

---

## RECRUITMENT – FREQUENTLY ASKED QUESTIONS:

### **I am interested in working at the University of Bolton, where can I find a list of all the current vacancies?**

All our vacancies are posted on our current vacancies website: [www.bolton.ac.uk/vacancies](http://www.bolton.ac.uk/vacancies) as well as [www.jobs.ac.uk](http://www.jobs.ac.uk), and at the Job Centre. Vacancies can also be posted on specialist websites or in the press – depending on the role. Please keep a check on our vacancy page on a weekly basis for any updates.

### **I have found a post/posts that I am interested in, what do I need to do next?**

You can download the relevant advert, job description/person specification, application form, guidance notes and equal opportunities form from the website, request via email:

[hr@bolton.ac.uk](mailto:hr@bolton.ac.uk). Contact HR on 01204 903574

### **How do I return my completed application form?**

Please return the Application Form, along with the Equal Opportunities Monitoring Form and any other supporting information to: [hr@bolton.ac.uk](mailto:hr@bolton.ac.uk). We would prefer that you email your completed forms to [hr@bolton.ac.uk](mailto:hr@bolton.ac.uk), however, if you are unable to do so, please return to: Human Resources, University of Bolton, Deane Road, Bolton, Lancashire, BL3 5AB.

### **Can I send a CV rather than an application form – as long as I indicate which post I am interested in?**

No. Applicants need to be aware that submission of a CV is not acceptable and only a completed University of Bolton application form will be considered by the shortlisting panel.

### **The advert says the post is internal only – can I still submit an application?**

Some vacancies are only available for current University of Bolton staff. If that is the case, applications from interested parties not currently employed by us will not be considered.

If a vacancy is advertised “internal only”, full/part-time permanent, fixed-term and temporary supply staff can apply for the post.

If a vacancy is advertised as “ring-fenced”, only current members of staff from the relevant service/faculty will be considered for the role.

---

**I am a current member of staff and am interested in one of the temporary posts advertised, can I apply on a secondment basis?**

Temporary posts (including maternity cover) are available for staff currently employed by the University of Bolton to apply on a secondment basis. Your substantive role would normally only be kept open for you to return to for a 12 month period. However, any decision on whether you can apply for a secondment should be discussed/agreed with your line manager in the first instance.

**The application form wants to know if I have a disability – why do you need to know that?**

The university is positive about employing anybody with the right mix of skills and abilities – regardless of race, sex, sexual orientation, disability or age. If you have put in an application form, the HR representative needs to be aware of any disability in order to arrange any necessary arrangements for interview e.g. access, interpreters etc. Please rest assured that the shortlisting/interview panel will not take into account any disability when scoring your application.

**The application form wants to know if I have a criminal record – why do you need to know and how will it affect my chances of success?**

Any candidate will be shortlisted on the basis of their skills and abilities to do the role. Only after shortlisting will the personnel representative check the “Confidential Record” of the application form to see if any shortlisted applicant has a criminal record/conviction. You will be sent out a form to complete which will be held confidentially within the Human Resources office. The HR representative will withhold any information provided, unless the candidate is successful and it is deemed necessary (due to the nature of the role) to inform the chair of the panel of the background to the conviction. At that stage, a decision will be made as to whether an offer of appointment should be made.

**The advert indicated that the successful candidate will need to have a Disclosure and Barring Service (DBS) check – why is this necessary if I have ticked that I don't have a criminal record/conviction?**

Following adoption of the Child Protection Policy at a Board of Governors meeting held on 13 December 2006, certain positions require an Enhanced CRB and List 99 check to be undertaken due to possible contact with children and vulnerable adults. – *Please note as at April 2015 this is under review.*

**Can I still apply if I am a non-EU national and need a Certificate of Sponsorship?**

A Certificate of Sponsorship and an application under the Points-Based System may be required if you are not a citizen of a European Economic Area (EEA) Country. Certificates of Sponsorship can only be obtained for posts where there is no suitable applicant, national to an EEA Country. The University would need to prove that there is no suitable resident worker available. Certificates of Sponsorship may not be issued for some roles – in such cases, the University would not be able to offer you a role.

---

### **How do I complete the “Supporting Information” part of the application form?**

It is in your interests to address each of the criterion on the Person Specification. Use the “supporting information” part of the application form to highlight how you meet each of the points of the person specification. For example, please highlight your qualifications and experience in order of the person specification e.g. 1a, 1b, 2a, 2b etc. If a criterion is fully covered in an earlier section of the application form, you may cross-reference.

For example, if one of the requirements of the role is: “Competent in the use of IT systems”, instead of being vague in your answer e.g. “I have used MS Word, Excel and Access at work as well as the Internet and email”, used specific examples e.g. “I use MS Word to write reports, letters and memos. My job entails creating expenses spreadsheets – including using formulae – to monitor costs. I also use Dreamweaver to update company web-pages as well as emailing daily to correspond with colleagues and external partners.”

### **I completed an application for the same/similar post previously; do I need to re-apply or will my previous form be included automatically?**

If your application was within the previous 12 months we can put forward your old application for consideration only if you ask us to. That said, we would recommend that you complete a new application addressing the new/amended person specification, otherwise you may be disadvantaged as you may not have evidence in your application regarding the new criteria.

### **When I return my application form, will you acknowledge receipt?**

If you apply electronically you can set-up read receipts which confirm that your application has been read; applications sent by email are normally confirmed as having been received and printed out O.K. and attached to the job file. We will not automatically confirm receipt of a postal application form unless you provide a self-stamped-addressed envelope or card.

It is worth reminding all candidates that they use the correct amount of postage, otherwise we cannot guarantee delivery by Royal Mail.

### **Am I notified if I have not been shortlisted for interview?**

Due to the number of applications normally received for any given post, we are not able to notify candidates who have not been successful. If you have not been notified of interview within four weeks of the closing date (or by the interview date) please assume you have not been shortlisted. We would normally give candidates a minimum of one week’s notice of being shortlisted.

### **Can I request feedback if I am unsuccessful at the shortlisting/interview stage?**

Due to the number of applications normally received for any given post, we are not able to provide feedback to candidates not shortlisted for interview. However, if you are selected for interview but are not successful, the panel will provide you with written feedback if requested.