Applicant Guidance

Before completing the form

Please read this document and all of the information in the advert for the vacancy you are interested in before you complete the University's online application form. Most recruiters will provide a supporting Further Information document for their vacancy. This document, if available, will have been published at the bottom of the advert on the University's Job Opportunities pages. It will tell you about the terms and conditions of the job and the skills and experience we expect applicants to have. It is important that you consider how your application will show that you meet these requirements.

Please note: the sections of the application form described below will not all be present in every application form. The content of our online form varies according to the type of vacancy. Please review the sections relevant to the application form which you are routed to when you click on the Apply button on an advert on our Job Opportunities pages.

If you have submitted one or more online applications via our Web Recruitment System within the last 12 months, you will be given the option to re-use certain details in your new application, where available. These details will include personal information such as your name(s), address, equal opportunities; and, where applicable, educational details and career history. The system will use the most up-to-date information available for each relevant section, which may mean that data is taken from more than one previous application. Please review the data populated by the system to check that it remains accurate for your new application.

You can complete the online application form in any order you choose. Simply click on the tab of the section you wish to complete and click 'Save' before clicking on another tab. Alternatively, when you have completed a section, click 'Save and Next' to be moved automatically to the next section. You can save your application and return and complete it at a later stage.

If you need assistance with registering with our system, logging in or using our application form, please review our Frequently Asked Questions.

PERSONAL DETAILS – ALL APPLICATIONS

- Please provide your given name(s) in full rather than a preferred or abbreviated name. For example, use Christopher rather than Chris. The names in your application should match those in the documents you will use to demonstrate that you have right to work in the UK (e.g. your passport) unless there is a legitimate reason for a difference, which is supported by documentary evidence explaining the difference. For example, if you use your maiden name for professional purposes, you can inform us of this if we employ you and provide us with a copy of your marriage certificate.

- Please provide your address and other contact details in full. This includes a post code if you live in a country that uses them. If your details change, please provide updated details to the recruiting department as soon as possible.

- If you are unsure whether or not you have the legal right to work in the UK, please review the 'Applying for a job' section of the University's Job Opportunities pages. Here you will find full details of who has the right to work in the UK.

  If you don't already have the right to work in the UK, you will be subject to immigration control. There are different immigration categories available to foreign nationals who want to work in the UK, most of which are part of the UK's Points Based System (PBS). Under the PBS, migrant workers have to accumulate points for factors such as qualifications, prospective earnings and English language competence in order to obtain entry clearance and leave to remain in the UK. Links to detailed information on the UK's immigration categories can be found in the 'Applying for a job' section of the University's Job Opportunities pages.

Any offer of employment we make to you will be conditional upon you gaining legal permission to work in the UK. Therefore, we strongly recommend that you use the Home Office's points-based calculator (found at http://www.ukba.homeoffice.gov.uk/pointscalculator) before applying for a post with us. This tool allows you to calculate how many points you may get and indicates whether you may be eligible to work in the UK under the PBS.

- Please provide a UK National Insurance Number if you have one. This should be 9 characters long and be made up of 2 letters, 6 numbers and another letter (e.g. JQ336699E). If you do not have a UK National Insurance Number, please leave this section blank; do not provide national insurance or social security numbers from any other countries.

EDUCATION AND TRAINING – SELECTED APPLICATIONS

Education below Degree Level

- Where this section is found in the application form you are completing, you should provide information about your education below degree level.
- The General Certificate of Secondary Education, or GCSE, is an academic qualification in England, Wales and Northern Ireland. It is normally undertaken by students in their last compulsory year of secondary school education. A GCSE is awarded in a particular subject, although students generally undertake a number of GCSEs in different subjects at the same time.

  Academic qualifications which are equivalent to the GCSE include:
  ➢The Certificate of Secondary Education (CSE) at Grade 1 and GCE Ordinary Level (O-Level) – compulsory school leavers' examinations before GCSEs were introduced in the late 1980s.
  ➢BTEC Firsts – work-related qualifications which are the equivalent of traditional GCSEs.
  ➢The Standard Grade – Scottish equivalent of the GCSE.
  ➢IGCSE – international version of the GCSE.

- The General Certificate of Education Advanced Level, or A-level, is an academic qualification in England, Wales and Northern Ireland. It is normally undertaken by students completing pre-university education. An A-level is awarded in a particular subject, although students generally undertake 3 or 4 A-levels in different subjects at the same time.

  Academic qualifications which are equivalent to the A-level include:
  - ➢ Advanced Highers – Scottish equivalent of A-levels.
  - ➢ Matura – pre-university qualification in various European countries.
  - ➢ Baccalauréat and International Baccalaureate – pre-university qualifications used in France and various other countries.
  - ➢ American SAT tests – pre-university qualifications in the USA.

- If you have an overseas qualification and you are unsure whether it is equivalent to a GCSE, A Level or other UK qualification, you may wish to contact UK NARIC for advice. UK NARIC is the National Agency responsible for providing information, advice and expert opinion on vocational, academic and professional skills and qualifications from over 180 countries worldwide. Please see http://www.naric.org.uk/ for further information.

- As we do not ask for full details of your GCSEs and A Levels (or equivalents), remember to use the 'Other details of education below degree level' box to tell us anything which you think is important about your qualifications. This might include telling us that you studied a subject which is relevant to/required for the vacancy, that your qualifications are overseas equivalents of GCSEs/A Levels or that you have other relevant qualifications below degree level.

Education at or Above Degree Level and Training

- Where this section is found in the application form you are completing, you should include details of any education at or above degree level. This includes degrees and post-graduate qualifications. You should also provide information about any training which helps to demonstrate that you have the skills and

experience needed for the post. We do not need information about any training you have completed which is not relevant to your application.

Professional Body Membership

- A professional body is an organisation which oversees proper practice of a particular occupation and represents its interests. This section gives you an opportunity to tell us if you are a member of a professional body which is relevant to your application. It is particularly important that you complete this section if membership of a particular professional body is a requirement for the vacancy. If you are not a member of any professional body, please leave this section blank.

CAREER HISTORY – SELECTED APPLICATIONS

- Where this section is found in the application form you are completing, please provide your full career history as we are interested in the full range of experience that you have had. Please include any breaks in employment, for example, such as travelling, periods of unemployment or voluntary work.

- Please remember to detail your current or most recent employment/experience at the top of the Career History section and work backwards in time.

- If you previously worked for the University of Cambridge and you left under the Voluntary Severance Scheme 2011, this must be clearly stated in this section. You are reminded to review the terms of your compromise agreement before applying for another position with the University.

SUITABILITY FOR THE ROLE – SELECTED APPLICATIONS

- This is a particularly important section. Where this section is found in the application form you are completing, it is vital that you use it to provide specific examples from your work, education or other experience which show clearly that you have the knowledge and skills required for the vacancy. Your response will be limited to no more than 11,000 characters.

REFERENCES – ALL APPLICATIONS

- You will be required to provide the details of two or three referees as part of your application, depending on the vacancy.

- One of the people you list as a referee should be your current or most recent employer and, ideally, the other(s) should be a previous employer. However, if this is not possible (e.g. because you have not been employed before), remember that you can provide the details of other people who can confirm that you are suitable for the post. This might be your tutor from full-time education or someone who supervised you when you undertook voluntary work.

- You should not list relatives or friends as referees unless they have employed you and you do not have any other previous employers.

- It is essential that you indicate on the form whether you would be happy for us to contact each referee at any time during the selection process, when you have been invited to interview, or after you have accepted any conditional offer of employment we might make to you.

- Any offer of employment which we make to you will be conditional upon the University receiving references which it regards as satisfactory. Therefore, we recommend that you inform your referees at some point that we may be approaching them for a reference.

UPLOAD DOCUMENTS – SELECTED APPLICATIONS

The application process for certain vacancies will require you to provide us with documents such as a Curriculum Vitae and covering letter in the Upload section of the application form. Details of the documents that you need to provide will be given in the advert and/or Further Information document for the vacancy. If you upload any additional documents which have not been requested, we will not be able to consider these as part of your application.

You may upload any of the following file types:

- Microsoft Word (.doc, .docx)
- Powerpoint (.ppt, .pptx)

- Plain text (.txt)
- Rich text format (.rtf) – most word processors can produce files in this format

If you cannot upload a file in any of these formats, you may also upload a *.pdf file. A maximum of 5 files, each of which can be up to 4MB in size, may be attached per application. The total for all 5 files may not exceed 10MB. Other types of files will not be accepted by the system. Any file you upload will be converted to a file in PDF/A format. You will have a chance to review the converted document before submitting your application.

Where possible, you should submit an original electronic document rather than a scan of paper document. If you need to submit a scanned document, then scanner software will often allow you to scan directly to a PDF file. If this isn't possible then you can paste the image produced by the scanner into a word processor document and submit that. Make sure that the image is legible.

Please check the following before you attach your documents:

1. Files are not password protected;
2. Documents do not contain any macros or other executable code; and
3. Documents are not read only.

Otherwise, you may not be able to upload then or we may not be able to view your documents properly or consider them as part of your application.

SECURITY-SENSITIVE POSITIONS – SELECTED APPLICATIONS

The nature of some of our jobs (such as those involving work in sensitive environments or with access to sensitive information) means that we have to complete additional security screening checks to ensure that an applicant is suitable for employment. The types of check vary according to the type of role but they include, for example, background checks on employment and financial history.

The section on security-sensitive positions will be present in the application form if the vacancy you are applying for requires security screening checks. It provides you with an opportunity to tell us anything about you that you think may be relevant to the sensitive nature of the role, as well as confirming to us that you would be willing to undergo security screening checks relevant to the role if you are made an offer of employment.

If you are successful, you will be provided with full details of the security screening checks that will be required as a condition of your employment. Your written consent will be obtained before we undertake any checks. If you would like further information about the types of security check required for a particular vacancy, please contact the relevant department using the contact details found in the advert or Further Information document.

DISCLOSURE AND BARRING SERVICE – SELECTED APPLICATIONS

The section on Disclosure and Barring Service (DBS) checks will only be present in the application form if the vacancy that you are applying for requires such a check. The level of the check required will be specified in the advert or Further Information document and will depend on the nature of the work.

Further information about DBS checks and the information that they reveal is found on the DBS's website at: https://www.gov.uk/disclosure-barring-service-check/overview.

The University of Cambridge has a Rehabilitation of Offenders Policy which explains that we welcome applications from a wide range of candidates and that having a criminal record will not necessarily prevent you from working with us. This will depend on the nature of the role and the circumstances of your offences.

EQUAL OPPORTUNITIES AND MEDIA MONITORING – ALL APPLICATIONS

The University is an equal opportunities employer and is committed to treating all job applications on their merits. We will use the information collected from this part of the application for statistical and monitoring purposes so that we can make sure that our equal opportunities policy is working.

This part of the form will be filtered from your application and stored in a separate part of our system. It will not be visible when you or others view your application and it will not be used as part of the selection

process. This sensitive information from applicants will be used by the University to generate anonymised and aggregated equality statistics.

The Higher Education Statistics Agency (HESA – http://www.hesa.ac.uk/) tells us which categories to use when collecting much of our equality data. Our use of these categories does not necessarily mean that the University thinks that they are the most appropriate.

Full details of how we store and use equality data are found in our document on the HR Division's website.

REASONABLE ADJUSTMENTS – ALL APPLICATIONS, COMPLETE IF APPLICABLE

The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Further information is available at http://www.jobs.cam.ac.uk/applying/disability/.

Please use this section of the application form to inform us if you require any reasonable adjustments connected with a disability to be made to the selection process. This information will not be shown as part of your application and it will only be visible in our system to the administrator(s) responsible for the vacancy. They will only share this information with those making selection decisions if this is required in order to put the reasonable adjustment you have requested into place.

Alternative methods of requesting reasonable adjustments are described within the form.

SUBMISSION AND APPLICANT DECLARATION – ALL APPLICATIONS

- The final section, 'Submit', will list any fields with an asterisk (*) that you have failed to complete. If you have completed all the necessary information, a PDF copy of your application will be available to download and save/print prior to submission of your application.
- Please note: you will not be able to change your application once you have submitted it. If you are expecting any details in your application to change before the closing date of a vacancy, you may wish to delay submitting your application until this change has taken place.
- When you are ready to submit your application, you need to read and agree to the Applicant Declaration on the 'Submit' page. This includes you confirming the accuracy of the information you have provided and that you understand how this will be used and stored. To confirm your agreement, click 'Yes' and then click on the 'Submit Application' button at the bottom of the page.
- Once you have submitted your application, you will receive an auto-acknowledgement on-screen and an email confirming that it has been received. The email will contain a link to a survey, which provides you with the opportunity to give us feedback on the application process. We would be very grateful for any comments you provide so that we can, if required, make improvements to our application form, system or documents.
- The system will direct you to the 'My Applications' page. Your application status should now be showing as 'Submitted'. You can print a PDF of your application by clicking on the 'Download Application' button next to the relevant vacancy.