



## INTRODUCTION

Our online recruitment pages are designed to be as easy as possible to use. To help guide you through the process there are notes prior to most sections and help guidance for specific fields.

## JOB DESCRIPTION

The Job Description contains details of the tasks and responsibilities of the post, covering as comprehensively as possible what is required of the postholder in the performance of his or her duties.

## PERSON SPECIFICATION

The Person Specification (contained within the Job Description) lists the essential and desirable criteria that are required for someone to be able to do the job in terms of experience, knowledge, skills and abilities. These criteria will be used in the shortlisting process and will form the basis for the questions asked at interview.

It is vital that you give due regard to the requirements listed in the Person Specification when submitting your application and that you illustrate how and to what extent you meet these essential and desirable criteria, giving examples where appropriate. Candidates who do not meet all of the essential criteria being assessed at application stage will not normally be shortlisted for interview.

## YOUR CV - APPLICANTS FOR ACADEMIC VACANCIES ONLY

When submitting your CV, please ensure it is compiled in the following order:

**Education:** Secondary Education/Further or Higher Education/Qualifications obtained  
Membership of Professional Bodies/Short courses & Specialist training

Include details of qualifications and courses you have attended or are currently undertaking, indicating the awarding body in each case. Please state clearly any postgraduate education, higher degrees, and/or diplomas you have attained. Also list any other training and special skills you have. It should be noted that where a specific qualification is stated as 'essential' in the Person Specification, the appointment will be made subject to documentary evidence that the applicant has gained the qualification.

**Employment Record:** Present/Last employment  
Previous employment in reverse date order

Your employment record should be in reverse date order, giving the month and the year, commencing with the name and full address of your current/ most recent employer and salary. Please give full details of any teaching experience you may have. Include dates, the courses, the level of work, e.g. undergraduate, postgraduate, etc. If teaching on a part-time basis, please indicate your teaching hours.

### **Publications/Research/Scholarship**

Please list with dates, any research, consultancy, published work, or significant projects which you have undertaken and demonstrate their relevance to the post for which you are applying. Please differentiate current research interests, publications, exhibitions and performances and detail any postgraduate supervision, title of thesis and dates of any awards, grants and travel awards received.

## ADDITIONAL INFORMATION

### **Criminal Convictions**

The University of Winchester aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We therefore welcome applications from a diversity of candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend upon the circumstances and background to your offence(s).

As the University meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment may be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

### **The University's Mission Statement**

You are asked as part of your application to confirm if you feel able to contribute positively to this mission:

The University of Winchester is an Anglican Foundation. We seek to employ the best person regardless of religion, race, gender and sexual orientation. Staff are required to contribute positively to the University's mission, which is to provide high quality university education, responsive to the intellectual and professional needs of its members and the wider community, serving their social, spiritual, ethical and economic needs.

### **Data Protection**

You are asked as part of your application to confirm that you agree with the following data protection statements:

I consent to all data collected via the application form and further data submitted in support of my application, including, where relevant, data relating to my physical or mental health or condition, my ethnicity, and any criminal convictions, being processed by The University of Winchester for the purposes of evaluating my qualifications and suitability for employment, to reach an acceptance or rejection decision, to meet government statistical or legal requirements and to populate a personnel record.

I hereby certify that all the information given by me on this form and any supporting documents are correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold. False or withheld information may lead to the termination of employment.

## SUBMITTING YOUR APPLICATION

Before submitting your application form please ensure that you take time to read through the form to check for any errors or omissions as you will not be able to make any changes once the form has been submitted. Remember that you can save your application at any time before submitting it (returning to the summary screen will automatically save your application). We will only be able to view your application form once you have selected 'apply'.

Acknowledgment of receipt of your online application will be sent automatically by email to you, when the University system registers your application.

## CONTACT US

If you experience any problems with your application or have any queries, please contact the recruitment team on [recruitment@winchester.ac.uk](mailto:recruitment@winchester.ac.uk) or telephone 01962 827279