

GUIDANCE NOTES FOR COMPLETING YOUR APPLICATION FORM

PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING YOUR APPLICATION

Please note:

- **All** relevant sections of the **Application Form** must be completed. We can only make decisions based on the information you provide.
- **Submission of a CV without a fully completed application form will not be accepted.**
- If any sections do not apply to you write 'not applicable'.
- **Complete the form electronically** as the form is submitted online and **only one document can be submitted.**
- All boxes will expand as you type or additional rows can be added to the tables.

ELIGIBILITY TO WORK IN THE UK

- It is a requirement of all employers to establish that a new member of staff is able to work in the United Kingdom.
- It is asked of all applicants to ensure there is no likelihood of discrimination.
- You will be required to provide documentary evidence of your eligibility to work in the UK before you start work.
- Not currently being eligible to work in the UK will not necessarily mean you will not be appointed, however, if this is the case you will not be able to start work until you have obtained permission to work.

PROFESSIONAL DEVELOPMENT AND TRAINING

- List all courses (e.g. IT training, professional training) and networking events (e.g. conferences)
- Indicate how your learning was used in your job (i.e. building networks to develop best practice)
- Only include courses/events that were attended/completed within the last 12 months

EVIDENCE OF ABILITY STATEMENT

- Read the information on the **Person Specification** carefully to make sure that you meet the criteria and that the job and conditions are suitable for you.
- The Person Specification details the competencies, experience and the qualifications required for the effective performance of the job, and will form the basis of our selection decisions.
- Your application should demonstrate how you meet each of the stated competencies, drawing your **evidence of ability** from all aspects of your education and experience, including paid and unpaid employment.
- Be concise, do not repeat your work history and always provide evidence of statement in the form of examples.

Item 05a

REFERENCES

- Applicants will be required to provide two referees, who will be contacted either prior to interview or before an offer of employment is made
- If the post you have applied for involves responsibility for one of the following, and you have not been employed by your current employer **for at least two years**, please provide details of previous employers to cover this period
 - money
 - goods
 - accounts
 - computer operations
 - programming of accounts or payroll
- Where it is a standard requirement of this role to work on a one-to-one basis with young people under 18, you must provide references from **two referees** who have known you **continuously for at least two years**.
- If you do not wish us to contact your present employer prior to interview, please indicate this on the application form.
- A reference from your current, or most recent, employer (or tutor where appropriate) will be required before an offer of employment is made.
- Applicants currently employed by the University on a temporary basis, as an Associate Lecturer, or as salaried staff seeking an alternative position, are also required to provide a referee, either their line manager, Dean or Head of Service.

DECLARATION OF CRIMINAL OFFENCES (REHABILITATION OF OFFENDERS ACT 1974)

- The Act gives people the right not to reveal certain convictions when they are “officially spent”. However the Act does not apply to posts where there is access to children and/or young people (under the age of 18). This means that the applications for employment that involves working with children and/or young people must disclose all their previous criminal convictions, including “spent” convictions, bind overs and cautions.
- The post for which you are applying meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974 and the Protection of Children Act 1999 and you will be required to make the above disclosures.
- University of the Arts London has a duty to protect young people in its care and that is why the checking procedure is necessary.
- Please declare any convictions in a separate letter addressed to the Assistant HR Manager - Operations.
- If stated in the advert for the role you are applying for, you will be required to make an application to the Criminal Records Bureau for an Enhanced Disclosure, before any offer of appointment can be confirmed.
- Disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s), frequency and when they occurred.

EQUALITY ACT 2010

- If you have a disability that will require the University to make reasonable adjustments at any stage during the recruitment process please detail your requirements here.
- You do not need to disclose the nature of your disability.

Completed application forms should be uploaded by midnight on the advertised closing date onto the relevant vacancy on <http://jobs.arts.ac.uk>.

EQUAL OPPORTUNITIES MONITORING FORM

As you will be aware from information included in the Information pack, the University is committed to its Equal Opportunities Policy. It is important for the University to be able to evaluate the effectiveness of this policy during the recruitment and selection process. There are specific requirements placed upon the University under the Equality Act 2010 within the 'protected characteristics' (age, disability, gender reassignment, race, religion or belief, sex and sexual orientation). The purpose of this questionnaire therefore is to gather information to be used for statistical analysis and to enable aggregate reports to be made about applicants for jobs.

This form will be detached on receipt from the application form. The information will be treated confidentially and used to compile statistics for analysis and action by Human Resources. Any information provided here will not be seen by anyone involved in the recruitment decision. This data will prove invaluable in highlighting possible inequalities and assisting the University to redress any unfairness or disadvantage.

Age: To ensure fair treatment for job applicants of all ages, we ask you to indicate which age category you belong to.

Ethnic Origin: We are required as a public organisation to monitor the ethnic profile of the workforce. For higher education establishments, two areas where the Commission for Racial Equality requires additional monitoring are: recruitment and career progress; and training and development.

The data must be analysed to highlight whether staff from ethnic minorities appear to be adversely affected through policy design and implementation. If this is the case, the organisation should amend its practices to become more inclusive. Equal opportunities monitoring also measures the impact of changes. Having sufficient data to conduct meaningful analysis relies upon your co-operation in giving the information. To assist the University in complying with the legislative requirements, we appreciate you supplying this information on the equal opportunities monitoring form.

Disability: The University as a public body has a duty to promote equality of opportunity between disabled persons and other persons and to eliminate discrimination. For the purposes of employment, the relevant definition of disability is that in the Disability Discrimination Act 1995, which is:

'A physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.'

Some impairments covered by the Act, where they have a substantial adverse effect, include: dyslexia, colour blindness, cancer, heart disease, diabetes, epilepsy, asthma, and clinical depression. Long-term means lasting for longer than 12 months. An employer, or potential employer, has a legal obligation to make reasonable adjustments to accommodate people with a disability, and the University wishes to respond positively to this responsibility.

Sexual Orientation, Religion or Belief, Caring Responsibilities: To ensure compliance, and to develop good practice, we are now monitoring these areas. However, we appreciate that these areas can be sensitive and as a result your response to this element of the monitoring form is optional.

Advice has been taken from external agencies, including the Equal Opportunities Commission and the Commission for Racial Equality to ensure that the form and the analysis conform to best practice.

**Thank you for taking the time to complete this application form
and for your interest in working at the University.**