

Guidance Notes for Applicants

Applying for vacancies at UWE Bristol

Guidance notes for applicants

Welcome to our online application form. These notes are intended to help you when making your application and to provide you with information about the selection process.

The form has been designed to be convenient and easy to use, however if you experience any technical difficulties, please contact Human Resources at HRresourcing@uwe.ac.uk or on 0117 32 85109.

Using the form

You do not have to complete the form in one session, simply log out and return at a later date. To return to a partly completed form, log back into the system, select '**My applications**' which will reveal '**In progress applications**' and you will be shown a list of any partially completed application(s). You may want to take some time when writing some parts of the form and it may be best to draft some sections in a Notepad document and then copy and paste them into the boxes in the application form.

Please take great care with your application; it is your opportunity to tell us about yourself.

Your application will be assessed according to how closely you meet the knowledge, skills and attributes required in the person specification. You are advised to read all the information supplied about the post and ensure you complete the form as fully as possible. It is important when answering any job specific questions, that you demonstrate, by giving examples, how you meet the criteria. Whilst the system enables you to attach other supporting documentation including a CV, if you wish, you will still need to fully complete all sections of the online application form itself in order to be considered for the vacancy.

Applications will be considered and a shortlist will be drawn up on the basis of the experience, skills and attributes required to undertake the duties for the post, as outlined in the person specification. The shortlisting decision will be based solely on the information you provide in your application. Even if you are already known to the University as a current or previous employee you must ensure that you provide sufficient evidence of how you meet the job criteria.

Please ensure you follow the Do's and avoid the Don'ts

Do's

- Do make sure you make a note of the email address and password you have registered with to enable you to return to an incomplete application;
- Do type in lower case, using capitals where appropriate;

- Do make sure you enter the information as accurately as possible, especially contact details;
- Do be open and honest in the answers that you give;
- Do take your time to fill in all the questions;
- Do request an emailed copy of your completed application form for your own future reference.

Don'ts

- Don't leave your unfinished application without saving it first;
- Don't submit your application unless you are completely satisfied with it and you have answered all the relevant questions.

Submitting your form

Please note: once you have submitted the form you will not be able to make any changes; nor will you be able to withdraw that application and re-submit it for the same vacancy.

The submit button will be displayed when all mandatory fields on the form have been completed. When you are satisfied with your application click on the "**Submit**" button to send us your form, you will be asked to confirm, please remember to click the "**Confirm**" button also. You will receive an email confirmation of your application within 15 minutes of it being submitted.

All job applications must be made via the website unless otherwise stated, we are unable to accept speculative CVs. If you have a disability which makes it difficult for you to apply online please contact HRresourcing@uwe.ac.uk

Communications

Please note all correspondence will be sent to you via the email that you have registered with.

If you are shortlisted you will be emailed to book a convenient interview/assessment time.

If your application is unsuccessful, you will be notified via email after the closing date. This could take a few weeks, depending on how long it takes for those shortlisting to reach a decision.

Thank you for your interest in working for UWE Bristol, we look forward to receiving your application soon.