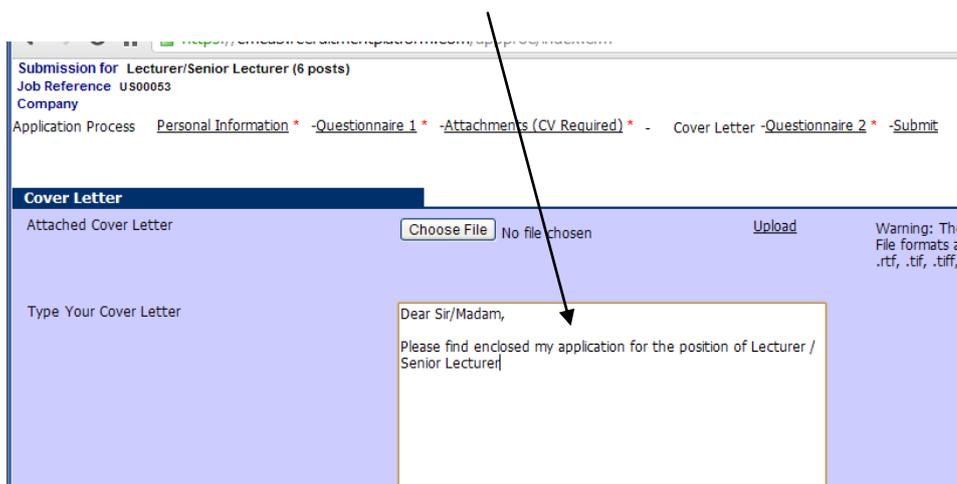


- a. To attach a Cover Letter

Repeat steps 7-10

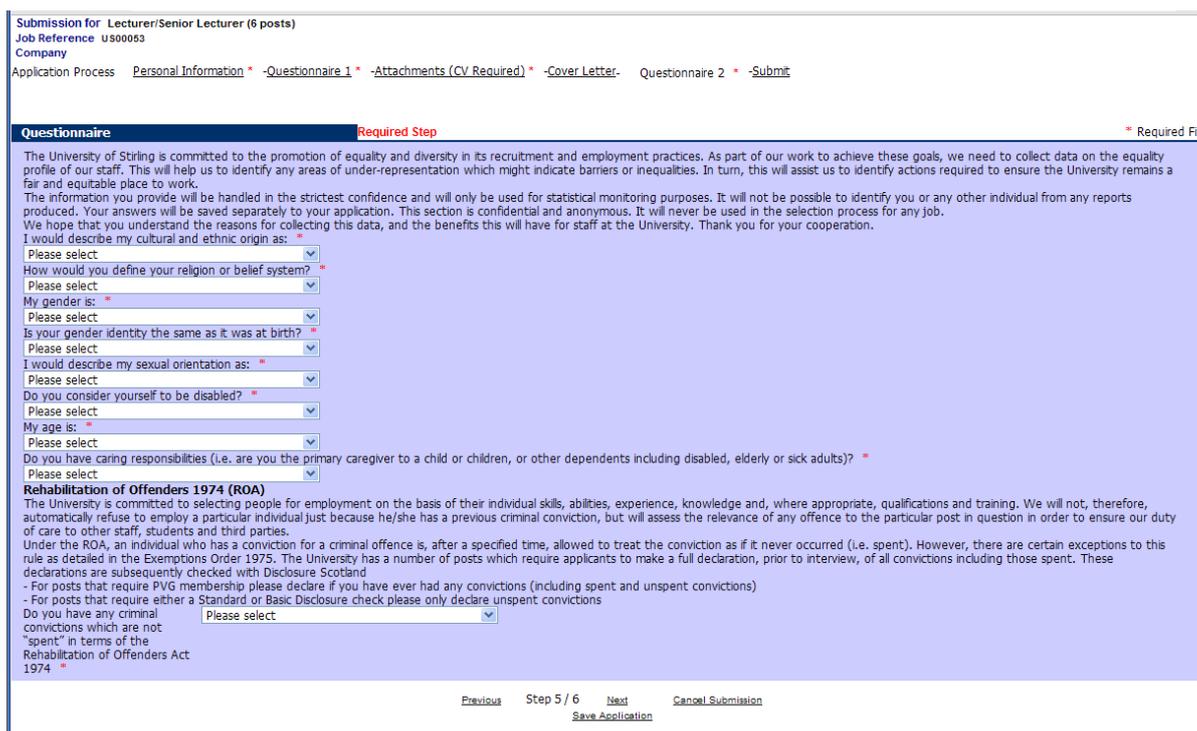
- b. To type a cover letter

Enter text into the large text field:



- 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

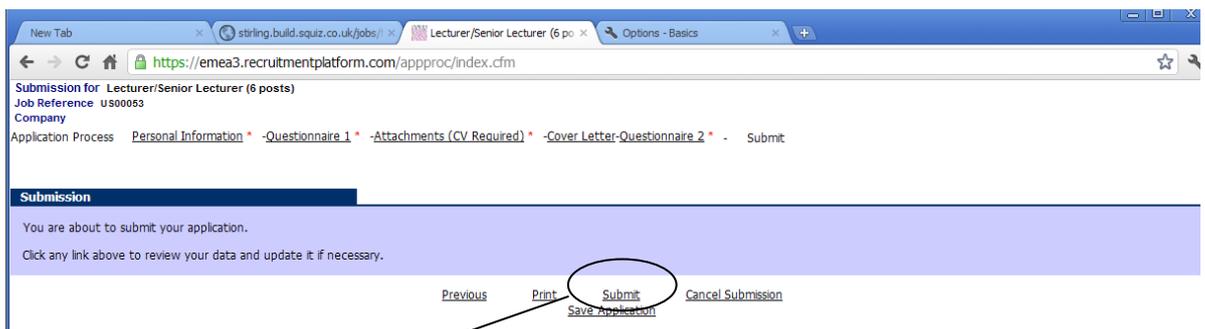


Some key points on this screen:

- 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.

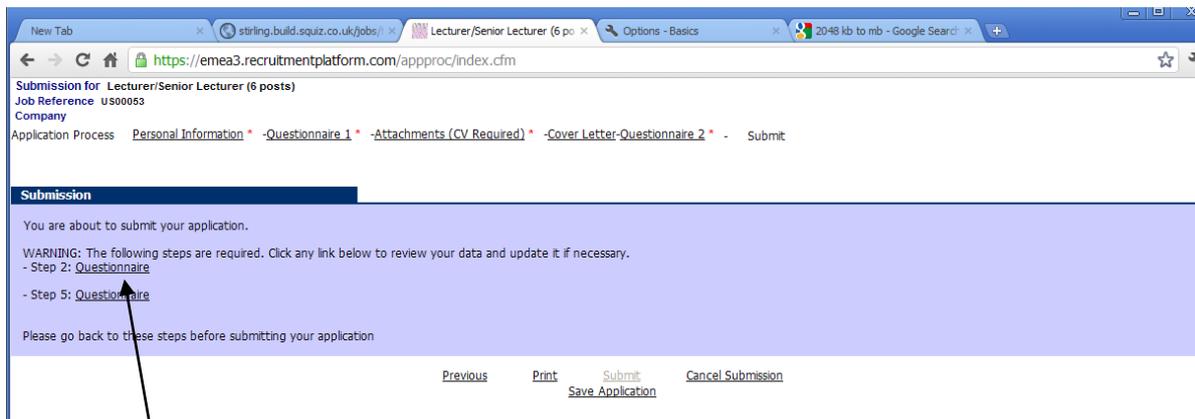
15. Select 'Next' to continue and submit your application

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



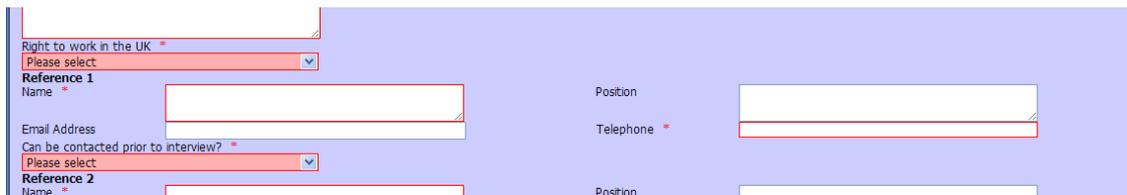
Select 'submit' to send your application

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

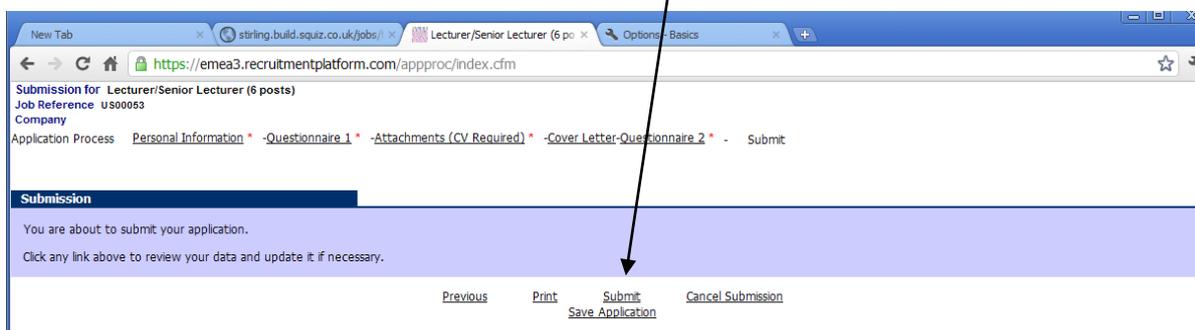


Click on the links to return to the screens with the missing data.

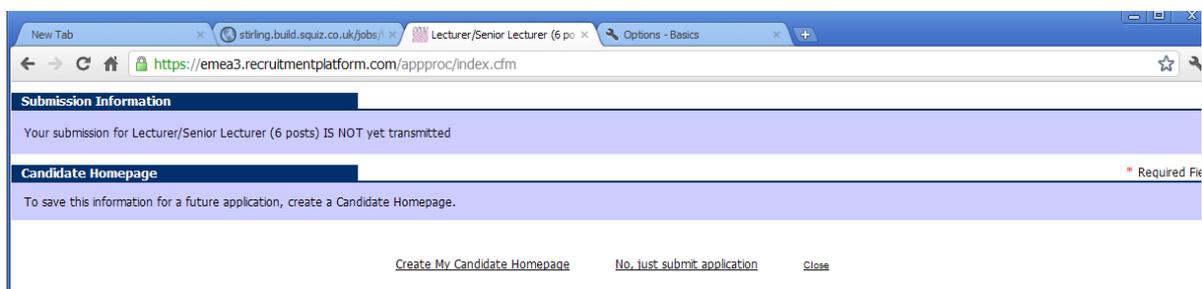
Any required fields you have not completed will be highlighted in red:



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



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



Creating a candidate homepage allows you to view the status of your 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 your 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 your application and select 'submit'.

Further Information

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