



Queen Margaret University
EDINBURGH

Job Applicant Guidance Notes

Thank you for your interest in working for Queen Margaret University. The following document has been put together as a guide to ensure that you provide us with an application that best reflects your skills and experience for the position you are applying for. Please do take the time to read these notes thoroughly before embarking on your application, you may also find it useful to refer to this guidance whilst completing your application form.

Further guidance on specific fields within the application form are provided throughout the form and can be accessed by applicants by clicking on the following icon 

Alternative Formats

Queen Margaret University has an online recruitment system and it is our preference that all applicants apply using our online form however we understand that for some applicants this is not possible. If you do require a hard copy application form please email recruitment@gmu.ac.uk or contact the Human Resources team on (0131) 474 0000.

Getting Started...

Creating an Account – External Applicants

When using our online recruitment system for the first time you will need to register and create an account – this is a very simple and straightforward process.

Simply, click on the 'Apply now' for the relevant vacancy and select 'New User Registration' then simply fill out the information requested. Please note that your username and password should be a minimum of six characters in length. Once you have registered you will be sent an email (to the email address you registered) to confirm your username and password. Please keep this email safe and confidential, you will need these details if you would like to re-visit your application before submitting or to make another application in the future. The system will retain your personal details, employment history and referee details for future applications; you can edit these details as appropriate for future applications.

If you have forgotten your username or password you can request new log in details by clicking on 'Forgotten Username or Password'.

Creating an Account – Internal Applicants

If you are an internal applicant you are not required to create an account, simply enter your network username and password into the login screen. Your personal details will be pre-populated within the application form, please ensure that these are up to date and correct before submitting your application form. If any details are not correct please also update these via Employee Self Service.

It is not possible for internal applicants to change their username or password or their details via the 'My profile' section. Should internal applicants have any difficulty in logging in they should email recruitment@gmu.ac.uk or contact the HR team in the first instance.

The Application Form

You should review the job description for the position you wish to apply for before completing the application form. The job descriptions sets out the main duties and responsibilities of the role and includes a person specification which details the skills and attributes required of the successful candidate.

Once you have reviewed the job description, it is important that you complete the application form as fully as possible to ensure that the shortlisting panel have a complete picture of your suitability for the role. This also applies to internal applicants, the shortlisting panel cannot make any assumptions about your skills or experience and whether or not you are invited to interview is determined solely by the information you provide on your application form.

We do not accept CV only applications, all applicants must complete the application form. Applicants are able to provide a CV (and publications list for academic/research positions) to support the content of their application however the form should be completed fully. File sizes and formats for attachments are detailed within the application form.

Should you wish to close your application and return to it at a later date, you can do this by logging off. When you log in again navigate to 'my applications' where you will find your partly completed application under 'In Progress Applications', you can return to your application by clicking on 'update'.

Application Summary

Once you have created an account you will be taken to the 'Application Summary' screen. This screen provides you with an overview of the pages contained within the application form. If you wish to save your application form and return to it at a later date this page will inform you the pages of the application form that still require to be completed. You can also review this page at any time by clicking on the 'Summary' button. Please note that the 'Apply' button will only become active once all of the application pages have been completed.

Personal Information & Contact Details

Please enter the details as required into the application form. Please note that fields marked with a red asterisks are mandatory fields and must be completed before you will be able to progress.

We will normally contact you via the email address you provide on this page to update you on the progress of your application. You are able to add further address details and contact details by clicking on the 'Add' button. If adding more than one address please indicate where any postal correspondence should be sent by clicking the 'mailing address' box for one address.

It is a mandatory requirement for your to provide us with your home address, email address and one other means of contact.

Employment History

Please enter details of your current and previous employers into the application form, starting with details of your most recent employment. Under the job details field please provide an overview of your role and responsibilities within each position.

You can add further employment history entries by clicking on the 'Add' button.

Education History

Please enter details of your qualifications which are most relevant to your application for this position, starting with the most relevant.

If your specific qualification is not detailed in the drop down list provided please indicate this within your supporting statement and provide details of your qualification there. You can add further education history entries by clicking on the 'Add' button. If your specific qualification is not on the drop down list there is a free text box available to provide details.

Please note that qualifications will be verified with the successful candidate during the appointment process.

Professional Memberships

Please enter details of any professional memberships you hold that are relevant to your application.

Research, Consultancy and Professional Projects (For Teaching and Research applications only)

Please enter details of any research, consultancy and professional projects that are relevant to your application, starting with the most relevant.

Supporting Statement

This section is provided so that you can provide additional information about yourself which you feel is relevant to your application. This section provides you with the opportunity to stand out and demonstrate your suitability for the position.

Please read the person specification section of the job description carefully and use this section to provide evidence and examples to illustrate your suitability for the position, particularly taking into account the essential criteria described in the person specification.

You should also use this section to state how your skills, experience to date, qualifications and training make you a suitable candidate for the position you are applying. If you do not demonstrate that you meet the criteria for the position, as set out in the job description/person specification, it is unlikely that you will be invited to interview.

We recommend that your supporting statement should be between 1000 - 1500 words, the maximum word count the application form will accept is 4000 words.

References

Please give details of two people who may be approached for a reference who can comment on your suitability for this position. Both should be employer references with one referee being your present or most recent employer.

It is not our normal procedure to contact referees prior to verbally offering the successful candidate the position however please indicate for each of the referees you have provided whether we can contact them without further permission from you. Where possible we prefer to contact referees by email so, where possible, please provide an email address.

Additional Information

This section of the application form covers a number of information requirements it is useful for the university to know.

- Immigration Details

Please indicate your eligibility to work in the UK. If you are from outwith the European Economic Area (EEA) there are a number of options to describe your current immigration status, there is also a free text box provided to include any further details.

- Adjustments for Interview

Please indicate if you would require any adjustments to be made should you be invited to attend for interview, for example, special access arrangements or more time for tests.

- Relationship with Queen Margaret University

Please indicate whether you are related to or have any substantial connection with any employee of the university. This information will be used to ensure the fair composition of interview panels.

- Recruitment Advertising

Please indicate where you heard about the vacancy you are applying for, this information is used by the HR team to monitor the effectiveness of methods for advertisement.

Equality & Diversity

In order to support Queen Margaret University's commitment to equality and diversity, it is necessary to monitor all applications received. This will help ensure ALL applicants are treated fairly regardless of their gender, disability, religion or beliefs, sexual orientation, marital status, age, race, socio-economic status, nationality, ethnic or national origins.

The information you provide will be treated as strictly confidential and will be used only for equal opportunities monitoring purposes. This information will not be used at any stage of the selection process and will be handled on a confidential basis at all times.

Criminal Convictions Declaration

Having a criminal conviction will not necessarily prevent you from working for Queen Margaret University, it will depend on the nature of the position you are applying for and the circumstances and background of the offence(s). For all positions we require that you declare any unspent convictions at the point of completing the application form, you will not be asked to provide details of your unspent conviction unless you are invited to interview. Please note that all successful applicants will be subject to a basic disclosure check as part of their pre-employment checks. Some posts within the university require a PVG check however this requirement will normally be detailed on the job advert and application form.

Declaration and Data Protection

Please complete this page of the application form to signify that the information you have provided is correct and that all relevant sections have been completed. In the 'Electronic Signature' box please type your name.

Submitting your Application

Once you have completed all of the relevant sections of the application form the 'Apply' button will become available on the summary screen. Once you have clicked 'Apply' you will receive a confirmation email to confirm that your application has been received. If you do not receive a confirmation email within an hour of submitting your application please email recruitment@qmu.ac.uk or call the HR team on (0131) 474 0000.

You can also send a PDF copy of your application to the email address you have registered by navigating to 'My Applications', under 'Submitted Applications', simply tick the box of the application you wish to send to yourself and click 'Send Email'.

Further Information

If you have any queries about completing the application form or have questions about the position you are applying for please email recruitment@qmu.ac.uk or call the HR team on (0131) 474 0000.

Feedback

We are committed to providing a high quality recruitment and selection process for all applicants. We welcome feedback on these guidance notes and on the online application form itself, if you have any feedback please email it to recruitment@qmu.ac.uk