

Information for Applicants



INTRODUCTION

Thank you for your interest in our vacancy.

The University is striving to become a world-class regional university, with world-wide horizons, using all our talents to the full. Our values as a university are what distinguish us from others with regard to how we conduct ourselves and position our strengths. We are seeking to attract, retain, develop and promote staff with the Attitude, Character & Talents (ACTs) to make a difference. Leeds Met ACTs illustrates the values and behaviours which underpin the Vision and Character statement and apply to all staff within the University. Further details are available on the University's web pages at:

www.leedsmet.ac.uk
www.leedsmet.ac.uk/acts

APPLICANT GUIDANCE NOTES

This is a brief guide to assist you in applying for a post at the University. It is recommended that you read the job description, employee specification and these notes carefully before completing the application form, as the decision to short-list you will be based on the information you provide in your application. CVs alone will not be accepted as an application, but you may include one as additional supporting information. The CV should relate to how you meet the criteria outlined in the employee specification. Please provide the following information in your application form:

- Personal Details
- Contact Details
- Indicate if applying on a part-time or job-share basis
- Employment Experience
- Employment History
- Education and Qualifications
- Membership of Professional Bodies/Occupational Training

Information in Support of this Application

In this section you should address each point on the employee specification. The employee specification identifies the criteria relevant to the role and is divided into two parts – the first covering Qualifications, Skills, Experience & Knowledge and the second covering Leeds Met Attitude, Character & Talents (Leeds Met ACTs).

You should provide information, examples and evidence to illustrate how you feel you meet the criteria for the job. For example, if the employee specification states “ability to use initiative and work unsupervised” it will not be sufficient to say “I can work unsupervised and show initiative” – you must quote examples of your work / experience which illustrate these abilities.

In the first part of the employee specification there may be some criteria that are not ticked as essential, but that are still very relevant to the role. It is therefore important that you provide evidence in relation to all of the criteria regardless of whether it is ticked as essential or not.

The second part of the employee specification covers essential criteria relating to Leeds Met ACTs and it is important that you demonstrate fully how you meet these criteria.

If you do not demonstrate that you meet all of the essential criteria then you will not be invited to interview. Meeting all of the essential criteria, however, does not guarantee you an interview. In a strong group of applicants there may be other applicants who have demonstrated that they meet the criteria to a greater relevance and/or depth.

When providing any examples or evidence you may also refer to any relevant experience acquired outside work, such as community, voluntary or leisure interests. If necessary you may submit supplementary pages of information.

References & General Information

It is University policy to make all appointments subject to satisfactory references. One of the referees must be your present, or (if you are unemployed) your most recent employer / line manager. Referees should not be a relative and ideally both of your referees should be able to comment on your suitability for the post for which you have applied. Please note that your employer will be asked for details of your attendance record.

Please declare on the application form if you are related to or have any substantial connection with any employee of the University.

You are also required to indicate on the application form if you have permission to work in the UK. If you are selected for interview you will be required to verify this by producing appropriate documentation. Further details in relation to this issue will be provided if you are invited to an interview.

Rehabilitation of Offenders

Posts not requiring a Criminal Background Disclosure.

In accordance with the Rehabilitation of Offenders Act, 1974, the University requires only unspent convictions to be declared. If you have any previous convictions now spent, you do not need to declare them.

Posts requiring a Criminal Background Disclosure

In accordance with the Police Act 1997 the University has designated a number of posts as requiring a Criminal Background Disclosure. Application forms relating to such posts will require you to declare the details of all convictions, whether spent or not.

Disability Employment Policy

The University actively invites applications from people with disabilities and it has a Disability Employment Policy: employing, supporting and working with disabled staff. This policy introduces new practices and procedures that will enhance and support existing procedures within the University for the benefit of disabled staff, their managers and work colleagues, and those who are in a position of providing support.



The University subscribes to the 'Positive About Disabled People' Scheme which means a guaranteed interview for disabled applicants who meet the essential criteria as defined in the employee specification.

The University will make every effort to modify the job and/or to make reasonable adjustments to enable a candidate with a disability to take up a post. If you are short-listed for an interview, you will be asked to indicate whether any specific arrangements need to be made for you to attend.

Additional Information

The University may use ability tests (particularly verbal and numerical tests) and/or the Occupational Personality Questionnaire (OPQ) as part of the selection process. Further information and appropriate practice leaflets are provided to applicants at the appropriate stage, if tests are to be used as part of the selection process.

Please ensure that you complete the equal opportunities monitoring questionnaire. This information will be treated as confidential and used only for monitoring purposes. It will not be divulged to any person or agency involved in the selection process.

All offers of appointment to a position with the University are subject to satisfactory medical assessment through completion of a medical questionnaire.

The University is registered under the Data Protection Act 1998 to hold some personal data about you in manual/computer based information systems. This data is primarily held or used for Human Resources Management, Salaries and Pension administration purposes.

If you are not selected for interview you will not be notified by the University. If you are selected for interview you will be contacted no later than four weeks after the closing date of the vacancy.

If you require any further details about any of the areas covered in this guide please contact the Corporate Recruitment Team on telephone number 0113 8123009, or by email at: hr.jobs@leedsmet.ac.uk.