



Application Guidance

Before you complete an application form for a position, we would advise that you read the advert and job description for the role carefully. CVs are not accepted in the application process and only the application form will be used for the shortlisting process.

All completed application forms and equality and diversity forms should be submitted to recruitment@leeds-art.ac.uk. By completing and emailing the application form, you confirm you are accepting the terms of the declaration as detailed on the form and understand that any false statement or omissions may result in your application being withdrawn or any subsequent appointment being terminated.

If you are applying for more than one post, a separate application form should be completed for each vacancy you are applying for.

Please check the closing date and allow sufficient time for your application to reach us, all closing dates are included within each advert. We do not accept late applications.

Below we will provide information to help complete your application form:

Personal Details

Please provide your full name, email address and contact telephone number along with your home and address for correspondence if different.

If you have worked in Higher Education before and you know your individual HESA (Higher Education Statistics Return) number you are asked to supply this, if you don't know the information just leave the section blank.

Criminal Convictions

All applicants should read our policy on recruiting ex-offenders, which can be found [here](#). It is necessary to declare "unspent" convictions on your application. We request that details of a conviction/s are sent under separate confidential cover, to the Head of Human Resources and we guarantee that this information is only seen by those who need to see it as part of the recruitment process. All information provided will be treated in strict confidence and will be considered only in relation to this application. A Disclosure and Barring Service (DBS) Check may be required for certain roles with the University and this will be stated on any advert.

References

Please provide details of your two referees, one of these must be your most recent employer unless you have never had employment. Where possible please provide a contact email address as this is our preferred method of contact.

Please note, that all appointments are subject to the University receiving two satisfactory references and references will not be requested until a verbal offer has been made. The decision on what constitutes a satisfactory reference is made by the University's Head of HR (Human Resources).

Education, Qualifications and Professional Training and Membership

Please provide details of your qualifications from GCSE level or equivalent to your highest level of qualifications including all that are relevant to the post you are applying for. Please provide information including: name of establishment, type/level of qualification, study dates (from and to), subject(s) studied and results. You should also include any qualifications you are currently completing and the completion date if known.

You are also asking to provide details of any professional training and professional memberships which you deem relevant to the role you are applying for, or are detailed in the essential or desirable criteria.

If you are invited for interview, you will be asked to bring the original copies of the qualifications, professional training and professional memberships as set out in the essential and desirable criteria within the person specification which will be copied and checked against your application form.

Employment Experience

Please provide details of your employment history including your most recent/current role ensuring you cover at least the past 10 years. Ensure you include: employer, position held, dates in role, description of duties and your reason for leaving. For your current employer you are also asked to provide your salary information and details of your notice period required.

You should also include any volunteer experience you have under this section.

Information in support of this application

In this section you are asked to prove where you met each of the essential criteria as outlined in the job description for the role. Where applicable please also include the desirable criteria.

This section of the application form already includes the criteria from the job description for the role to help you in addressing the essential and desirable criteria in your application.

You are asked to demonstrate how you meet each of the criteria, ensuring you use Point, Evidence and Examples under each point. You should state how your experience enables you to satisfy each of the criteria, using specific examples that are relevant or transferrable to the job that you are applying for. This will enable the shortlisting panel to assess your knowledge, skills, experience, abilities, and qualifications against the requirements of the post. Simply stating that you can do something without giving context will not be taken as evidence that you meet the criteria, and may mean that you are not invited to interview

An example of how to point, evidence and example a criteria is as follows:

If the criteria was ‘being proficient in tea making’ you may answer by saying; ‘I have extensive experience in making tea, which I have gained when I worked at a coffee shop (point). I know to put the tea bag in first, followed by hot water and a dash of milk to taste (evidence). I have also got experience in multitasking when working in a busy environment making hot drinks for paying customers. The busiest times were early in the morning and during lunchtime so I would have to be prepared and stock accordingly (example).

Please do not simply cut and paste your C.V. into this section. If you do, this information will not be used by the panel.

Equality & Diversity Form

We practice merit-based recruitment meaning that that job applicants are assessed solely based on their skills, abilities, experience, and potential, regardless of age, disability, gender identity, marital status, race (including colour, nationality, and ethnic / national origin), religion or belief and sexual orientation.

More information about Equality & Diversity can be found [here](#)

We monitor our recruitment practices to make sure they are fair and open to all sections of the community. We cannot do this effectively without your help, so we appreciate your co-operation in sharing the information requested within the Equality & Diversity form.

If you are likely to require any help with interview arrangements, please say this clearly on the form and a member of Human Resources will contact you to discuss these further if you are invited to interview so that any reasonable adjustments can be made.

Right to work in the UK

Candidates who are invited to interview will be asked to supply their proof of the right to work in the UK documentation. We are legally required to see this documentation and for the successful candidate the copy will be held on their personal file. Documents copied for unsuccessful applicants will be destroyed 6 months after the recruitment process has been completed.

Data Protection

The University holds information about applicants on computer systems and paper copies. This data is primarily for statutory reporting purposes. Application forms from unsuccessful applicants will be kept for 12 months and then destroyed. Information on the successful candidate including the equality and diversity information which was supplied is transferred to our HR systems. Further information can be found in our Recruitment Privacy Notice which can be found [here](#)

Shortlisting

The shortlisting process takes place shortly after the closing date. Details which allow a person to be identified by name such as the front 2 pages (Part A) of the application form are not given to the shortlisting panel. Please do not include your name on other sheets of your application form (Part B).

The shortlisting panel are made up of at least two members, who have received training on our recruitment practices and shortlisting process. One will usually be from our HR team. Each panel member will look at each application form against the criteria set out in the job description and the 'Information in support of your application' to decide whether your application has met the essential and desirable criteria for the role. The panel are looking for applicants to provide detail using evidence and examples to prove where they meet each criterion.

If your application has been unsuccessful, we e-mail you accordingly. Due to the high volume of applications, we receive we are unable to give feedback on the reasons why applicants have not been shortlisted.

Interview arrangements

If you are shortlisted for interview, you will normally be contacted by email by a member of Human Resources with the date and time of the interview. We aim to give 7 calendar days' notice where we can. Where possible we state the expected interview date on all adverts. We regret that due to logistical reasons and fairness to other candidates it is not usually possible to rearrange interview dates or times.

The email inviting you to interview will set out details including; date, time, interview panel members, and the structure of your interview, including any tasks or presentations to be completed. You will be asked to respond to your invitation to interview confirming your attendance at the prescribed date and time, and whether any reasonable adjustments are needed.

Once the interviews have taken place, the Human Resources representative on the panel will contact the successful candidate with any offer of employment once it has been authorised. Only when an offer has been verbally accepted will unsuccessful candidates be contacted. We try to do this by telephone but where this is not possible, we do so by e-mail. We will offer verbal feedback to unsuccessful interview candidates where we are able to speak with them.