WEB RECRUITMENT

JOB APPLICATION

GUIDANCE NOTES

Contents

JOB APPLICATION GUIDANCE NOTES

<u>THANK YOU FOR YOUR INTEREST IN OUR JOBS!</u>

Thank you for your interest in working at Queen's University Belfast. We want you to have the best possible chance of finding the right job within the University. The guidance notes have been designed to help you create a good application so please take time to read them fully before completing your application.


The University is fully committed to becoming a low carbon organisation. The People and Culture Directorate is active in supporting a 'green' workplace and currently hold a Green Impact Gold Award for our efforts towards creating a sustainable environment. We actively encourage all job applications to come through our paperless online process which helps contribute to our sustainability initiatives by eliminating the requirement for large volumes of paper. More information about our various 'sustainability' initiatives at the University is available at: http://www.qub.ac.uk/directorates/EstatesDirectorate/Sustainability/

PREPARING FOR YOUR APPLICATION

An array of information is required in order to complete your application. Whilst you can begin your application, save your work and return to it later, we believe your overall experience of the process will be better if you can collate as much of this information in advance of you beginning your application. Information required includes:

- National Insurance Number (NINO) – UK NINO only. If you do not have a UK NINO, this field should be left blank.

- Qualifications – You will be required to enter the Dates and grades and if the qualification is a 3rd level qualification or higher, the '*Place of Learning*' is also required. The University does not require to know your place of learning for GCSE's or 'A' Levels.

- Employment History – the places and dates of previous employments including your job title and job duties.

- Referees – Typically 2 referees will be required and this includes their contact details and both postal and email address.

HOW TO ACCESS THE WEB RECRUITMENT SYSTEM
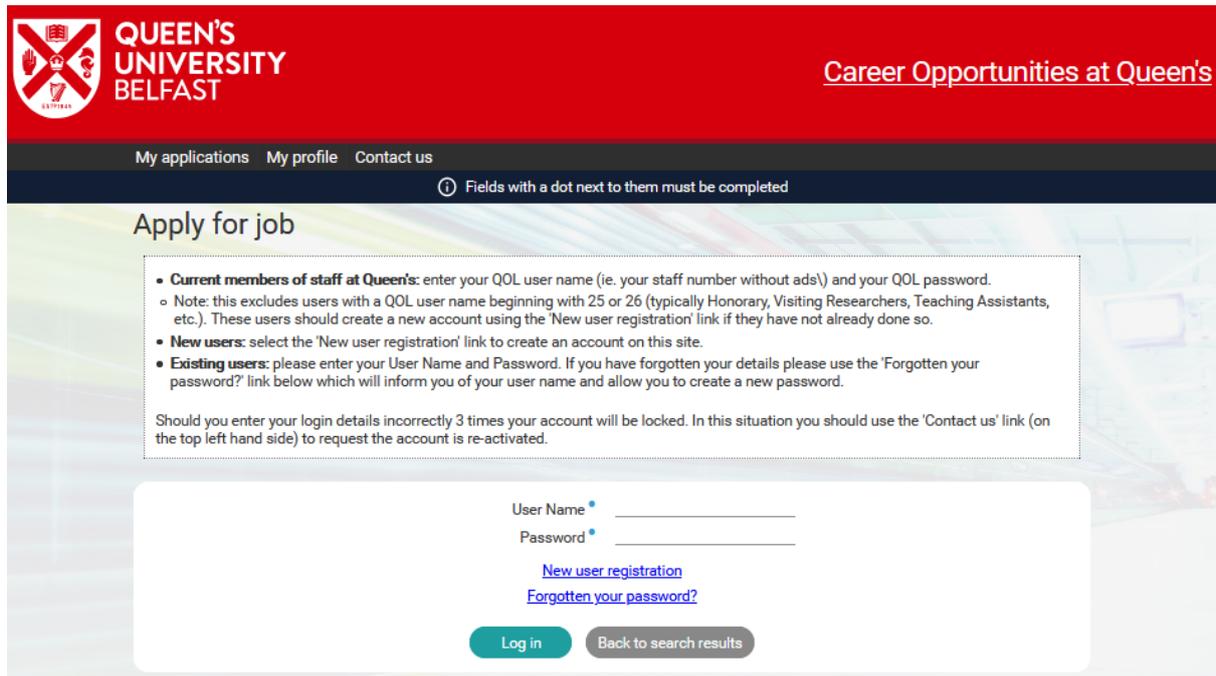
Queen's University Belfast — Career Opportunities at Queen's

My applications   My profile   Contact us

ⓘ Fields with a dot next to them must be completed

Apply for job

- **Current members of staff at Queen's:** enter your QOL user name (ie. your staff number without ads\) and your QOL password.
  - Note: this excludes users with a QOL user name beginning with 25 or 26 (typically Honorary, Visiting Researchers, Teaching Assistants, etc.). These users should create a new account using the 'New user registration' link if they have not already done so.
- **New users:** select the 'New user registration' link to create an account on this site.
- **Existing users:** please enter your User Name and Password. If you have forgotten your details please use the 'Forgotten your password?' link below which will inform you of your user name and allow you to create a new password.

Should you enter your login details incorrectly 3 times your account will be locked. In this situation you should use the 'Contact us' link (on the top left hand side) to request the account is re-activated.
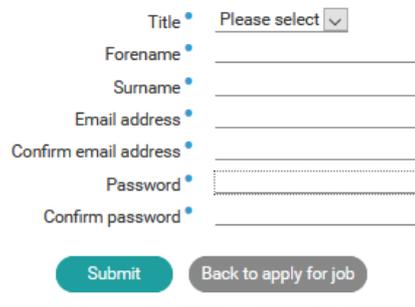
User Name • _____
Password • _____

New user registration

Forgotten your password?

Log in   Back to search results

New Users

- Register and create a User Name and Password using the 'New user registration' link.

Title •   Please select ⌄
Forename •   _____
Surname •   _____
Email address • _____
Confirm email address • _____
Password •   _____
Confirm password • _____

Submit   Back to apply for job

- Each must be at least 6 characters long.

- A confirmation email containing your details will be forwarded to the email address you supplied once you have registered.

- Use these credentials each time you apply for a job at Queen's thus enabling a history of your applications to be accessible under one account.

- 3 incorrect attempts at entering your User Name and Password will result in your account being locked. Contact the System Administrator via the 'Contact us' link to unlock your account

- Non University staff using the system for the first time must register. This process creates your User Name and Password for use thereafter. University staff do not need to register. Simply login by using your Queens Online login details.
- Existing Accounts can login with the details used previously when registering/applying.
- If you forget your password, you can request a 'reset' link by completing the information on the screen

University Staff

- Current members of University staff **DO NOT** need to create a Username/Password

- Login by using your Queens Online (QOL) login details i.e. Staff Number and password. This is important as otherwise you'll be processed as an external candidate and as a result, information will be duplicated.

- Members of staff who do not know their QOL password please contact the IT Service Desk at itservicedesk@qub.ac.uk on extension 3760

- Any changes made to Personal Details, Qualifications and Equal Opportunities Monitoring Information when making an online application will automatically update your staff record to reflect the change.

System Lock Out

- Applicants failing to enter correct login details 3 times in succession will be 'locked out'.
- Only the System Administrator can remove the lock. Contact them via the '*Contact us*' link on the 'Apply for job' page.

THE APPLICATION FORM

- The online application form is split into sections called application pages

- When the mandatory fields on each application page have been completed, the ✓ icon will be displayed against that page.

- Applications can only be submitted when all pages display the ✓ symbol

- Mandatory fields are identified with a blue dot 🔵 *

Icon guide

🔵 Mandatory field.

❓ Help icon guide.

✓ Mandatory fields complete.

⊙ Mandatory fields incomplete.

📎 File attachment.

ℹ Information.

Types of Form

Depending on the job requirement, the online application may differ depending on the category of the post. For example, Academic jobs require Curriculum Vitae (CV's) to be uploaded. In the main, most jobs will fall into the following formats.

General Application Form

Application pages

⊙ Personal Information
⊙ Education and Qualifications
⊙ Employment History
⊙ Relevant Information
⊙ References
⊙ Confidential Disclosure of Criminal Convictions
⊙ Other Information
⊙ Declaration
⊙ Equal Opportunities

> **This is the standard application form for most non-Academic jobs and contains 9 application pages. Forms for Operation or Clerical jobs require the same pages completed but with some small variances in terms of questions.**

Academic Application Form

Application pages
- ✅ Personal Information
- ✅ References
- ✅ CV
- ✅ Confidential Disclosure of Criminal Convictions
- ✅ Other Information
- ✅ Declaration
- ✅ Equal Opportunities (Internal)
- ✅ Additional Information

The Academic application form requests a CV from applicants and contains 8 different application pages.

Retaining Information for Future Use

Any structured information entered will be retained for use in future applications. This includes qualifications, employment history, personal details, other information, etc....
Unstructured information entered within 'free text' areas is not retained. This is primarily demonstrating how the applicant meets the job criteria, memberships and training.

The information is retained for use in future applications once the first application has been submitted.

COMPLETING THE APPLICATION FORM

Personal Information

Personal Details

Title	Mr
Forename	░░░░░
Forename 2	
Preferred name	
Surname	░░░
Email address	░░░░░░░░░░░

> **Some personal information is already gathered from creating your account**

Address

Please add your home address using mixed case text e.g. University Road. Do not use BLOCK capitals:

Select 'Home' from the Address type list, complete the relevant text fields, tick the Mailing address box and click the 'Add' button to save.

Note: Please note only one address can be used for an application. If you have an address saved it will appear in a table below these fields.

Address type	Home
Number/Street	1 Smyth Street
Local Area	
POSTTOWN	
POSTCODE	
Country	United Kingdom
Mailing address	☑

[Add] [Remove]

> **Please ensure that you 'tick' the Mailing address check box**

Contact Details: You can input both a home telephone number and a mobile number. Ensure that you click the add button each time.

Contact Details

Please add your home telephone number:

Select 'Home telephone number' from the Contact type list, enter the telephone number into the Contact Detail field and click 'Add'.

You should also add your mobile telephone number if applicable.

Note: if you have a telephone number saved it will appear in a table below these fields.

Contact type *   Home telephone number

Contact detail *   077250000000

Add   Remove

Media Details: Select the name of the media where you saw the job advertised. This is a mandatory field and is also important to us in letting us know the best media source for advertising our vacancies.

Media

Please specify the publication or website where you initially saw this post advertised:

Media name *   Please select

Please select
EURES
Facebook
Jobcentre
RSS Feed

Next >>

Education and Qualifications (Non-Academic posts only)

For qualifications, the Place of Learning is only required for 3ʳᵈ level qualifications.
Place of Learning is not required for GCSEs or A levels and should not be entered.

There is currently no facility to bulk import qualifications so please be patient when entering your qualifications, particularly if entering larger volume such as GCSEs and A levels. And once entered, they are retained within your account for use in future applications.
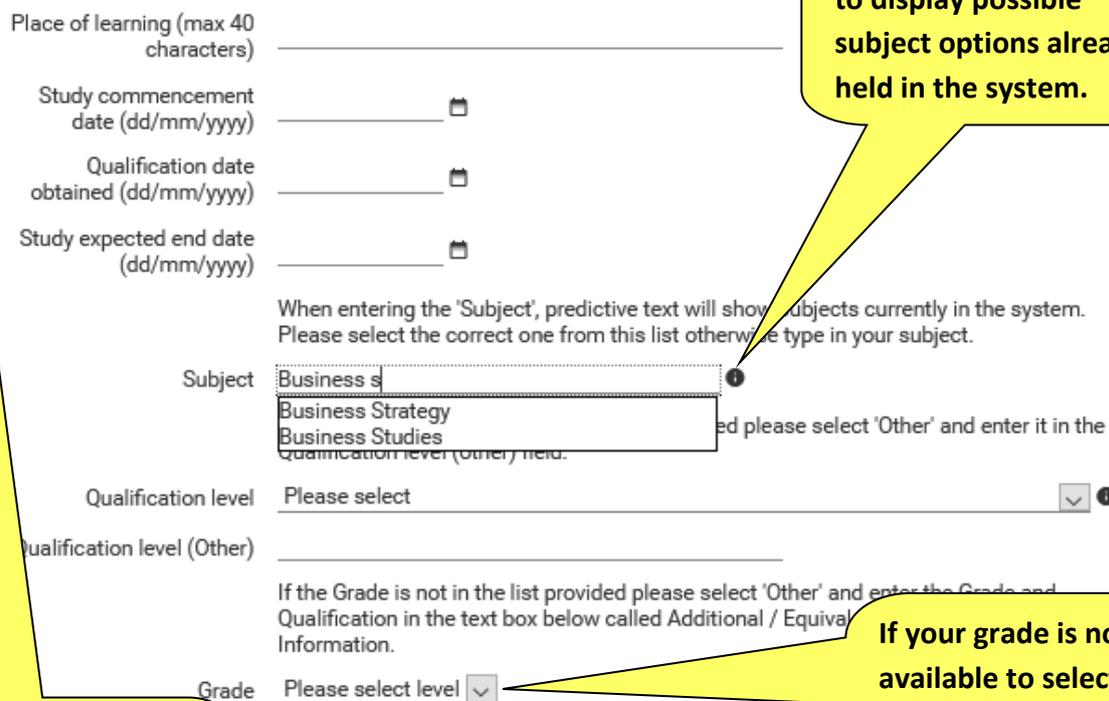
Place of learning (max 40 characters) _____

Study commencement date (dd/mm/yyyy) _____

Qualification date obtained (dd/mm/yyyy) _____

Study expected end date (dd/mm/yyyy) _____

When entering the 'Subject', predictive text will show subjects currently in the system. Please select the correct one from this list otherwise type in your subject.

Subject Business s
 Business Strategy
 Business Studies
...ed please select 'Other' and enter it in the Qualification level (other) field.

Qualification level Please select

Qualification level (Other) _____

If the Grade is not in the list provided please select 'Other' and enter the Grade and Qualification in the text box below called Additional / Equivalent Information.

Grade Please select level

[Add] [Remove]

Predictive text is used to display possible subject options already held in the system.

If your grade is not available to select, please use the 'Qualification Level (Other)' field to enter it

If you are unsure of the exact day you obtained the qualification, use the 1ˢᵗ of the month you obtained it.

When adding an entry, complete all fields as fully as possible.

Use the Additional/Equivalent Qualification Information box to input any information regarding your qualifications that is not contained within any of the drop down menus. If

your grade is not available, you will need to select the 'Qualification Level Other' option in order to input this as free text.

Additional / Equivalent Qualification Information

Additional /
Equivalent
Qualification
Information
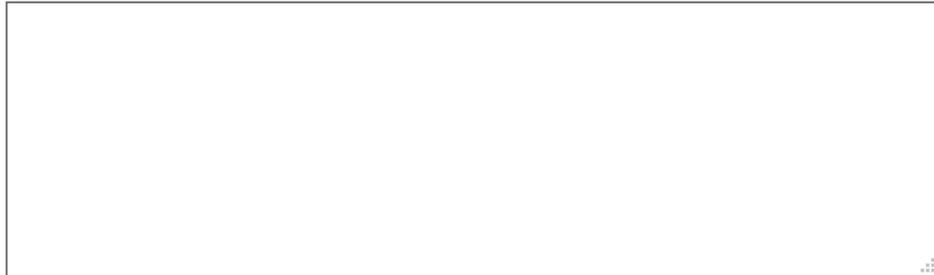
CV
Page 3 of 8

Before customising your CV to this post you should read the Job Details and criteria. Your CV must demonstrate clearly and unambiguously how your experience and research background meets the requirements of the post. Where applicable this should include a statement of published work and of research work in progress.

Cover Letter:
If you wish to add a **cover letter** please include it with your CV. Please do not send copies of publications, references or testimonials at this stage.

Attach CV

Please click the Browse button below to locate your CV on your computer. Click the Next button to attach your CV. The file you attach must be less than 4MB and the filename must be no longer than 60 characters (including spaces). The file should also be in one of the following formats: .doc, .docx, or .pdf.

Should you wish to delete the attachment you should return to the Application Summary by clicking the Summary button and then click the X icon in the Documents Attached section.

Upload file

Your CV should be uploaded here. Note that there is the ability to upload just one document. Therefore, Cover Letters should be contained within your CV document, at the beginning.

Remember that CV document must be less than 4 MB with a filename no longer than 60 characters (including spaces). Return to your summary (home) page to see the attachment is there.

Application pages

- ⊘ Personal Information
- ⊘ References
- ✓ CV
- ⊘ Confidential Disclosure of Criminal Convictions
- ⊘ Other Information
- ⊘ Declaration
- ⊘ Equal Opportunities
- ⊘ Additional Information

Other options

🖨 Print preview (Opens in new window)

Documents Attached

📎 cv.doc 🗑

When you can apply

The apply button will be activated when all mandatory fields have been completed.

Apply

Selecting delete will permanently remove your application.

Delete

Icon guide

- 🔵 Mandatory field.
- ❓ Help icon guide.
- ✓ Mandatory fields complete.
- ⊘ Mandatory fields incomplete.
- 📎 File attachment.
- ℹ Information.

Professional Qualifications and Membership of Professional Bodies

For Professional Qualifications and Training, please ensure that you provide complete and full information in support of your application.

Training

Similarly, please ensure all relevant information regarding training received that supports your application, should be entered in this section.

For information on qualifications and/or training required for this post, please refer to the 'Job Details'.

<u>Please ensure that you include clear details of the qualifications that are specified as being required for the post, regardless whether or not you hold higher level qualifications.</u>

Note: the sections for Professional Qualifications and Memberships of Professional Bodies and Training are free text areas and as such, do not retain information for future applications.

Employment History (Non-Academic posts only)

Company name (max 80 characters) *

Number/Street

POSTCODE

Country   Please select

Employment start date (dd/mm/yyyy) *

Employment end date (dd/mm/yyyy)

Job title(s) *

Please select

The Job Details section is limited to 4,000 characters (including spaces) so please provide the details within this limit.

All periods of employment, paid or voluntary, should be detailed. Gaps in employment should also be included with the reason in the Job Details section. For gaps, enter 'N/A' as the Company Name and Job title – both are mandatory.

Add   Remove

Relevant Information (Non-Academic post only)

This text box is limited to **6,000 characters (including spaces)** which is approximately between 1-2 A4 pages of text. Unfortunately, the software does not currently have a 'character counter' which we are working with the software provider to rectify.

However, in the interim, a quick guide can be ascertained by periodically copying your text from the application form and pasting into Microsoft Word to see the count.
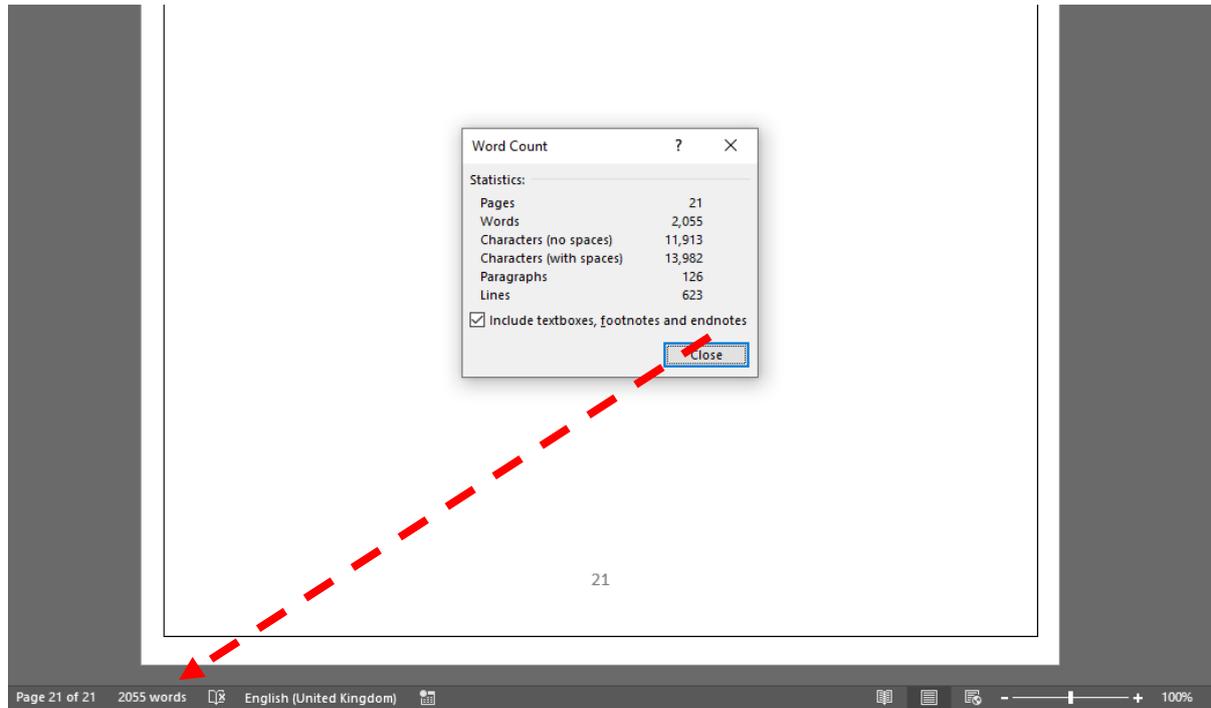
Relevant Information

Please demonstrate, on this page only, (by providing a clear and unambiguous statement) how your qualifications, skills and experience meet the essential and, if appropriate, desirable criteria which are outlined in the Job Details. In particular, should any criteria be marked with an asterisk, you should clearly demonstrate how you meet this criteria.

Note: The maximum length of this statement has been restricted to 6,000 characters (including spaces and approximately one A4 page).

Please ensure that you regularly save your information by pressing the Previous, Summary or Next buttons at the bottom of the page.

I meet the criteria as follows:

Your application will be assessed against all the criteria and requirements. However, please ensure that where appropriate you address those criteria marked with an asterisk.

Include any relevant information in support of your application, demonstrating how you meet the criteria and requirements as outlined in the 'Job Details'.

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References

References
Page 5 of 9

Please give the name and contact details of two persons, not relatives, both professional and personal, who may be contacted for references in support of your application. One of these persons should be your most recent/present employer or course tutor/teacher if currently a student.

Referee 1

Referee 1 Type *	Please select
Referee 1 Title *	Please select
Referee 1 Forename *	
Referee 1 Surname *	
Referee 1 Email Address	
Referee 1 Contact Type	Please select
Referee 1 Contact Number	
have permission to contact s referee prior to Interview? *	Please select

Email is the preferred method of contact so please provide the email address for each referee.

Most jobs will require 2 referees. To avoid delays in the process, please ensure you complete all information for each referee.

Ensure that the permission box is completed as referee reports may be sought in advance of the interview stage

Confidential Disclosure of Criminal Convictions

Confidential Disclosure of Criminal Convictions

Information about criminal convictions is requested to assist the selection process.

Below you are required to declare any previous criminal convictions. This information will be treated in a confidential manner and will not be considered as part of the shortlisting for the position.

Failure to provide correct information may affect your application. If an applicant is found to have withheld information about criminal convictions it may lead to disqualification or dismissal.

Do not include those that would be considered as 'spent' under the terms of the Rehabilitation of Offenders Order (NI) 1978.

The disclosure of a criminal conviction may not necessarily prevent you from obtaining a position with the University, however, if you appear on a barred list it is an offence for you to engage in, or seek to engage in, regulated activity.

The information disclosed will be considered and in line with the University's Recruitment of Ex Offenders Policy.

Convictions

Have you any convictions? *   Please select

If Yes, please provide the date ... conviction itself and the type of sentence received.

Convictions

> **If you have stated 'Yes' to convictions, please ensure that you include the conviction, date and type of sentence. However, DO NOT include any convictions that would be considered as 'spent' under the terms of the Rehabilitation of Offenders Order (NI) 1978.**

Other Information

Other Information

Other Information

Date of birth(dd/mm/yyyy) _____

The National Insurance number should only be entered by applicants with a UK National Insurance number. It should be entered as 9 characters/numbers, without spaces and the characters should be in upper case, e.g. AB123456C.

National Insurance number   _____

To enable the University to determine your Right to Work status, please state your nationality below:

Nationality   _____

> **Please enter your UK National Insurance Number (NINO). International applicants who do not have a UK NINO should leave this field blank.**

> **Ensure you complete the Nationality field as this will help us in determining your Right to Work status within the UK.**

Equal Opportunities

Equal Opportunities

Equal Opportunities Monitoring Information

This form is not used as part of the selection process and the recruitment panel will not have access to the monitoring information.

Queen's University Belfast is an Equal Opportunities Employer. We aim to provide equality of opportunity to all persons, regardless of their religious or philosophical belief; political opinion; sex; race; age; sexual orientation; or whether they are married or are in a civil partnership; or whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment.

To fulfil its legal obligations under the Fair Employment and Treatment (NI) Order 1998, the University is required to monitor the community background and gender of its employees and applicants. Also under Section 75 of the Northern Ireland Act 1998 the University is required in carrying out all its functions to have due regard to the need to promote equality of opportunity and to have regard to the desirability of promoting good relations.

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer all questions as the University considers that monitoring is the essential first step in the effective implementation of its equal opportunities policy and its equality scheme. The University would appreciate your cooperation in completing this monitoring form in order that it may effectively monitor, evaluate and review its policies and procedures and develop affirmative or positive action policies (if required). Your answers will be used by us to prepare and submit statutory returns to the Equality Commission and Higher Education Statistics Agency (HESA) and to provide anonymised data for Institutional reports and Freedom of Information requests. Your identity will always be kept anonymous. Your monitoring data will be strictly controlled and managed by the Diversity and Inclusion Unit in a manner compliant with General Data Protection Regulations.

Please indicate your gender:

Gender   Please select ▾

Community Background   Please select ▾

NATIONALITY (as shown on your passport). NB: If you hold dual Nationality, please state the one under which you are applying in the box provided.

Nationality   Please select ▾

What religion, religious denomination or body do you belong to? Please select from the list below:

(The University has adopted the categorisation scheme suggested by the Higher Education Statistics Agency (HESA), which is compatible with the 2011 Census Data.)

Religion/Religious Beliefs   Please select ▾

Legislation in the UK and Northern Ireland stipulates that employers request certain information from applicants in relation to equal opportunities. To support its commitment to equal opportunities employment, the University also requests some additional information to help with monitoring equal opportunities policies. Any questions can be emailed to the Diversity and Inclusion Unit at: eqdiv@qub.ac.uk

SUBMITTING YOUR ONLINE APPLICATION

Application summary - E-Learning Officer

Please complete the application pages as listed below. Clicking the Previous will save the information you have entered. The icons below will indicate whe progress through the pages.

You may leave the application form at any time by clicking the 'Log off' link a you must go to our jobs site (http://www.qub.ac.uk/jobs), navigate to the job Apply online', click 'Apply online' and log in using the credentials you have reg

For more information on applying please read the following guide: How to app

» The apply button will be activated when all mandatory fields have been completed. You will need to use this button to apply for this job.

Application pages

✓ Personal Information
✓ Education and Qualifications
✓ Employment History
✓ Relevant Information
✓ References
✓ Confidential Disclosure of Criminal Convictions
✓ Other Information
✓ Declaration
✓ Equal Opportunities

Other options

🖶 Print preview (Opens in new window)

When you can apply

The apply button will be activated when all mandatory fields have been completed.

Apply

Selecting delete will permanen

Delete

Icon guide

● Mandatory field.
❓ Help icon guide.
✓ Mandatory fields com
⊘ Mandatory fields inco
📎 File attachment.
ℹ Information.

Information completed on the Equal Opportunities section of the form is NOT used as part of the selection process and recruitment panels do not have access to the information supplied here by applicants.

The 'Apply' button becomes enabled once all pages display the green ✓ Make sure you check for errors/omissions before submitting as changes are not permitted afterwards.

There is a print option available that will allow you to print and hold a hard copy of your application.

You should receive an email confirmation of receipt a short time after submission. If you do not receive the email, please email Personnel at:

personnel@qub.ac.uk or telephone: 028 90973044

You can obtain a copy of these old applications by clicking the 'Select' checkbox and then clicking on the `Send email` **button**

This will email a copy of your past application to your email address.

DEADLINE FOR APPLICATIONS

All jobs close at 12 midnight (GMT) on the date of the deadline for applications to be submitted.

ALTERNATIVE FORMATS

Whilst we encourage applicants to submit applications using the online Web Recruitment facility, alternative formats are also available upon request. Hard copy application forms can be obtained by contacting: People and Culture, Level 4 Administration Building, Queen's University Belfast, BT7 1NN; Telephone: 02890 973044; Fax: 02890 971040.

FEEDBACK

Upon submitting your application, you have will have the opportunity to score our process and provide any comments about your application experience. We are always looking to improve our process and we do listen to what our applicants are telling us so please complete the feedback if you can. And thank you once again for your interest in working at Queen's University Belfast. Good luck with your application!

Destination Global Top 100 - join us on our journey
WE ARE QUEEN'S UNIVERSITY BELFAST
We are exceptional