



The
University
Of
Sheffield.

Department
Of
Human
Resources.

Guidance Notes for Applicants for Posts at Grade 6 and Above

Thank you for your interest in working at the University of Sheffield. These notes explain how to make an application and what will happen when you have submitted your application.

1. Making your application

a) To apply online

Visit our Jobs & Recruitment Website at www.sheffield.ac.uk/jobs and select the vacancy you wish to apply for, then click the 'apply online' button. On screen instructions will guide you through the application process.

b) To apply via a printed form

Please complete:

- a) a Summary Information Form, which will be used by the recruiting department for shortlisting
- b) a Curriculum Vitae (CV) and supporting letter of application, which will be used by the recruiting department for shortlisting
- b) a Diversity Monitoring Form, which will be kept in confidence in the Department of Human Resources and used anonymously for monitoring purposes only. This information will not be used in the selection process.

EITHER:

Send both forms by post to:

Staff Recruitment
Department of Human Resources
The University of Sheffield
Firth Court
Western Bank
SHEFFIELD
S10 2TN

OR Bring them in person to:

Staff Recruitment
Department of Human Resources
The University of Sheffield
10-12 Brunswick Street
SHEFFIELD
S10 2FN

For postal applications, please make sure that your application has the correct value of postage attached, otherwise it may not be delivered.

2. Closing date

We cannot guarantee that your application will be considered if we receive it later than 5.00pm on the advertised closing date for applications. If for any reason you are unable to submit your application by the closing date, please contact the recruiting department in the first instance to ask if they are able to consider a late application.

please see over/

3. Queries

If you want to check that your application has been received, please contact Staff Recruitment (see contact details below) quoting the job reference number.

Any queries about the job itself should be raised with the recruiting department. The further particulars for the job will include the name and contact details of the recruiting manager. The recruiting department may also be contacted via the University switchboard on tel: 0114 222 2000.

4. Progress of your application

The recruiting department will contact you in due course to advise whether or not you have been shortlisted for interview. If you have any queries, please contact the recruiting department directly.

5. Conditions of appointment

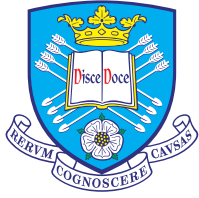
To enable us to meet our legal obligations as an employer, all offers of appointment are made subject to certain conditions:

- a) References
All offers of appointment are subject to satisfactory references. Referees are expected to be people you know in a professional capacity.
- b) Health Assessment
In line with the University's Pre-Employment Health Assessment Procedure, offers of appointment to posts which include an element of risk, or where the applicant has advised that they have a disability or health concern, will be subject to a satisfactory health assessment by the University Staff Occupational Health Service.
- b) Criminal Records Checks
In line with the University's Policy on the Recruitment & Employment of Ex-offenders, offers of appointment to certain jobs are made subject to a satisfactory criminal records check. If this applies to the job you are applying for this will be clearly stated within the further particulars for the post. More details on the policy are available on request or can be viewed at: www.sheffield.ac.uk/hr/policies/recruitment/exo.html

We look forward to receiving your application.

Staff Recruitment
Department of Human Resources
Tel: 0114 222 1627
Email: jobs@sheffield.ac.uk
Website: www.sheffield.ac.uk/jobs

Please note that application packs are available in a range of formats (e.g. Braille, large print, tape) upon request.



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Summary Information Form

Please use BLOCK CAPITALS in **black** ink or type as the form may be photocopied. Please read the *Guidance Notes for Applicants* before submitting your application.

The job

Job title: _____ Department: _____

Job reference number: _____

Personal details

Surname/family name: _____ Title: _____ Other names: _____

Address: _____

Postcode: _____

Home telephone: _____ Work telephone: _____

Email address: _____ Mobile telephone: _____

Would you need a work permit to do this job? Yes No

National insurance number:

Details of present/most recent employment

Present/most recent employer	Date of appointment (and end date, if applicable)	Job title and details of main responsibilities	Present salary	Notice period	Reason for leaving

Education and training

Dates attended	Institution	Qualification and grade

References

These must include your current or most recent employer or educational institution. Referees are expected to be people you know in a professional capacity.

Name: _____ Job title: _____ Address: _____ _____ Telephone: _____	Relationship: _____ _____ _____	May the referee be approached without consulting you beforehand? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name: _____ Job title: _____ Address: _____ _____ Telephone: _____	Relationship: _____ _____ _____	May the referee be approached without consulting you beforehand? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name: _____ Job title: _____ Address: _____ _____ Telephone: _____	Relationship: _____ _____ _____	May the referee be approached without consulting you beforehand? Yes <input type="checkbox"/> No <input type="checkbox"/>

Pre-Employment Health Assessment

In line with the University's Pre-Employment Health Assessment procedure, please indicate below whether you have a disability* or health concern which you feel is relevant to the job you are applying for:

Yes No

If you would need any special equipment or adjustments to be made to enable you to do this job please provide details here:

If you are successful at interview you may be required to complete a confidential health questionnaire and/or attend an assessment at the University Staff Occupational Health Service.

*The Disability Discrimination Act (1995) defines a disabled person as someone with a 'physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities.'

Criminal Records**To be completed for all jobs**

Do you have any unspent criminal record/convictions or current criminal proceedings pending against you?

Yes No

If yes, please provide details: _____

Jobs requiring a CRB Disclosure

These jobs are considered exempt from the Rehabilitation of Offenders Act 1974 and appointment will be subject to a satisfactory CRB Disclosure, which will detail spent and unspent criminal records. If this applies to the job you are applying for, it will be clearly stated within the application pack.

For more info visit:
www.sheffield.ac.uk/hr/info/policy/exo.html

I confirm that the above information is correct and understand that any misrepresentation or omission could result in the withdrawal of my application from the selection process or termination of employment.

I agree to the information provided on this form being stored and used by the University in relation to the selection process for the job for which I have applied, in accordance with the provisions of the Data Protection Act 1998.

Signature: _____ Date: _____

Please return your application to: The Staff Recruitment Service, Department of Human Resources, The University of Sheffield, Western Bank, Sheffield, S10 2TN, United Kingdom.



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Diversity Monitoring

This information will be treated as strictly confidential and will not be seen by the appointment panel. It will be removed from your application by the Department of Human Resources and used for statistical purposes only.

Request for information from applicants

The University of Sheffield is fully committed to equal opportunities and aims to recruit and maintain a diverse workforce. To help us monitor how effective we are in doing this, and to enable us to meet legal requirements, we ask that you answer the following questions. If you do not wish to answer any particular sections, leave those blank, but please complete all other sections and return this form with your application.

Find out more about the University's Equal Opportunities Policy for Staff at www.sheffield.ac.uk/hr/diversity

Job title: _____

Department: _____

Job reference number: _____

Ethnic origin	tick one
a) White – British	<input type="checkbox"/>
b) White – Irish	<input type="checkbox"/>
c) White – any other White background *	<input type="checkbox"/>
d) Black – Caribbean	<input type="checkbox"/>
e) Black – African	<input type="checkbox"/>
f) Black – any other Black background *	<input type="checkbox"/>
g) Asian – Indian	<input type="checkbox"/>
h) Asian – Pakistani	<input type="checkbox"/>
i) Asian – Bangladeshi	<input type="checkbox"/>
j) Asian – any other Asian background *	<input type="checkbox"/>
k) Chinese	<input type="checkbox"/>
l) Mixed – White and Black Caribbean	<input type="checkbox"/>
m) Mixed – White and Black African	<input type="checkbox"/>
n) Mixed – White and Asian	<input type="checkbox"/>
o) Mixed – any other Mixed background *	<input type="checkbox"/>
p) Any other ethnic group *	<input type="checkbox"/>

* If you have ticked any 'Other' box, please give details:

Gender	tick one
a) Male	<input type="checkbox"/>
b) Female	<input type="checkbox"/>

Age	tick one
a) 16–19	<input type="checkbox"/>
b) 20–29	<input type="checkbox"/>
c) 30–39	<input type="checkbox"/>
d) 40–49	<input type="checkbox"/>
e) 50–59	<input type="checkbox"/>
f) 60+	<input type="checkbox"/>

Date of birth

DD/MM/YY

Disabled persons

Do you consider yourself to have a disability?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If yes, please tick the box(es) alongside any of the statements below that you feel apply to yourself:

a) I am a person with dyslexia	<input type="checkbox"/>
b) I am a blind/visually impaired person	<input type="checkbox"/>
c) I am a deaf/hearing impaired person	<input type="checkbox"/>
d) I am a wheelchair user/have a mobility impairment	<input type="checkbox"/>
e) I need personal assistance/support at work	<input type="checkbox"/>
f) I am a mental health system user	<input type="checkbox"/>
g) I have an unseen disability (e.g. diabetes, epilepsy, asthma)	<input type="checkbox"/>
h) I am a person with learning difficulties	<input type="checkbox"/>
i) I have a disability not listed above	<input type="checkbox"/>

Nationality:

UK postcode:

Have you been employed by this University before?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If yes, please give approximate dates:

From	<input type="text" value="DD/MM/YY"/>
To	<input type="text" value="DD/MM/YY"/>

Recruitment information

To enable us to assess the effectiveness of our advertising, please indicate where you first learnt of this vacancy:

a) University of Sheffield Jobs and Recruitment Website	<input type="checkbox"/>
b) jobs.ac.uk website	<input type="checkbox"/>
c) Other website – please specify:	<input type="checkbox"/>
d) Newspaper – please specify, e.g. The Guardian:	<input type="checkbox"/>
e) Specialist Publication – please specify, e.g. Nature/New Scientist:	<input type="checkbox"/>
f) Any other source – please specify:	<input type="checkbox"/>