

Helpful Hints for Applicants

These hints have been designed to provide useful information for applicants about the University's recruitment procedures.

Completing the Application Form

Our application form is used both for shortlisting and for reference during the interview process.

Please note that details supplied in the Sensitive Information section are kept strictly confidential. All sensitive information is held in HR and is not seen or used by the shortlisting panel. The information is used for monitoring purposes only and forms no part of the selection process.

When completing the application form, please remember to:

1. Read the job description, person specification and advertisement and any other relevant details thoroughly before completing the form. Use the information supplied to make your application relevant to the post. It is important that you use the form to explain how your particular skills/abilities, experience and qualifications compare with those which have been defined in the supporting information. These documents, particularly the person specification, are used as the basis for shortlisting.
2. Complete all sections of the form; the system will not allow you to submit the form until all of the mandatory fields have been completed. A CV is not regarded as a substitute but may be included as part of the Supporting information in the section 'Why are you suitable for this position?'. If you have difficulties including any relevant information, please contact Human Resources at HumanResources@uclan.ac.uk or on 01772 892324.
3. By ticking the Confirmation box in the Declaration section you are confirming that the information given is correct. Please note that if you provide false information or deliberately omit any relevant details you will not be included in the selection process.

The Appointments Process

You will receive an email confirming receipt of your application. If you are not shortlisted, you will receive an email confirming this. Applicants put forward for the selection process will be advised by phone or by post.

- Shortlisting is carried out by members of the interview panel and is based on an assessment of the information you have provided in your application, against criteria defined on the person specification.
- If you are a UCLan graduate and you are not shortlisted, further advice and guidance can be gained from Futures.
- In accordance with our Equal Opportunities Policy, if you declare a disability on page 1 of the application form, and meet the essential requirements of the post, you are guaranteed to be shortlisted. The Disability Declaration is used solely to allow you to give us this information. However if you declare a disability in the

sensitive information section only, the confidential nature of the monitoring form means the information would not be passed to the short listing panel.

- If you are shortlisted, you will be contacted and invited to attend the selection process. If there are any special arrangements associated with the selection process, for example, tests or presentations, you will be provided with all the information you need.
- We ask you to provide details of a minimum of two persons who will act as referees in support of your application where possible one of these should be from your last employer. Referees may be contacted in writing to provide their references prior to the selection process; however, we will not do this without first seeking your permission to do so.
- As part of our Equal Opportunities Policy, all interview panels will normally consist of at least three people and will include both men and women.
- If you attend a selection process both successful and unsuccessful candidates will normally be informed verbally of the outcome within 2 working days of the selection process being finalised. The successful candidate will have the decision confirmed in writing as an offer of employment. Unsuccessful candidates will have the opportunity for feedback from the Chair of the interview panel on request.
- All offers of appointment are conditional upon receipt of satisfactory references, medical clearance, verification of qualifications, verification of eligibility to work in the UK and, where appropriate, satisfactory criminal record bureau checks, prior to commencement of employment.
- The University can offer flexible patterns of work including job sharing, part-time and short-term contracts. All advertised posts can be considered on a job-share basis. If you are applying as a job-share candidate, please state your preferred pattern of work e.g. mornings only; 3 days per week etc, on the application form.

Please also note that we are not able to accept any applications after a closing date.

If you require further information regarding the recruitment process or are unsure how to proceed, please do not hesitate to contact Human Resources staff at HumanResources@uclan.ac.uk or on 01772 892324 who will do all they can to assist you.

Thank you for your interest in employment at the University and good luck with your application!

For access to other vacancies in the university sector visit: <http://www.jobs.ac.uk/>

Students looking for employment can also visit the Bridge Employment Service:

<http://www.uclan.ac.uk/thebridge/>

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Applications from Non EEA Workers

Following a review of the UK's immigration scheme in 2008, a new points based system (PBS) for migration has been introduced. Underpinning the new PBS is a five tier framework. This document relates to Tier 2.

The skilled worker category (Tier 2 General) relates to people coming to the United Kingdom with a skilled job offer to fill a gap in the workforce that cannot be filled by a settled worker. This has replaced the previous Work Permits scheme.

For a skilled worker from outside of the EEA to be successful in their application to enter or remain in the UK under Tier 2 (General), they must have a sponsor and a valid certificate of sponsorship.

For a sponsor (employer) to issue a certificate of sponsorship, the sponsor must be completely satisfied that the skilled worker will meet the points requirements of Tier 2 and that they intend to and are able to fulfil the specific skilled job in question.

If a skilled worker from outside of the EEA is appointed to a post at UCLan because the post cannot be filled by a settled worker, rigorous checks will be undertaken to ensure that the points based criteria under Tier 2 (General) can be met. If they cannot be met, the offer of employment will be withdrawn.

Before applying for employment at UCLan, prospective applicants are encouraged to familiarise themselves with the requirements for working in the UK. Information is available at <http://www.ukba.homeoffice.gov.uk/visas-immigration/>

The UK Border Agency provide an online points based calculator that enables an applicant to self-assess whether they are likely to score enough points for their application to succeed.

The points based calculator can be found at:

www.ukba.homeoffice.gov.uk/pointscalculator

Prospective applicants are strongly advised to ensure they are able to meet the points based criteria before applying for employment.

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UNIVERSITY OF CENTRAL LANCASHIRE POLICY STATEMENT ON THE USE OF THE DISCLOSURE SERVICE AND THE CRIMINAL RECORDS BUREAU

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, UCLan complies fully with the CRB Code of Practice and undertakes to treat all applicants fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure.

UCLan is committed to the fair treatment of its staff, potential staff, enrolled student and student applicants or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position or course concerned. For those positions or courses where a Disclosure is required, all application forms, advertisements and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process. We ensure that all those in UCLan who are involved in the recruitment process have been suitably trained.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position or course. Failure to reveal information could lead to withdrawal of an offer.

We make every subject of a CRB disclosure aware of the existence of the CRB Code of Practice (<http://www.crb.homeoffice.gov.uk/>) and will make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position or course before withdrawing an offer.