

## GUIDANCE NOTES FOR APPLICANTS:

### THE APPLICATION FORM:

The University of Bolton is committed to the achievement of equal opportunity in selection. We have tried to devise procedures which go as far as possible to eliminate any potential for discrimination. For this reason our application form is in three parts: Confidential Record, Equal Opportunities Monitoring Form and Application Form.

#### **Confidential Record:**

This asks you to provide the information which we require to process your application and to form the basis of your personal record should you be appointed. This (along with the Equal Opportunities Form) is kept separate from your main application form.

#### **Qualifications & Experience:**

This is a record of your qualifications and skills and also gives you an opportunity to respond specifically to the Person Specification criteria. This part will only be identifiable through a reference number. The shortlisting panel **will not see the confidential record** so will not know your name, address, gender, age or if you have a disability. This ensures that any decision made is only against **qualifications & experience and relevance of your application against the person specification**.

#### **References:**

References are not part of the selection process and will only be taken up should you receive a job offer. The purpose of the reference is to establish the general accuracy of the information provided by you in the application form and at interview.

#### **Conditions of appointment:**

All appointments are subject to **satisfactory references, medical clearance and confirmation of your legal right to work in the UK**. DBS Enhanced Clearance is also required for certain roles. The Enhanced DBS will show if you have ever been convicted of a criminal offence or received a caution or warning. It is the policy of the University to seek **documentary proof** of any **qualification or membership of a professional body** claimed by the applicant that relates to priority 1 criterion.

#### **Additional Information:**

Applicants need to be aware that the submission of a stand-alone CV is **not acceptable** and only a completed University application form will be considered (unless a CV is specifically requested in the advertisement). Please also provide a **full list of all publications**. Additionally, if an applicant is interested in more than one vacancy, a separate application form must be submitted as it is particularly important that all criteria applicable to the individual role are addressed.

### THE PERSON SPECIFICATION:

The Person Specification outlines what we are looking for in candidates and how we intend to assess them. Use this information when completing your application form, especially the **supporting information** section of the form. Please be aware that the shortlisting panel may assume you **do not meet** any criteria you do not refer to and this could disadvantage your application. The criteria for selection are classified under three levels of priority:

**Priority 1:** These are essential criteria. Your application will be unsuccessful if you fail to meet a priority 1 criterion.

**Priority 2:** Failing to meet a Priority 2 criterion may not be detrimental to your chances, but it is unlikely that you will be successful if you fail to meet a number of them.

**Priority 3:** You do not have to meet all or any priority 3 criteria. However, they can make a difference in competitive situations when candidates cannot be separated on the basis of priority 1 and 2 criteria.

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## HOW TO APPLY:

Please return the Confidential Record, Application Form and Equal Opportunities Monitoring Form, to:  
[jobs@bolton.ac.uk](mailto:jobs@bolton.ac.uk).

We would prefer that you email your completed forms to the above email address, however, if you are unable to do so, please return to:

**Human Resources, University of Bolton, Deane Road, Bolton, Lancashire, BL3 5AB.**

## ADDITIONAL INFORMATION:

The University of Bolton will pay standard class rail fare to any station in the United Kingdom.

The University does not generally offer relocation expenses to successful candidates. Guidance can be offered in finding temporary accommodation – local Estate Agents, Student Halls accommodation etc.

Should you have difficulty in completing either the Confidential Record, Application Form or the Equal Opportunities Monitoring Form, please do not hesitate to contact Human Resources: e: [jobs@bolton.ac.uk](mailto:jobs@bolton.ac.uk) for advice.

## THE UNIVERSITY OF BOLTON DATA PROTECTION ACT STATEMENT:

In order to provide a service to you the University records and processes a variety of personal information about you.

All the personal information provided by you and other information kept about you for the purpose of providing our service to you, will be treated in confidence and will not be disclosed to any third parties, except where permitted by law, or where your consent has been received.

To monitor the success of the University's equal opportunities policy, we will record and process details of your ethnicity and any disabilities for the purpose of statistical analysis. We are obliged to provide this information to the Higher Education Funding Council for England (HEFCE) and its agencies for their statistical analysis. The uses of your personal information are covered by our notification under the Data Protection Act (1998). Under the terms of the act, you have the right to obtain a copy of the information we hold about you, upon payment of the appropriate fee.

