

Online Web Recruitment Applicant Guidance Notes

1st Edition

July 2015

Welcome

Thank you for taking the time to submit an application to the University of the West of Scotland.

This guide is in two parts. Part 1 contains information on completing your application online via our web recruitment system. Please review this information whether you have previously used a web recruitment process or this is a new adventure for you. Part 2 of this guide contains general recruitment information.

Before submitting your application, please take a few minutes to read over all of the information relating to the post. You should refer to the advert, job description, person specification and any other supporting information supplied with the vacancy.

It is essential that you clearly demonstrate in your application how you meet the requirements of the post. Please look at each of the headings given and give evidence to show how you match the requirements specified.

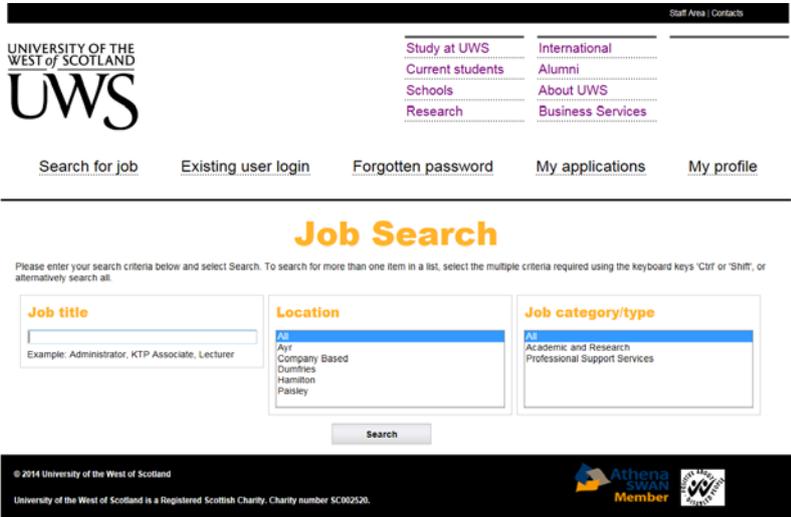
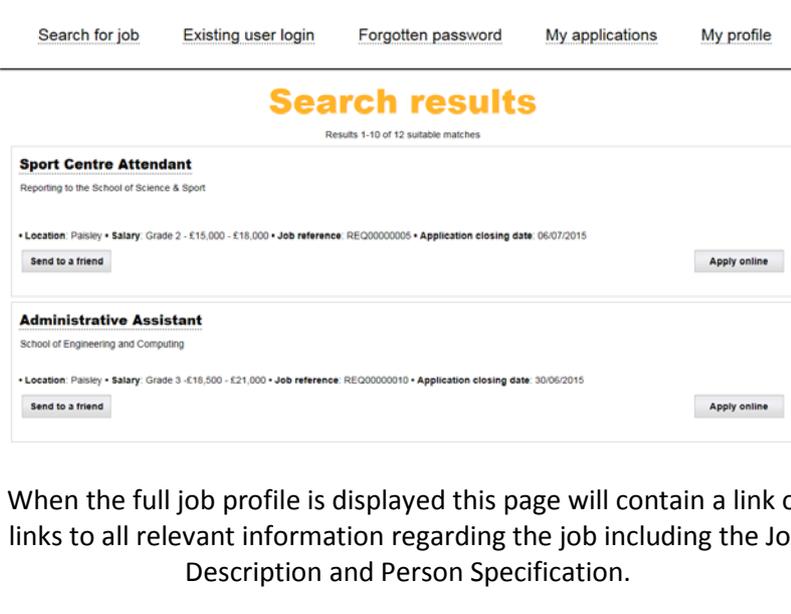
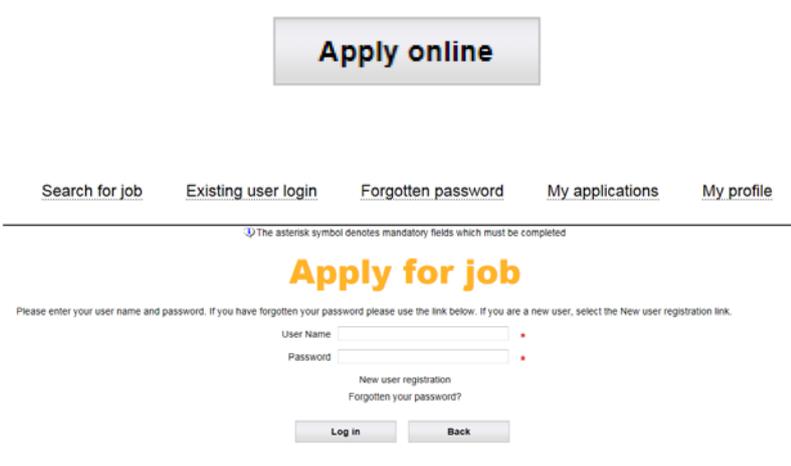
Good luck with your application.

HR Services

People and Organisational Development Department

Part 1 Web Recruitment

1.1 Getting Ready

		<p>You can search for a job by:</p> <p>Job Title, Location or Job Category/Type</p> <p>Select Search to view All jobs.</p>
<p>Search for a Job</p>	 <p>When the full job profile is displayed this page will contain a link or links to all relevant information regarding the job including the Job Description and Person Specification.</p>	<p>Search Results will be displayed</p> <p>Click on the Job Title to display the full Job Profile</p>
<p>Apply Online</p>		<p>Click on the Apply online Button.</p> <p>You will now need to log in either as a new or an existing user</p>

<p>New User Registration</p>	<p>You will receive a confirmation email to the address you have registered containing your log in details.</p>	<p>Click on New User Registration, enter the required information and create a User Name and Password.</p> <p>See below for Existing UWS staff log in.</p>
<p>Existing User</p>		<p>Simply enter the user name and password that you previously registered with.</p>
<p>Existing UWS staff</p>	<p>TIP – Only Existing UWS staff who log in with their user name and password will be able to view internal vacancies.</p>	<p>Existing UWS staff do not need to register or create a user name and password. Log in using your normal name and password.</p>
	<p>TIP - You should retain your log in details as they can be used for future applications to UWS.</p>	
<p>Existing User Forgotten Password</p>	<p>Forgotten your password?</p>	<p>Click on the Forgotten password link to receive a link to reset your password.</p>

1.2 Completion of your on-line application

An Application summary page will appear when you select Apply online and log in.

The application summary page contains your application form broken down into pages. Click on each page to open it. You can complete the pages in any order but you must go through each page.

The screenshot shows the 'Application summary' page for a user named Derek. The page title is 'Application summary' and the job title is 'Lecturer in Science'. Below the title, there is a list of application pages with icons indicating their completion status. The 'Mandatory fields incomplete' icon is highlighted with a red star. The 'Apply' button is disabled, and the 'Delete' button is visible. The job details section at the bottom shows the job title 'Lecturer in Science', job reference 'REQ00000006', location 'Ayr', and application closing date '30/06/2015'.

You must complete all fields marked with a red star *

 Mandatory fields on a page need to be completed

When all Mandatory Fields on a page have been completed the page will display a tick symbol.



You cannot submit your application until all pages have been completed.

The screenshot shows the 'Application summary' page for a user named Derek. The page title is 'Application summary' and the job title is 'Lecturer in Science'. Below the title, there is a list of application pages with green tick symbols indicating they are completed. The 'Apply' button is now active, and the 'Delete' button is visible. The job details section at the bottom shows the job title 'Lecturer in Science', job reference 'REQ00000006', location 'Ayr', and application closing date '30/06/2015'.

Saving your Application

On moving through the application pages the application form will be automatically part-saved on selecting the Previous, Summary or Save & Continue buttons.



Taking a Break

You do not need to complete your application in one session (your application saves as previously detailed).

To return to a part-saved application Click on My Applications, select the application you wish to return to and click on the Update button next to the vacancy name.

[Search for job](#)

[Existing user login](#)

[Forgotten password](#)

[My applications](#)

[My profile](#)

Submitting your Application

The Apply button will be activated and a new Apply button banner will appear at the top of the page when you are able to submit your application.

Please remember to press the button to submit your application once you have completed to your satisfaction



Note: Your completed application will not be submitted until you select Apply.

You will receive a confirmation message

Your application has been successfully submitted.

You will also receive an email to your registered email address from donotreply@uws.ac.uk as acknowledgement of your application.

Printing Your Application

You can obtain a copy of the application form at any time before submission by clicking on the Print Preview button.

Other options

 [Print preview \(Opens in new window\)](#)

My Applications

You can send a PDF version of a previously submitted application to your registered email address by clicking on “My Applications” ticking the “select” checkbox beside the relevant and then the “send email” button. This is the only way to receive a copy of your application after submission

[Search for job](#)

[Existing user login](#)

[Forgotten password](#)

[My applications](#)

[My profile](#)

Click on My Applications, select the application(s) you wish to receive and select Send email.

Submitted applications

Your submitted applications are listed below. To request a copy of your application, select the corresponding tick-box and then Send. A .pdf file will be automatically emailed to your registered email address.

Vacancy Name	Reference	Select
Lecturer in Chemistry	REQ00000007	<input type="checkbox"/>

[Send email](#)

1.3 Notes on Completion

General

The text boxes on the application pages are limited in length.  Placing your cursor over the question mark icon will reveal the number of characters and approximate maximum word count available for that section.

Please ensure that you save your partially completed application as you go. Please note that you will be automatically logged out after **30 minutes of inactivity** on a partially completed application form.

You can amend any information contained in your application prior to submission, however, after submission you will be unable to make any changes.

If you wish, you may complete the information required for the text box in e.g. Microsoft Word to check the number of characters used as you cannot exceed the character limit in any box. You can then paste your text into the application form text box.

It is recommended that you spell check and format your submission in Word before pasting into the application form.

The application pages are designed to be very user friendly however the following additional notes are offered for your assistance.

Personal Details

Address – Please complete your postcode in full and tick mailing address.

Contact Details – Please ensure that you add your personal email address and a telephone number where you can be contacted during the day.

Education

Education and Qualifications - Institution – This should be a college, university, etc. Please do not enter your secondary school.

Once entered your education and qualification details are retained within your account for use in future applications.

Current and Previous Employment

Employment Details – Please complete your previous company details as fully as possible.

Essential and Desirable Criteria

Essential Criteria – Please attempt to provide concise evidence regarding your suitability for the position applied for. The shortlisting panel can only refer to the evidence that you provide in these pages.

Desirable Criteria – Please add as required.

Research Publications and Grant Income

For Academic and Research Staff only

Publications and Grant Income Details – You may cut and paste relevant details into this area.

References

Referee Details – Please supply a “Work E-mail Address” for you referees where possible. To speed up the gathering of references it is requested that you advise your referee that they will receive a reference request from the University.

Additional Supporting Information

Supporting statement – Please include a statement of your career aims/ambitions and the reasons for applying for this post. It would be helpful also if you could list your main achievements in your career to date (bullet points will suffice). You may also use this area if you require additional space to evidence Essential or Desirable Criteria (all applicants) or Research Publications and Grant Income (Academic and Research staff only).

Criminal Convictions Declaration

Criminal Convictions Declaration Details – Please refer to the notes on the application page and the notes contained within Part 2 of this document before answering these questions.

Entitlement to work in the UK

Entitlement Details – All applicants are required to answer this question. All applicants, regardless of their nationality, must be able to prove that they are legally allowed to work in the UK. This information will not be seen by the recruiting manager.

The University is a Tier 2 sponsor and is able to offer employment to non-EEA nationals provided that pre-defined criteria are met. Further information on sponsorship and eligibility criteria is available via the link to the UKVI website on this page.

Guaranteed Job Interview Scheme

Guaranteed Interview – all disabled applicants who meet the minimum criteria for a post will be offered an interview. If you tick this box you will be asked to contact the People & OD Department when you are invited to interview to discuss what adjustments are required for the interview. This information will not be seen by the recruiting manager.

Equality and Diversity Monitoring

Equality and Diversity Details – You are requested to complete this information. This information is used for statistical purposes only and will not be seen by the recruiting manager. All information supplied will be treated strictly in confidence and in line with the University’s Data Protection Policy.

Part Two - General Recruitment Information

Applications by CV

The University no longer accepts applications by CV. The on-line application form will however allow for extracts from an applicant's CV to be pasted into the relevant page of the application form if required. Whilst this is a useful feature for items such as publication lists it should be remembered that your application should provide evidence to match the essential and desirable criteria of the specific job you are applying for.

Criminal Conviction Declaration Guidance Notes

Please refer to Appendix A.

Health Declaration Form

Health Declaration Forms will only be issued to applicants once they have been given a "conditional offer of employment".

The form should be returned directly to the University's Occupational Health Department as detailed on the form either by post or email. The form should not be returned to the recruiting manager or the HR Services team.

Guaranteed Job Interview Scheme

More commonly called the 'Two Ticks' scheme. Employers who use the 'Two Ticks' symbol make five commitments to its workforce regarding employment, training, retention, consultation and disability awareness. Applicants must tick the relevant box on the application form to ensure that the university is aware that the scheme applies. Appendix B gives further details on the scheme.

Proof of Qualifications

All successful applicants will be required to provide original copies of the qualifications declared on their application form. These qualifications will be copied and retained in the individual's personal file within People & OD.

PVG Scheme

Certain positions within UWS require the post holder to become a member of the Protection of Vulnerable Groups Scheme. This requirement will be clearly stated within the information attached to the post.

It is an offence for a person to apply for regulated work with children or protected adults when they have been barred from doing so.

It is also an offence for an employer to offer regulated work to someone who has been barred from working with children or protected adults.

UWS will adhere to the Scottish Government's Code of Practice in respect of obtaining and the use of disclosure information.

Retention of unsuccessful recruitment applications

The University will retain unsuccessful applications for a period of up to 12 months after the closing date.

Criminal Convictions Declaration Form Guidance

Please read the following notes carefully before completing the

Declaration contained within the online application form

1. The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 as amended makes it unlawful for employers, or prospective employers, to take into account offences which are classified as “spent”. An offence is “spent” when the person is deemed to be rehabilitated under the 1974 Act. There are different periods of rehabilitation for different offences and these are shown in the table below. Once the rehabilitation period has expired the offence is “spent”.
2. Under the terms of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 as amended, candidates for certain posts are not entitled to withhold information on a criminal conviction on the grounds that it is “spent”. You must provide information on all convictions, whether spent or otherwise, if you are applying for an exempt post. If the post is exempt, this will be stated in the advertisement.
3. Every candidate invited for interview must complete the attached Declaration Form, whether they have a previous conviction or not, and return it in the envelope provided to the Department of People and OD prior to interview. You need not disclose “spent” offences, unless you are applying for an exempt post (see above).
4. Any details you provide will be treated in strict confidence and will not automatically exclude you from being considered for appointment. The nature and relevance of the offence in relation to the duties of the post and its role within the University will be taken into consideration.
5. The University reserves the right to verify that the details you have provided on this Criminal Convictions Declaration Form are accurate and may make any job offer conditional upon this verification. The University would require your consent in order to verify these details.
6. The information provided by you will be processed in line with the University’s obligations under the Data Protection Act.

What is a spent conviction (in Scotland)?

Sentences of more than 30 months can never become spent. Other sentences become spent after fixed periods from the date of conviction. For a custodial sentence, the length of time actually served is irrelevant. The rehabilitation period (i.e., the length of time it takes for the offence to become spent) is decided by the original sentence and begins on the date of conviction.

The length of a rehabilitation period depends on the sentence as outlined in the table below.

SENTENCE	REHABILITATION PERIOD	
	People aged 18 or over when convicted	People under 18 when convicted
Prison, custody or detention for life or detention at Her Majesty's pleasure	Can never become spent	Can never become spent
Prison, youth custody, detention in a young offender institution for a term exceeding 30 months	Can never become spent	Can never become spent
Prison, youth custody, detention in a young offender institution for between 6 and 30 months	10 years	5 years
Prison, youth custody or detention in a young offender institution for 6 months or less	7 years	3 ½ years
Fine	5 years	2 ½ years
Probation (after 3 February 1995)	5 years	2½ years from conviction, or (if later) when the probation order ceases to have effect
Probation (before 3 February 1995)	1 year	1 year
Sentences where the rehabilitation period is the same for over and under 18		
Absolute discharge	6 months	
Detention under the Children and Young Persons Act 1993, s53 for between 6 and 30 months	5 years	
Detention under the above Act for 6 months or less	3 years	
Conditional discharge, binding over, care or supervision Order	1 year or the duration of the Order, if longer	
Disqualification from driving	Period of disqualification	

If you have any queries concerning the completion of the Criminal Conviction Declaration page please do not hesitate to contact the Department of People and OD. Please email jobs@uws.ac.uk giving your contact details. Please do not include any conviction information within this email.

The 'Two Ticks' Scheme



1. What is the Two Ticks Scheme?

The Two Ticks Scheme is a Jobcentre Plus accreditation that is given to organisations that are committed to the employment of disabled people. The University (UWS) will:

- Interview all applicants with a disability who meet the essential criteria as detailed on the person specification.
- Ensure there is a mechanism in place to discuss, at any time, but at least once a year, with disabled employees what can be done to ensure that they develop and use their abilities.
- Make every effort when an employee becomes disabled to ensure that they stay in employment.
- Take action to ensure that all employees develop an appropriate level of disability awareness to make these commitments work.
- Review the commitments each year and plan ways to improve the experience for disabled people

Why does UWS use the Two Ticks Scheme?

The Two Ticks Scheme demonstrates to prospective applicants and existing employees that UWS is committed to the employment of disabled people whether this is at the start of employment or later on in their career.

What is the Guaranteed Interview Scheme?

All disabled applicants who **meet the essential criteria** for a job vacancy will be interviewed. To be considered under the Guaranteed Interview Scheme, applicants will need to declare that they have a disability.

Disabled applicants should indicate if they wish to apply for the Guaranteed Interview Scheme by ticking the box in the Guaranteed Interview section on the job application form.

What if adjustments need to be made for the interview?

If you are invited to interview, please email jobs@uws.ac.uk with details of the job you are applying for and what adjustment you would require at the interview.